



2024/25 CALL FOR PROJECTS  
UK SHARED PROSPERITY FUND  
(UKSPF) YEAR 3  
AND  
RURAL ENGLAND PROSPERITY  
FUND  
(REPF) YEAR 2

## Guidance and References

This document is designed to give you all the information required to submit a Project Bid for either UK Shared Prosperity Funding or Rural England Prosperity Funding.

**It is strongly recommended that you read this document before attempting to complete the online form. This document contains examples and suggestions about how to answer and structure your responses to the questions on the application form.**

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# 1. Key Facts & Pre-Qualification Criteria

## 1.1 Important Dates

- **Mon 11 March** – Call for applications opens.
- **Tues 9 April 2024**: Application closing date.
- **Early/Mid-June 2024**: Funds will be issued to successful projects.
- **Thurs 28 February 2025**: All funding must be spent by this date.
- **Mon 31 March 2025**: The UKSPF & REPF Funding Schemes end on 31 March 2025. All outputs and outcomes must be fully delivered by this date.

## 1.2 Those Eligible to Apply

- All businesses including unincorporated sole traders and partnerships.
- Other legally created bodies such as Parish Councils, Local Authorities & Charities.

## 1.3 Minimum and Maximum Funding Limits

- UKSPF & REPF: a minimum grant of £2000 and a maximum limit of £50,000.

## 1.4 Pre-Qualification Criteria

Before commencing your UKSPF/REPF grant application form, please check you are able to satisfy ALL of the following 8 criteria. If you are unable to agree to the below and still wish to be considered for a grant, please contact the UKSPF Team on [ukspf@stratford-dc.gov.uk](mailto:ukspf@stratford-dc.gov.uk) to discuss your project.

- Your project aligns with at least one main Intervention identified in the Funding Budget Table (**Appendix 1**), along with the relevant and available Revenue or Capital budget as stated.
- Your project will achieve at least 1 Output and 1 Outcome from **Appendices 2 or 3**, along with your specified Quantifiable Values, by 31 March 2025 at the very latest.
- Your project will be ready to begin by 01 June 2024, including the attaining of any third-party consents needed for the project to commence (i.e. legal, licensing or planning permission).
- You are confident that all UKSPF/REPF grant monies received will be spent by **28 February 2025** and all Outputs and Outcomes will be fully achieved by **31 March 2025**.
- Your designated project manager has a firm understanding of your Project's costs, will comply with the procurement conditions set by Department for Levelling Up, Housing & Communities (DLUHC) ([UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-shared-prosperity-fund-procurement-8)) and record keeping set out in these Guidance Notes, and can accommodate any upward fluctuation in costs outside of any funding agreement.
- You will not be spending grant funds on "In Kind" items or on any VAT element (see Financial Information below).
- You are able to provide (1) a Risk Analysis and (2) a Data Projection Policy specific to the Project and proportionate to its size and nature.
- You will be able to supply regular progress updates for the duration of the grant scheme (see Performance Management below).

## 2. Completing the Application Form

### 2.1 Checklist of What You Need to Commence your Online Application

- Full organisations contact details, registered company number, charity number, VAT number, etc.
- Project details and project manager details.
- Intervention selection, Output and Outcome selection with relevant measurables (see Appendices 1 and 2/3).
- Relevant Strategic Driver information (see Appendix 4 & 5).
- Funding request and revenue/capital breakdown, plus matched funding details.
- Project delivery dates (project start, grant spend completion, full achievement of Outputs and Outcomes).
- If you are a business that is **not** incorporated (such as a sole trader, various types of partnership, etc) you will need to attach to following to your application at the time of submission: audited Statement of Accounts for the last trading period; Cashflow Forecast; Profit & Loss Account; and Balance Sheet.
- A Risk Assessment document which relates to the implementation of this project (and NOT a risk assessment for once the project has been completed). (See section below.)
- A Data Protection Policy document which is adequate and available to attach to your application (see section below).
- Legal information: registered office, trustees, insurances, all public grants received since April 2021, contract signatory's details, general declaration.

