

UK Shared Prosperity Fund (UKSPF)

E6 and E10 Grant Programme 2023/2024

Information and Guidance Notes

February 2023



What is covered in this guide?

Contents

About UKSPF	2
Grant funding call.....	3
Funding available for projects delivered between June 2023 and March 2024	3
Who can apply?.....	3
How much can I apply for?.....	3
What can be funded?.....	3
What UKSPF cannot fund	4
How we will assess your project	5
How to apply.....	6
Guidance on completing the application form:	
Question 2.....	6
Question 3.....	6
Question 4.....	7
Question 5.....	7
Question 6.....	7
Question 7.....	7
Question 8.....	7
Question 9.....	7
Question 10.....	7
Question 11.....	7
Question 12.....	8
Question 13.....	9
Question 14.....	9
How to manage VAT	9
Signing your application.....	9

Permissions, Licenses and Safeguarding 9

What do I need to send in with my application form? 9

About UKSPF

This fund has been designed to support the aims of the UK Government’s Levelling Up agenda; more specifically it has an overarching objective of ‘Building pride in place and increasing life chances’.

Brentwood Borough Council has been awarded £1m of funding to be spent between December 2022 and March 2025. Government has allocated funding on a yearly basis, and it includes both capital and revenue spend.

The two Interventions presented in this grant programme are E6 and E10. They are part of Brentwood Borough Council’s UKSPF Investment plan, which was informed through local consultation - (see the visual below). The Council can only use UKSPF to fund projects that support these Interventions. You will need to deliver and evidence UKSPF selected outputs and outcomes for each intervention relevant to your grant request.

Investment Priority: Communities and Place

<div style="text-align: center;">  <p>CULTURE</p> </div> <p>Intervention E6: Support for local arts, cultural, heritage and creative activities.</p>	<div style="text-align: center;">  <p>SPORT</p> </div> <p>Intervention E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together</p>
--	--

Examples of what a project **might** look like:

- | | |
|--|--|
| <ul style="list-style-type: none"> • makers spaces • Cultural, heritage and creative events • Funding for local galleries, museums, libraries | <ul style="list-style-type: none"> • Renovation or maintenance of existing facilities • Community sports leagues • Creation of new facilities |
|--|--|

Grant funding call

Call 1 for interventions E6 and E10 is now open for project delivery between June 2023 and March 2024. Applications are requested for grant values between £5,000 and £10,000. Mandatory draft applications are required by **20th March 2023** to allow for feedback. The final application date is **10th April 2023**.

All applicants will be notified of panel decisions w/c 22nd May 2023
Funding agreements to be signed and returned by 31st May 2023
Grant Funding commences 1st June 2023

Funding available for projects delivered between June 2023 and March 2024

Investment Priority	Intervention	Capital 23/24	Revenue 23/24
Communities & Place	E6: Local arts, cultural, heritage & creative activities	£4,265	£25,261
Communities & Place	E10: Local sports facilities, tournaments, teams & leagues	£4,265	£25,262

We would recommend you read about the fund in more detail:

[UKSPF Prospectus](#) – an outline of the funding

Who can apply?

Any organisation with legal status can receive funding to deliver a UKSPF Intervention. This may include local authorities, public sector organisations, arms-length bodies of government, higher and further education institutions, private sector companies, voluntary organisations and registered charities. Applications from individuals cannot be accepted.

If you are delivering a project as a partnership only the lead partner should be listed as the applicant.

How much can I apply for?

For this round you can apply for a grant of between £5000 and £10,000. Please note the split available in total between capital and revenue and apply accordingly.

Please note that 50% of your award will be paid once your funding agreement is signed and 50% three weeks before the end of your project.

What can be funded?

Your project must support at least one of the two listed UKSPF interventions, and for each intervention at least one output and one outcome must be delivered. In addition, projects will be expected to demonstrate that they align with key elements of the Brentwood 2025: Where Everyone Matters Strategy, available to view at www.brentwood.gov.uk.

In the tables below we have outlined for your information the UKSPF outputs and outcomes, and targets for 2023-2024.

E6: Local arts, cultural, heritage and creative activities	
Type	Indicator
Output	Number of organisations receiving non-financial support (numerical value)
Output	Number of volunteering opportunities supported (numerical value)
Outcome	Jobs created as a result of support
Outcome	Increased footfall (% increase)
Outcome	Number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value)
Outcome	Improved perception of events (% increase)
E10: Local sports facilities, tournaments, teams and leagues	
Type	Indicator
Output	Number of facilities supported/created (numerical value)
Output	Number of tournaments supported
Output	Levels of participation in sports and recreational activities at facilities that have benefitted from funding (based on registered players/teams) (% increase)
Outcome	Improved perception of facilities/amenities (% increase)
Outcome	Increased users of facilities/amenities (% increase)
Outcome	Improved perception of events (% increase)

