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How to complete the Grant Application Form for bids to the United Kingdom Shared Prosperity Fund and the Rural England Prosperity Fund



# Introduction

The £2.6bn United Kingdom Shared Prosperity Fund (UKSPF) is funding provided by the Government, intended to replace EU structural funds following the UK's exit from the EU. The funding is available in financial years 2023/24 and 2024/25 with the level of available funding increasing each year to the maximum level in the final year.

The UKSPF aligns with the Government's Levelling Up agenda, with the primary goal being to build pride of place and increase life chances. The UKSPF should lead to visible and tangible improvements to places as well as investment in human and social capital.

The funding priorities for the UKSPF are:

* **Communities and Place**- enabling investment in restoring community spaces and relationships and creating foundations for economic development at a neighbourhood-level. Outputs under this theme should strengthen the social fabric of communities and support building pride in place.
* **Support for Local Businesses**- interventions that support local businesses to thrive, innovate and grow.
* **People and Skills (2024/25 only)** - reducing barriers to employment some people face and supporting them to move towards employment and education. Can also include targeting of funding towards skills to support employment and local growth.

Some local authorities are also eligible for funding from the Rural England Prosperity Fund (REPF). This fund is a top-up to the UKSPF to support activities that specifically address the particular challenges faced by rural areas.

Chichester District Council has been allocated £1m from the UKSPF and has an additional, indicative allocation of £718k from the REPF. To access the funding, we were asked to submit an Investment Plan to government reflecting the current local challenges and opportunities and setting out how the funding could help address issues and harness opportunities. The Investment Plan also included our selections from a list of possible interventions that, following consultation, were identified as the most relevant to our area.

As well as delivering some projects ourselves, Chichester District Council is making funding available to other organisations to deliver projects that meet the Fund's objectives and support our chosen interventions. We are doing this through a competitive grants process.

Prospective applicants should read the following guidance notes and speak to a Funding Advisor before making an application. Contact details for the Funding Advisors can be found on our [shared prosperity fund](https://www.chichester.gov.uk/sharedprosperityfund) web page. The list of selected interventions and the expected outputs and outcomes attached to each can also be found in the table on this page.

# General Guidelines

Ask us for advice

If applying for either UKSPF or REPF please contact the most appropriate funding adviser for you organisation.

Particularly because of the very specific criteria for this fund, if you are interested in applying to you should contact us first. We will then give advice about eligibility, completing the application form and submission dates. There are several Advisers specialising in supporting different types of **projects**, they are listed below. Contact the person whose area of expertise best fits your organisation and project.

## Funding Adviser Contacts:

|  |  |  |  |
| --- | --- | --- | --- |
| Advising | Name | Telephone Number |  Email |
| Environmental and biodiversity organisations | Tom Day | 01243 534854 | environmentalstrategy@chichester.gov.uk  |
| Community groups and voluntary organisations | Chlöe Williams | 01243 534794 | community@chichester.gov.uk |
| Sport, artsand culture groups | Sam Lee  | 01243 534798  | slee@chichester.gov.uk |
| Businesses | Derek Irvine | 01243 534711 | businesssupport@chichester.gov.uk  |
| Parish and Town Councils | James Brigden | 01243 534839 | community@chichester.gov.uk |

## Rural England Prosperity Fund

Please be aware that unfortunately, not all locations in the district are eligible for this fund?

All postcode areas within Chichester district will be considered for projects using the United Kingdom Shared Prosperity Fund, but certain areas within Chichester District **do not** meet the criteria for eligibility that have been set for us for the Rural England Prosperity Fund.

As a guide these areas include the settlement areas of Chichester city and Stockbridge, along with Southbourne and Westbourne.  If any doubt your funding adviser will be able to clarify whether your project falls within one of these areas.

## About the funding

Rural England Prosperity Fund may **only** be used for **capital** projects.  This means you must spend grants on lasting assets such as a building or equipment and cannot spend them on revenue costs such as running costs or promotional activities. The list below details ineligible costs:

* 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
* contingencies and contingent liabilities
* dividends
* bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
* paid for lobbying, entertaining, petitioning or challenging decisions
* expenses in respect of litigation, unfair dismissal or other compensation
* costs incurred by individuals in setting up and contributing towards private pension schemes
* improvements to domestic properties
* purchase of private vehicles
* projects that have received funding from other DEFRA schemes, including the Farming in Protected Landscapes Programme, the Farming Investment Fund or the Platinum Jubilee Village Hall Improvement Grant Fun.