### 2.2 General Information

All applications should be made via the online form which can be found at

<https://www.stratford.gov.uk/people-communities/ukspf-repf-year-3-call.cfm>

Once you start your application, you will be able to save it as many times as you like. Once you are happy with it you can then submit the final version. Your application must be submitted by 5pm on 9 April 2024. Please note, any attachments can only be added to the application just before you press the Submit button – if you attempt to do this earlier, they may well be lost. (You may find it easier to complete the form's word version (also on the above page) and then transfer into the online form for submission.)

The application form has been developed in compliance with the criteria set by the UKSPF/REPF Prospectus, the Grants Standards and the Public Contracts Regulations 2015. The questions are structured in line with the defined approach as indicated in the 'Grants Standards' and specifically the 'challenge funds process'.

The applicant is permitted to make multiple applications through the same or different interventions. However, each application must refer to a different project or different parts of a wider project (providing they are not inter-dependent) and must deliver additional Outputs and Outcomes.

Each question must be completed for the application to be considered.

Questions should be responded to proportionately based on the value and complexity of the project. Applications will be assessed based on the responses' alignment to the Scoring Methodology as set out below. Unnecessary wordsmithing and word volume will be viewed negatively – a maximum word count is provided to help guide you.

All questions must be answered openly, honestly and as clearly as possible. Failure to do so may result in funding not being awarded, being withheld or being reclaimed after payment has been made.

It is vital that achievable quantifiable values (£, %, km, m<sup>2</sup> etc) are provided in relation to your chosen Outputs and Outcomes (see Main Intervention and Added Intervention sections below) and must be delivered by 31 March 2025. Failing this, monies may be clawed back by the local authority in line with the DLUHC Guidelines and as laid out in your grant agreement.

## 2.3 Scoring Methodology

Applications will be reviewed in 3 key ways:

### **Information Only (IO) - Unscored**

These questions are to provide understanding of the applicant and the project they wish to submit.

The questions relevant for information only are: 1,2,3,4 & Section 9 (24 – 40)

### **Pass/Fail**

SDC reserves the right with these questions to fail the applicant if an adverse position is observed. These questions and their response are considered a minimum standard of compliance which the applicant must achieve. Compliance with the questions' requirements and/or appropriate supporting information to assure compliance will be awarded a Pass.

The questions appropriate for this type of assessment are 15,16,17,18,19,20,21

### **Scored Question**

The responses will be scored objectively in line with the scoring criteria set out for each. Questions 5,6,7,8,9,10 & 23 will be assessed against the following criteria and the 5 key questions which will be scored and their allocated weightings are:

- Outputs and Outcomes - (35%)
- Cost - (35%)
- Risk Analysis – (10%)
- Added Value - (12%)
- Match Funding – (8%)

The Full Scoring Table can be found in the Appendices and each of the scoring criteria are detailed further in the sections below.

The Council reserves the right to fail an application if any of the scored questions do not meet the baseline requirement (i.e. 0 or 1)

## 2.4 Project Details

When completing the Project Details section of the application form, please be specific about exactly what this Project is and its purpose. Where it forms part of a larger project or sits alongside a sister

project, please make this clear but ensure your application focuses on the details and deliverables of this Project specifically.

## 2.5 Main Intervention and Outputs/Outcomes

We ask that your project aligns with one 'main' Intervention. If you feel that it could align with more, please choose your Main Intervention as the one that has the greatest impact on your Project and the most deliverables.

In your Project Description, please try and highlight the value that this bid and grant will deliver to your business/community, describing the current situation and the difference this grant will make.

You will need to select at least one Output and one Outcome for this intervention. These Outputs and Outcomes most likely will form part of your grant agreement should your bid be successful, so they must be fully achievable, and evidence provided by 31 March 2025 at the very latest. This is when the whole UKSPF/REPF Scheme closes.