We strongly recommend that you look at the two documents below to make sure you understand what is meant by each UKSPF intervention and the definitions and evidence need to support outputs and outcomes:

[UK Shared Prosperity Fund: Interventions, Objectives, Outcomes and Outputs – England](#)
[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\)](#)

What UKSPF cannot fund:

- paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action
- payments for activities of a party political or exclusively religious nature
- VAT reclaimable from HMRC
- gifts, or payments for gifts or donations
- statutory fines, criminal fines or penalties
- payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- payments made in cash
- contingencies and contingent liabilities
- dividends

- bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
- expenses in respect of litigation, unfair dismissal, or other compensation
- costs incurred by individuals in setting up and contributing towards private pension schemes
- more than one bid per applicant, per funding call
- retrospective bids, i.e. where work has already commenced prior to funding award
- hospitality and catering (but volunteer refreshments are eligible)
- organisation running costs unless these are directly related to the project delivery and ongoing costs incurred post project completion e.g. maintenance of equipment or licences/subscriptions
- exclusively religious or political activity
- funding for projects delivered outside the Borough of Brentwood

How we will assess your project

Each application will be scored against the criteria set out in the Scoring Matrix. It is anticipated that in the first full year of the grant we may get a higher number of applications than funding. In this instance, selection will be based on highest scoring projects.

How to apply

Call 1 for interventions E6 and E10, for project delivery between May 2023 and March 2024 will open on the 27th February 2023.

Applications can be for grant values between £5,000 and £10,000.

Mandatory draft applications are required by **20th March 2023** to allow for feedback. The final application date is **10th April 2023**.

Step 1: Check to see that your project fits interventions E6 and / or E10 and that you are able to deliver at least one output or outcome for each intervention you have selected. Please also make sure you will have the capacity to manage the evidence and reporting required.

Step 2 Complete the online application form at www.brentwood.gov.uk/funding using the guidance provided below with the required attachments by **20th March 2023** for feedback.

If you require any additional advice or support relating to the completion of the form or the application process, please contact:

UKSPF@brentwood.gov.uk or call 01277 312500

Guidance on completing the application form

Question 2

We suggest that you fill in this section last!

By working through the other questions, including your budget, you will already have started to think about the outputs and outcomes you will need to deliver. Planning the project to ensure you deliver and spend to the end of the financial year is critical, as government may not allow any unspent funds to roll over. This project outline needs to bring all these points together.

As you describe your project, make sure your outline includes information about how you are delivering and when (your milestones) and how this links to the numbers you have allocated to your output and outcomes.

PARTNERSHIPS: if you are looking to deliver your project as part of a partnership you will need to name the partners involved and as you describe your project delivery you need to indicate the role each partner will play. The 'Lead Partner' (the organisation making this application) will be responsible for all communications with Brentwood Borough Council, reporting, and claims.

Question 3

In addition to the UKSPF criteria Brentwood Borough Council would expect to see projects that support local strategies. To help you answer this question we have pulled together the key actions. Please outline in your answer how your project will help deliver some, or all, of the targets relevant to the intervention you have selected.

Relevant to intervention E6:

- Improving access to high quality, inclusive arts activities and experiences
- Supporting the development and growth of existing creative assets and people
- Supporting creative skills development opportunities for young people
- Supporting opportunities for creative collaboration
- Improving the health and wellbeing of individuals and communities through arts and culture

Relevant to intervention E10:

- Improved community and sports facilities
- Increased usage of existing community facilities
- Increase in membership of targeted sports clubs receiving funding
- Introduction of a new competition demonstrating new increased levels of participation.
- Opening/trialing a new targeted section of the club/activity to provide additional opportunities and access
- Combatting anti-social behaviour/positive youth engagement
- Increasing participation in the following target groups:

- People with long term conditions such as diabetes, dementia, MS
- Older people (55 +)
- Women and girls (especially in wards with higher levels of deprivation)

Question 4

It is important that you demonstrate how your project meets local needs, and that in delivering it you have thought about how you will reach and engage with the individuals or groups you are supporting. If you don't have survey data to evidence your argument, a quote from a major stakeholder or potential participant would be an option to consider.

Question 5

Please tell us how your organisation promotes equality, diversity and inclusion, and how this will be embedded in your project.

Question 6

Here we are hoping you can outline not only your own operations (including the way in which you will run the project) but also about your engagement with communities.

Question 7

We appreciate that this is a difficult question to answer but we would like to understand if your project will continue to have a positive impact on the local community after your UKSPF funded work is over.

Question 8

Please think about not only the risks in setting up and delivering the project within the community, but also in managing annual budget limits, meeting outputs and outcomes and regular reporting. And most importantly - please highlight the mitigation you are putting in place to minimise the impact of the risks.

Question 9

Using the guidance provided by UKSPF (linked on page 4 of this document), please decide which outputs and outcomes are most relevant to the intervention(s) you have chosen. Please also outline how you will collect the information necessary to be able to evidence you have achieved these numbers.