# Who can apply for a grant from this fund?

* Any organisation with legal status can apply for the UK Shared Prosperity Fund or the Rural England Prosperity Fund. This may include local authorities, public sector organisations, higher and further education institutions, private sector companies, voluntary organisations and registered charities. Grants must be for business and community purposes and projects must fit with our local Investment Plan.
* Please see the ‘eligibility’ section on the webpage for full details of who and what is eligible under this scheme. You will see that it is a specific exclusion for REPF funding that applicants/projects cannot have received funding from other DEFRA schemes, including the Farming in Protected Landscapes Programme, the Farming Investment Fund or the Platinum Jubilee Village Hall Improvement Grant Fund.
* Under this scheme, businesses with up to 50 staff (FTE) can apply for capital grant funding to invest in projects to boost turnover, improve productivity and increase jobs. Example eligible business costs might be purchase of equipment or machinery to boost productivity or Equipment for increased energy efficiency or increased productivity through automation.

# Advice to applicants

What can I use this form to apply for?

The online application form requires you to select from a list of interventions. Details of these ‘interventions’ are listed in our Investment Plan Summary which can be found on our [shared prosperity fund](https://www.chichester.gov.uk/sharedprosperityfund) web page. We ask you to talk with an Adviser at an early stage to confirm that this fund is relevant for your project. Depending on the nature of your project the questions you are asked in the form will vary. It is possible to make more than one application**,** but you should complete one form per project and bear in mind that multiple approaches are less likely to be successful

What level grant funding can I apply for?

The Investment Plan Summary indicates the level of funding available for 2023/24 under each ‘intervention’ and you should have this in mind when designing your proposal. As the table shows, the amounts vary so please discuss your ideas with an Adviser to check what is a realistic request.

This fund has a maximum grant request level of £40,000. We expect applications to have at least 20% match funding in place.

# Completing the application form: Guidance by Section

The following advise provides information on how to complete the online application form by section

## Section 1: About your organisation

This section is to gather key information about your organisation.

Please refer to the policy and detailed criteria list which can be found on our [shared prosperity fund](https://www.chichester.gov.uk/sharedprosperityfund) web page to confirm eligibility.

Applications will be welcome from partnerships, but the lead partner will need to be identified within this section. This lead partner must be authorised by the partnership to sign-up to the declaration and will take the lead in delivering data in line with the associated formal reporting agreement if successful. Details of the partnership should be provided within the project description question in section 4.

## Section 2: Further details

This section gathers further information about the organisation.

You will be required to upload digital evidence of your corporate structure. This can be provided in a variety of documents including:

* Articles of Association
* Constitution
* Rules

Next, you will be asked about your organisation’s main activities.

Finally, you will be asked for a breakdown of your team. Please note that this form has been laid out for several different types of organisations. If you don’t have and people of a particular category, please enter a zero.

## Section 3: About the Project or Service

This section focuses on the proposed project to be delivered by the funding being applied for.

Within this section you will be require to provide the postcode and address of the project itself. For REPF, this postcode will be used to see if your project meets the rural requirement of this funding.

You will then be asked to select which funding priority you are applying for. This if followed by which intervention your project will aim to meet.

Choose from the drop down the “intervention” we have put forward under that priority that your project matches. Please refer to the Intervention Summary document (which can be found on our [shared prosperity fund](https://www.chichester.gov.uk/sharedprosperityfund) web page) and select the intervention that best fits with what you want to do and whose suggested outputs and outcomes match with how you expect to deliver. All applications are expected to select **one** priority and demonstrate they match it to be successful

The next question is the point where you get to tell us what your project is and how your proposal will meet this funding scheme. We expect the amount of detail given to be proportionate to the scale of your organisation, project and funding requested. You should capture the essential details of your project or service in a suggested maximum of 500 words. Details of ineligible activities are set out in full in the policy available on our [shared prosperity fund](https://www.chichester.gov.uk/sharedprosperityfund) web page. Under this scheme it is important to tell us if this will complement an existing project.

Please note: Businesses applying for a growth grant are asked to specifically identify how your proposal will create growth in your businesses and create jobs. How many jobs will be created over time as a direct result of the project and any other outputs and outcomes you expect, such as increase in turnover, new products and services and if you export, by how much this will increase.

For bids under the other interventions, as this is expected to be a competitive fund, we have also identified common “principles” that we are particularly looking for in a strong bid. Applications will also be assessed against these principles (listed below). We suggest you have them in mind when completing your project description here (as well as the other questions in this application form).

* Will the project increase participation or employment?
* Does the project demonstrate working with others?
* Does the project have clear objectives and outcomes?
* Does the project demonstrate Value for Money?
* Is there evidence that the project is needed or addresses a recognised gap in provision?
* How have you designed the project to minimise its climate impact?
* Is the project ready for implementation?

We will not fund projects that have already happened, so please allow time for your application to be processed. The key dates for this programme are advertised on our web page but please do speak to your Adviser to find out the likely timeframe for a decision. For this programme the funding **must** all be spent in the year of award therefore it is **essential** that your plans align with this timescale.