When selecting your Outputs and Outcomes, you are also required to state a quantifiable value for each and this forms part of your application scoring. Appendix 2 & 3 clarifies the exact quantifiable value required, ie a number, kilometres, metres squared, £, or a percentage increase. If the Output or Outcome states a '% increase' then you must provide a baseline measurement to start with so that the increase can be demonstrated. For example, your answer could state: 'a 10% increase on the previous year's production of 500 units'. Should your bid be successful, you will need to evidence both the original baseline measurement (prior to the grant) and the subsequent increase.

## 2.6 Additional Interventions and Added Value

Where you have identified Additional Interventions along with their measurable Outputs/Outcomes, these will be considered as additional commitments in any successful grant agreement and be measured in the same way as your Main Intervention. The value that this bid and grant will deliver to your business/community, how it might facilitate additional benefits.

You may wish to highlight where Added Value can be achieved from your Project, by aligning the Project with the Council's Strategic Drivers (Appendix 4) and Growing Opportunities (GO) Plan (Appendix 5).

These additional deliverables will be taken into account in your scoring and therefore have a material effect on the award of the grant. Whilst it's important to show the 'added value' of your Project, it's important to note that they will also be part of your grant agreement and be required to be delivered by 31 March 2025.

## 2.7 Funding, Costs, VAT and Match Funding

Please refer to the Funding Budget Table in Appendix 1 to establish if it is Revenue or Capital monies that are available in your chosen Intervention and check this suit your grant request. If there does not appear to be adequate monies available in the relevant intervention's budget, you may still wish to apply for funding. In the event that surplus funds are available in other budgets, we may be able to reassign monies where deemed appropriate. However, we cannot comment on the likelihood of this until all applications have been scored and assessed.

In your application, please detail the total amount you would like to receive in grant funding, along with a breakdown in the boxes provided (by Revenue and Capital spend) of what this would be spent on.

Grant monies should be identified against specific actions in your project i.e. against professional fees, for the purchase of equipment. Grants are not appropriate to be used to add to a general project fund or for 'in kind' items/activities - they are intended to enable a project that would not have otherwise been possible.

If your organisation/business is VAT registered, please do not include any VAT element (inclusively or separately) in your application as UKSPF/REPF funding does not cover VAT for VAT registered bodies on the basis that input tax can be recovered. If you are not VAT registered, please apply for a VAT inclusive sum, and make this clear on your application.

You will be required to return unused grant funds that either are no longer required for this Project, which cannot be spent within the agreed timescale or if the project fails to proceed.

You are also required to provide details of separate match funding monies coming from your organisation to support the delivery of this Project. Please state match funding amounts clearly, also evidencing where these monies are coming from and how they are to contribute to the Project.

This Cost and Match Funding information you provide will be scored in line with the Scoring Methodology set out above.

## 2.8 Procurement

The three procurement processes and their thresholds described below apply to purchases with a single contractor/supplier.

### Individual purchase

For a purchase of up to £2,500 you are able to make a direct purchase from your preferred supplier.

### Three Quotes

To secure a contract of a value between £2,500 - £25,000 with one supplier/contractor, you must obtain 3 written quotes or prices sought from relevant suppliers of goods, works and/or services.

Remember to keep evidence of your three quotes/prices sought as they may be required for auditing purposes at a later date.

### Formal Tender Process

To spend Fund monies in excess of £25,000 with a single supplier, you will need to undergo a formal tender process for compliance with the Fund's terms and conditions. This will involve the following key activities:

- Advertise the opportunity to as wide-reaching a supplier base (within the district at minimum) as possible.
- You will create criteria which assess cost and quality of suppliers against their peers.
- You will operate an open/transparent process providing a fair opportunity for all suppliers to deliver the project's requirements.
- You will score responses back from the suppliers to rank the submissions and find the preferred supplier/contractor.
- You will report back the results of the process to support the Fund's reporting procedures.

You must retain evidence of this process as it may be required for auditing purposes at a later date.

## 2.9 Project Delivery Dates

The delivery dates that you state in your application are the dates that you will be required to adhere to within your grant agreement, should your application be successful.

All grant monies must be spent by 28 February 2025. All Outputs and Outcomes, Added Value and other deliverables must be fully achieved by 31 March 2025. These dates are not extendable and if project completion (which includes grant spending and achievement of contracted Outcome and Output measurables) are not achieved by these dates, there is a risk of your grant monies being clawed back, as per the DLUHC Guidelines and as laid out in your grant agreement.

