

Shared Prosperity Fund (UKSPF)

E6 and E10 Grant Programme 2024-2025



Information and Guidance Notes - Full Application

January 2024

For all enquiries contact UKSPF@brentwood.gov.uk or call 01277 312500

About UKSPF

The fund has been designed to support the aims of the UK Government's Levelling Up agenda; more specifically, its aim is to build pride in place and increase life chances. For further information please visit the [UKPSF Prospectus](#).

Brentwood Borough Council's UKPSF allocation is £1m, to be spent between December 2022 and March 2025.

This grant programme will support two of Brentwood's chosen UKSPF interventions:

- E6 – Support for local arts, cultural, heritage and creative activities, and;
- E10 – Funding for local sports facilities, tournaments, teams and leagues; to bring people together.

Total that is available for each intervention for this grant programme is as follows:

Intervention	Capital	Revenue
E6	£54,150	£150,000
E10	£134,518	£50,000

Applicants can apply for funding for projects delivered between 1 April 2024 and 31 March 2025. Minimum and maximum application levels are as follows:

- E6: revenue grants – for funding between £10,000 and £50,000
- E6: capital grants – for funding between £10,000 and £30,000
- E10: revenue grants – for funding between £5,000 and £20,000
- E10: capital grants – for funding between £15,000 and £60,000

Grants will be paid 100% upon receipt of a signed grant agreement.

Who can apply?

Any organisation with legal status. This may include local authorities, public sector organisations, arms-length bodies of government, higher and further education institutions, private sector companies, voluntary and community organisations and registered charities.



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Your organisation must have its own bank account and formal articles, such as a constitution, terms of reference or purpose statement.

Sole traders can apply. They should include their Unique Tax Reference number on the application form where it asks for the Charity or Company Registration number.

If you are delivering a project as a partnership, a lead applicant organisation will need to apply.

Match funding is not required, however, some capital costs may require match funding as our definition of capital is considered as a minimum of £5,000.

Subsidy control

It is possible that grants awarded under UKSPF will be deemed as being a subsidy.

Brentwood Borough Council intends to use the exemption of Minimal Financial Assistance (MFA), which allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements.

MFA is capped at a financial threshold, meaning no recipient can receive more than £315,000 over three years.

If approved, the applicant will be requested, as part of the grant funding agreement to declare that the cap hasn't been met.

More information is available on the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf

What can be funded?

Projects must support either of the E6 or E10 interventions and must deliver at least one of the following outputs and one of the following outcomes:

E6: Local arts, cultural, heritage and creative activities	
Output	Number of organisations receiving non-financial support
Output	Number of volunteering opportunities supported
Outcome	Number of 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
Outcome	Improved perception of events (% increase)

E10: Local sports, facilities, tournaments, teams and leagues	
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)

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

[UKSPF – Interventions, Objectives, Outcomes and Outputs – England](#)

[UKSPF – Outputs and Outcomes definitions \(2\)](#)

Local priorities

In addition to meeting UKSPF interventions, outputs and outcomes for E6 and E10, we would expect to see projects that support local strategic priorities:

Relevant to E6: Support for local arts, cultural heritage and creative activities

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

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.**

What UKSPF cannot fund

- Paid for lobbying, entertaining, petitioning or challenging decisions, which means using the fund to lobby (via and external firms 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.
- Activities of a 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 the 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 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 contribution towards private pension schemes.
- More than one bid per applicant, per funding round.
- Retrospective bids (where work has already commenced prior to funding being awarded).
- Hospitality and catering (but volunteer refreshments are eligible).
- Organisational running costs (unless these are directly related to the project. delivery) and ongoing costs incurred post project completion (such as maintenance of equipment or licenses/ subscriptions).
- Funding for projects outside of the Borough of Brentwood.

UK Public Procurement

The UK Government expects 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>

Please ensure that you are able to fulfil these before applying.

What is considered revenue and what is considered capital?

Capital expenditures are usually one-off costs (over £5,000) of acquiring, improving or maintaining fixed assets which will be used to benefit the organisation over a long period of time. Items include:

- Purchasing property
- Improving property
- Purchasing equipment
- Purchasing a vehicle

Revenue expenditure is short-term, operational, day-to-day running costs of an organisation:

Items include:

- Salaries
- Rent
- Utilities
- Insurance
- Marketing

How to manage VAT

Please note that as grant funded projects are not a usual business activity, the funding falls 'outside scope' of VAT. Therefore, the grant payment will be inclusive of all costs (including the VAT that you will pay on goods and services).

How to apply

There are two separate grant programmes available for applications:

1. Revenue projects for E6 and E10
2. Capital projects for E6 and E10

Please see page 1 for the minimum and maximum grant levels for each intervention and programme.

The expression of interest form is for both capital and revenue applications.

Applications will be made in a two-stage process, with initial expressions of interest followed by a formal application process:

Expressions of interest opens	11 December 2023
Expressions of interest closes	8 January 2024
Applicants notified of outcome with successful applicants invited to make a full application	22 January 2024
Deadline for full application	19 February 2024
Applicants notified of decision	15 March 2024

Application process:

Stage 1 – Expressions of interest form

We asked all applicants to complete a short expression of interest form by 8 January 2024. This was to ascertain eligibility and assess your project against the funding criteria.