The outcomes and outputs for this scheme are already agreed as part of the fund’s Investment Plan. The relevant outcome should appear here related to your choice of intervention. This funding requires successful applicants to engage with us in reporting and monitoring. Please show here that you have identified a baseline for your monitoring or how you will go about finding this, you can ask your Adviser to talk to you about this question.

## Section 4: Funding requirements

This section gathers details about the costs of the project.

Please remember the match funding requirement and any maximum grant level you have been advised of.

If you are able to re-claim VAT, then the costs shown in this section should be net.

**Section A** - Please list all relevant costs in the table provided. For more complicated projects it may be easier to breakdown costs on separate sheet and attach it to you application. If you are able to re-claim VAT, then the costs shown should be net.

**Section B** - This should show who you have approached for funding, what funding is confirmed and what is pending (indicate in your answer below if you know the timeframe for a decision on pending bids). Include in this how much you as a group are contributing to the project. Please note that evidence of active fundraising and confirmed ‘match funding’ will be looked on favourably. The Panel will not normally consider a contribution greater than 80% of the total cost of your project.

Please see below for an example of a completed table as a demonstration:

|  |  |
| --- | --- |
| Section A: Project or Service Budget Breakdown | Section B: How your project is funded |
| Item or activity | Item/ activitycost  | CDC contribution (this application) | Other contributions(£, from where, secured?) |
| Hire of venue x 3 (2hrs) | £200 | £100 | £100- Parish Council |
| Promotional costs: printing | £150 | £50 | £100- Fundraiser |
|  TOTALS | £ 350 | £ 150 | £ 200 |

We ask for competitive quotes to support your application where you will be making purchases (preferably three to demonstrate value for money). Please note that where possible the supplier / provider should be based within the Chichester District consideration of local providers will be weighted favourably during assessment. Please note if your provider is a family member or has a financial interest in your business a second quote must be provided. This must be stated on the form and a further quote must be provided. Confirm your preferred supplier somewhere in your submission.

This question also gives you the opportunity to demonstrate that you have planned for sustaining your project into the future something that will be taken into consideration in assessments.

## Section 5 – Delivery and Management

Working in partnership is one of the “principles” we look for in a strong bid. Mention by name other groups or organisations who are supporting or participating in this project. Or refer to a Business Plan or other supporting document to evidence this.

We expect that you will have project management in place appropriate to the scale of the project. If you are applying as an informal group of volunteers for example, tell us briefly how you will organise running your project. For a larger scale application tell us who will oversee the delivery of your service and how will they ensure that an efficient service is provided?

Your answer should show that you are aware of relevant legislation and have complied accordingly (this will vary depending on your project or service).

If your project involves working with children and/or adults - as defined in the Care Act 2014 - we would expect you to have an appropriate Protection Policy in place. A child meaning a person under the age of 18 years; and an “adult” meaning a person over the age of 18 who meets the following criteria:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

- Is experiencing, or is at risk of abuse or neglect

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Similarly, if you work with the above groups, do you carry out checks on staff that are likely to have direct contact? Your group’s formal position on this should also be mentioned.

If you are a community organisation and do not have any of the above Policies, need help with updating them, or want any other information on policies, you can contact VAAC [www.vaac.org.uk](http://www.vaac.org.uk)

This is also where you should indicate that you have a licensed establishment, or if you are licensed for child provision, adult care provision, bail provision or any similar activity.

If you answer ‘Yes’, you should demonstrate that you have all the necessary permissions in place for your project to happen. You should have planning permission before making an application. You will need to supply copies of permissions with your bid where relevant.

## Section 7 – Climate Impact

All projects are expected to identify in this response what their projects impact is. There is a detailed guidance note available on our web page

Most human activity results in carbon emissions – show us in your response that you are aware of how this project contributes – you might include reference to buildings, resources, supply chain, travel.

How have you designed the project to minimise the impact on the climate (e.g. ensuring public transport access, reusing resources) a more detailed list of considerations is provided in the guidance note and links to sector specific advice are also provided on the note. Your answer is expected to be proportionate to your organisation’s and your project’s scale.

Your group or organisation might have adopted an Environment Policy or have introduced different ways of working to reduce climate impact. Have you looked at your energy providers, supply chain, carbon offset?

## Section 8: Signing off your application

All applicants should sign this Declaration.

The declaration includes a tick box relating to Subsidy Control. At the time of writing, rules have been adopted following the withdrawal from the European Union but it may be that further legislation is introduced, identifying the threshold for commissioning of public service contracts.  Alternative wording may need to be provided, and in this scenario the application form will be updated.  If you are unsure whether this restriction applies speak to us.

### Thank you for completing the form!