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**UKSPF E6 and E10 Grant Programme**

**Full application form**

**Year 2024/2025**

1. About your organisation

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| Name of organisation applying | Click or tap here to enter text. |
| Type of organisation e.g. registered business, CIC, charity | Click or tap here to enter text. |
| Company or Charity Registration No. | Click or tap here to enter text. |
| VAT registration no. (if applicable) |  |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Your name | Click or tap here to enter text. |
| Your position in the organisation | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Tel No | Click or tap here to enter text. |

**Your proposal**

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| --- | --- | --- | --- | --- |
| Your project title | Click or tap here to enter text. | | | |
| Your project start date  (between 1 April 2024 – 31 March 2025) | Click or tap here to enter text. | Project end date  (between 1 April 2024 – 31 March 2025) | | Click or tap here to enter text. | |
| For which intervention are you applying? (please tick all that apply) | | | E6  E10 | | |
| What is the total cost of your project? | | | £ | | |
| Please tell us how much funding you are requesting in the below table: | | |  | | |
| Intervention | | Amount requested | | | |
| E6 – Revenue (Between £10,000 and £50,000) | | | £ | | |
| E6 – Capital (between £10,000 and £30,000) | | | £ | | |
| E10 – Revenue (between £5,000 and £20,000) | | | £ | | |
| E10 – Capital (between £15,000 and £60,000) | | | £ | | |
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| 1. Describe your project. Tell us where it will be delivered, what you will be doing, who it is aimed at and how you will deliver it. Tell us why you feel it fits with UKSPF intervention(s) E6 and/ or E10. (maximum 10,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 2a. Please tell us which local priorities your project will support (tick all that apply):   |  |  | | --- | --- | | **Relevant to E6: Support for local arts, cultural heritage and creative activities** | **Y/N** | | 1. Nurturing our creative sector- for example, supporting venues and organisations already existing to develop, supporting creative businesses, making spaces for creative people to meet and create together. |  | | 2. Young people - for example, young people can experience creative opportunities to support their wellbeing, they are aware of creative careers paths, and have a say about how they participate in arts and culture. |  | | 3. Creative placemaking – for example, delivering more culture and creativity in our parks and green spaces, bringing public space alive with events and creative experiences for everyone and supporting creative volunteering opportunities. |  | | **Relevant to E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together** | **Y/N** | | 1. Increasing access to sport and leisure opportunities - for young people, older residents and/or those who may have been adversely affected by the cost-of-living crisis. |  | | 2. Improving mental health through sport and physical activity. |  | | 3. Encouraging more active travel across the Borough |  | | 4. Improving local sports facilities for the community. |  | | 5. Increasing physical activity opportunities for residents with long-term conditions and disabilities. |  | |
| 2b. Please tell us how your project will support the priorities you have selected (max 7,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 3. How do you know that the community need or want this project? Have you talked with community and local partners, and if so, who? How have they helped you identify the need and shape the project delivery? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 4. The UK Government and Brentwood Borough Council are committed to equality and diversity in all their work and funding. How does your approach and project support this? (max 3,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 5. How will your project operate sustainably: including minimalizing environmental impact and carbon emissions as part of the project itself, or its delivery? (max 3,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 6. How will you ensure your project has legacy past initial delivery? And if there are any ongoing costs, how will you manage these after the end of the project? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 7. Setting up and delivering projects always has risks. Assuming you are awarded funding, what risks and challenges do you think you will face and how do you intend to minimise them? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

**Monitoring and measurement**

8a. The UKSPF fund requires you to deliver specific outputs and outcomes as listed below. Please tell us which ones will you deliver, how many, and how will you collect the data and evidence needed to confirm that you have delivered them?

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| Intervention E6: Local arts, cultural, heritage & creative activities | | | |
| Type | Description | No. / % | How will you collect and evidence the data? |
| Output | Number of organisations receiving non-financial support |  |  |
| Output | Number of volunteering opportunities supported |  |  |
| Outcome | Jobs created as a result of support (FTE) |  |  |
| Outcome | Increased footfall (% increase) |  |  |
| Outcome | Number of community-led arts, cultural, heritage and creative programmes as a result of support |  |  |
| Outcome | Improved perception of events (% increase) |  |  |
| Intervention E10: Local sports facilities, tournaments, teams & leagues | | | |
| Type | Description | No. / % | How will you collect and evidence the data? |
| Output | Number of facilities supported/created |  |  |
| Output | Number of tournaments supported |  |  |
| Output | Number of events/ participatory programmes |  |  |
| Outcome | Improved perception of facilities/amenities (% increase) |  |  |
| Outcome | Increased users of facilities/amenities (% increase) |  |  |
| Outcome | Improved perception of events (% increase) |  |  |

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| 8b. We would expect all UKSPF funded projects to enhance health and wellbeing in the Borough. Please tell us how your project will do this and how this will be measured (max 5,000 characters, including spaces). |
| Click or tap here to enter text. |

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| 9. You will need to provide a report on project progress (including outputs and outcomes achieved) and financial spend every 3 months and at the end of the project. How will you ensure you have the time and expertise needed to do this? (max 2,000 characters, including spaces) |
| Click or tap here to enter text. |

**Supporting documents - budget, milestones and evidence**

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| 10. Please complete both TAB 1 and TAB 2 of the Budget/ Milestone spreadsheet template and upload to this form |
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| 11. Please describe the process will you follow to procure external goods and services costing over £2,500. Please upload evidence to this form i.e quotes or links to invitations to tender. (max 2,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 12. Please upload your Public Liability Insurance certificate and other relevant insurances. |
| Click or tap here to enter text. |

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| 13. If you are working with vulnerable people, including children and young people, please upload your Safeguarding Policy/ Statement. |
| Click or tap here to enter text. |

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| 14. If applicable, please upload your organisation’s constitution or terms of reference. |
| Click or tap here to enter text. |

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| 15. Please upload any other evidence you wish to submit. This should include evidence of community need, relevant permissions, plans, photos, letters of support etc |
| Click or tap here to enter text. |

**Data Protection and Privacy Notice**

In this form we ask for some personal information (such as name, address, postcode) in order to fulfil your request for information or services. This information will be held securely and will be used to provide you with the service you have requested.

We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you or required by law or to prevent or detect fraud. Any processing will be performed in line with the requirements of the General Data Protection Regulation from 25 May 2018.

For further information, and to find details of your rights and how we process personal data, please go to: [www.brentwood.gov.uk/privacy](http://www.brentwood.gov.uk/privacy)

By completing this form you are consenting to the Council capturing and storing the personal details in this form for providing the service requested.

**Consent and declaration**

I declare that the information supplied in this application is true and that any grant money received from Brentwood Borough Council will be used for the purposes described in this form. (An electronic signature is acceptable)

**Signature Date / /**