You were then invited to submit a full application form.

Stage 2 – Full application form

Those successful at the ‘expression of interest’ stage, have been invited to complete a full application form. You will receive one to one support to talk through your project and how to best present it when completing the full application form. You will need to submit the form **by midnight on the 19 February 2024**. You will be notified of the funding decision by 15 March 2024.

Full application form – summary of questions

About your organisation

- Name of organisation
- Type of org
- Company, Charity or Unique Tax Reference number
- VAT reg number if applicable
- Address, postcode
- Lead contact name, position, email and phone number

Your proposal

- Project title
- Start date, end date (between 1 April 2024 and 31 March 2025)
- For which intervention are you applying? E6/E10
- Please tell us the total cost of your project.
- How much are you applying for in capital and/ or revenue against your chosen intervention?

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)

Here you should provide a detailed description of your project, what you want to do, how and why, clearly outlining why it fits with UKSPF and your selected intervention.

2a. Please tell us which local priorities your project will support (tick all that apply)

Tick the relevant boxes to show which local priorities your project meets.

2b. Please tell us how your project will support the priorities you have selected (max 7,000 characters, including spaces)

Tell us in detail how your project meets your selected priorities.

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)



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We would expect all projects to be developed with and shaped by communities or project beneficiaries. Tell us in detail who you have consulted and how they have helped to codesign your project.

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)

Please tell us how you are engaging and including a diverse range of people in your project.

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)

We expect all applicants to consider the environmental impact of their project. Please tell us about the steps you are taking to minimise your carbon footprint and environmental impact.

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)

We are looking for projects that have a long-lasting impact on participants, communities and places. Please tell us how you will ensure that your project has a strong legacy or that it can continue to be delivered once UKSPF funding has been used.

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)

Here you should outline the key risks and challenges you might encounter when delivering your project, detailing how will you ensure that you mitigate these as much as possible.

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

Please indicate, on the table, which outcomes and outputs you expect to deliver and how you intend to do this. Outline how you intend to evidence your delivery.

8b. We would expect all UKPSF 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).

Please detail how your project will improve health and wellbeing in the Borough. This may be for direct beneficiaries or wider communities. Tell us how you will measure and evidence this improvement.

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)

We are required to provide reporting to DLUHC on the local impact of UKPSF and will request regular reports from funding recipients. Please tell us how you will ensure this will be well managed.

Supporting documents - budget, milestones and evidence

10. Please upload your completed budget and timeline template

Use the upload tab to upload your spreadsheet.

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)

Here we need to see that you have understood UK Public Procurement rules as outline on page 4 of this guidance. Please upload evidence that you will be adhering to procurement rules.

12. Please upload your valid Public Liability Insurance certificate and any other relevant insurances

Use the upload tab to upload your insurance certificates.

13. If you are working with vulnerable people, including children and young people, please upload your Safeguarding Policy/ Statement.

Use the upload tab to upload your policy/ statement.



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14. If applicable, please upload your organisation's constitution or terms of reference.

Use the upload tab to upload your constitution or terms of reference.

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.

Use the tabs to upload up to 3 additional documents. Additional documents above the upload limit can be email directly to ukspf@brentwood.gov.uk. Please reference your application number.

Data notice, consent and declaration

Please read the data notice and confirm that you have provided correct information to the best of your knowledge.



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Example of completed Budget template tab (from template spreadsheet)

EXPRESSION OF INTEREST - HEADLINE BUDGET

Name of organisation:	
Brentwood Community CIC	
Expenditure	
REVENUE - Headline item	Cost
Young coach training	£850
Hire of temporary fencing x 4 events	£3,000
4 x basketball hoops @ £250 each	£1,000
4 x Team kits – 60 x £30	£1,800
CAPITAL - Headline item	Cost
Replacement of floodlights	£36,000
Vehicle purchase	£16,000
Computer and printer	£6,000
	£
Total expenditure	£64,650

Income and match funding		
Source	Value	Confirmed or Unconfirmed?
Own funds	£2,000	Confirmed
Grants are us	£3,000	Unconfirmed
Coaching sessions – charge to participants	£500	Unconfirmed
Total income	£5,500	

In-kind support		
Detail	Value	Confirmed or Unconfirmed?
Volunteer coaches x 5 @£20 per hour for 30 hours each	£3000	Confirmed

Pitch hire – donated by leisure centre @£50 per hour x 30 hours	£1500	Confirmed
	£	
	£	
Total value of in-kind support	£4,500	

USKPF Grant requested	Value
E6 - Revenue (between £10,000 and £50,000)	£
E6 - Capital (between £10,000 and £30,000)	£
E10 - Revenue (between £5,000 and £20,000)	£6,650
E10 - Capital (between £15,000 and £60,000)	£52,500

The total of your income + your UKPSF request should balance your expenditure.



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Example of completed Timeline template tab (from template spreadsheet)

	2024									2025		
Delivery	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
<i>ie</i> Recruitment of workshop facilitator												
Create promotional materials												
Purchase key equipment												
Advertise for coaches												
Recruit young people												
Training												
Tournament												
Young coach courses												
Fundraising for future sessions												
Young coach led sessions												
Awards event												
Evidence gathering and reporting												