Question 10

Here we are wanting to know how you will manage the project administration. Have you planned in time for the work? Who will be responsible for collecting all the information for outputs/outcomes and the evidence to support this? Who will be responsible for any claims or reporting. Do you have the experience to manage this?

Question 11

Please outline your key milestones in the timeline provided in the separate excel sheet 'Budget and Timeline', and upload to your online form as an attachment. We are looking at how and when you will undertake the different actions needed to deliver your project – this could be setting up project systems, recruiting staff, running events, setting quarterly goals for outputs and outcomes to be achieved etc.

Please include in your timeline that you will have to provide financial and output/outcome evidence and reporting quarterly. You will receive 50% of your award on funding agreement signing and 50% will be 3 weeks before the end of your project.

Question 12

Please ensure that you fill in the Excel spreadsheet in as much detail as possible so that the grant panel understands your costs calculations and ensure that these are eligible.

There will be one tab per intervention, respectively named Budget for E6 and Budget for E10. A summary tab will automatically generate the figures you require to answer question 12 on the online form.

In column A you will need to select, from a drop-down list, the budget line relevant to your expenditure. These are:

- Staff Costs: this is the time spent by one of your employees to deliver the UKSPF project. In the description box, you should include % Full Time Equivalent (FTE), hourly rate and role in the project. One line per member of staff. If your project is approved, the cost will need to be evidenced via hourly rate calculation, monthly timesheets and defrayal evidence.
- Staff travel costs: This is the budget line for costs linked to employees travelling to deliver the UKSPF project (e.g. mileage, bus or train tickets). If your project is approved, you will need to evidence this via expenses claim and defrayal evidence.
- Applicant time if not an employee: this is in the case of a sole trader/self-employed applicant - your time can be included under this budget line. Please note that, if approved, you will need to provide timesheets and ensure that the rate per hour is included in the description box. We would expect payment for artists to be in line with guidance issued by the Artists' Union England, Rates of Pay Guidelines.
- Supplier of goods: This budget line is for costs such as craft supplies, banners, chairs etc. Please note that procurement requirements may apply. Those costs will need to be evidenced via receipt/invoice and defrayal evidence. Cash transactions are not eligible.
- Supplier of services: This is a cost linked to a service you require from an external provider. For instance, marketing, artists, sports coaches, tournament organiser. This can also include volunteer travel costs that you pay for directly. As above, procurement requirements may apply.
- Volunteers' expenses: This includes costs for travel and subsistence that the volunteer pays for. To claim the cost of reimbursing the volunteers, you will need an expenses claim and evidence of a bank transfer. Cash reimbursements are not eligible.
- Small equipment: This is, for instance, a laptop, printer, mobile phone, tablet under the value of £5000. Procurement rules may apply.
- Capital costs: This is the budget line for refurbishment work, or equipment over £5000. For instance, a 3D printer, structural work on changing rooms.

Question 13

Please note that due to the amount of funding available in the Capital budget line for each intervention, it is likely that most Capital applications will need match funding.

In your answer, please make sure you provide information on whether match funding is available for your project, whether it is secured or in the process of being secured.

Please make sure that you state whether your UKSPF project can still be delivered even if the match funding isn't secured. When would be your cut off point?

Question 14

The UK Government expect all grant recipients to work within the UK public sector procurement rules. These are:

- For purchases up to £2499 you can make a direct award- ie you need to only have one quote
- For purchases of £2500-£24,999 you must have three quotes
- For purchases of service or goods £25000 and above you must undertake a tender, and this must include publishing the tender on Contracts Finder at <https://www.gov.uk/contracts-finder>
- In this section you need to demonstrate that you understand this process, that you will ensure you have evidence of undertaking procurement and to describe how you will do this for each item of expenditure over £2499.

How to manage VAT

Please make sure you confirm if you are, or are not, VAT registered.

If the applicant **is VAT registered** please exclude VAT from the budget and any claims, as UKSPF will not pay recoverable VAT.

If the applicant **is not VAT registered** the grant will be inclusive of all costs, including VAT, that you pay on goods and services. Therefore, applicants that are not VAT registered should include VAT in the budget costs.

Signing your application

Please make sure you date and sign your application. An electronic signature is acceptable.

Permissions, Licenses and Safeguarding

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses, and insurances are in place prior to beginning your project and that adequate, health, safety, safeguarding protocols and risk assessments are in place, as necessary. We will ask for copies of these where appropriate.

What do I need to send in with my application form?

When making your application please attach the following documents to your form:

- Completed Excel 'Budget and Timeline' template – mandatory

- If you are not a registered organisation, please provide a copy of your governing document – mandatory
- Any required permission or licences – mandatory
- Safeguarding statement or policy- if applicable to intervention, mandatory

If your grant is approved, you will need to provide as part of your funding agreement:

- Risk assessment or insurances
- Bank details