Please note, where possible, all permissions required for your Project (eg planning, licencing) must be in place before 4 June 2024. If this is not the case this **MUST** be included as a risk on your Risk Register

## 2.10 Financial Information

Incorporated organisations, public bodies and registered charities do not need to supply financial accounts as we will obtain financial and credit check reports from an external provider of these services. (However we may request additional evidence at a later date.)

If your organisation/business has not submitted a Statement of Accounts to Companies House or the Charity Commission or your accounts are not available on your website, you will be required to attach the following at the end of your application just before submission (Please note, if you attempt to attach before then, there is a risk that you attachments may be lost.)

- Latest Cashflow Statement
- Latest Profit and Loss Account
- Latest Balance Sheet

Failing that, you can attach a free report from Experian but you are responsible for obtaining this report and it may take some days to obtain. [www.experian.co.uk/consumer/statutory-report.html](http://www.experian.co.uk/consumer/statutory-report.html)

## 2.11 Subsidy Control

The application form asks you to provide details of all previous public grants that your organisation has received since 1 April 2022.

Any grant received under this scheme may be subject to Subsidy Control under the Subsidy Control Act 2022 ("the Act"). Subsidy generally relates to grants given to organisations that offer goods and services on a market. The application form asks you to provide details of all previous public grants your organisation has received since 1 April 2022 to help the Council decide if the grant is a subsidy under the Act and whether it may be covered by an exemption or is subject to the requirements of Subsidy Control. Whether the grant you apply for would be subject to the requirements of Subsidy Control will not be taken into account in considering the merits of your application; however, if the grant is subsidy, cannot be covered by an exemption and does not meet the Subsidy Control requirements, the Council will be unable to award the grant to you.

## 2.12 Risk Assessment & Data Protection

If you have a risk assessment specifically for the carrying out of this Project, please attach to the end of this application. (Please note, we are not asking for an operational risk assessment for when your project has been completed, but one which relates to the implementation of this project.)



If you do not have a formal risk assessment, please provide a proportionate assessment of risk, based on the size and value of your project (e.g. what are the risks of delay, non-completion, not achieving Outputs or Outcomes, and the mitigation to reduce these risks). A sample Risk Assessment Form can be found at Appendix 10.

You are required to attach a copy of your Data Protection Policy to the end of your application. Please see the ICO's website for a template policy/privacy notice [Transparency \(cookies and privacy notices\) | ICO](#)

## 2.13 How Project Funding will be allocated/decided

Once applications are assessed they will be ranked based on the score achieved to provide clarity on the quality of the submissions.

These will then be aggregated to see where best value can be achieved when considering multiple projects. The cumulative impact of Outcomes and Outputs for different projects will be considered and projects may be batched accordingly.

The Council will be responsible for making the final decision on the allocation of funding raised through UKSPF/REPF. The aim of this Protocol is to ensure that the decision-making process is transparent. Through it the Council will identify and agree priorities for the use and allocation of UKSPF/REPF funds.

Where scoring is considered similar between projects and the higher scoring stakeholder has already received funds elsewhere, it is at the Council's discretion to select a less favourable score to enable equitable distribution of funds.

## 2.14 Performance Management & Record Keeping

All successful Projects will be required to carry out the following:

- Complete and return electronic quarterly Progress Reports and Spend Summaries (identifying progress on spend, Outputs, Outcomes, project highlights, delays and risks to project completion) for the duration of the scheme. Sample attached at Appendix 7. These documents will be sent to you for completion every 3 months.
- Complete their spending within timescale laid out in the grant agreement (Appendix 9, Schedule 2).
- Achieve their Output and Outcome measurables within timescale as laid out in the grant agreement (Appendix 9, Schedule 2).
- Return unused grant funds that either are no longer required for said project or which cannot be spent within the agreed timescale.
- Complete a Final Review Form once the project has been completed. This will be to identify anything in the scheme you felt might have been better and also any future projects that may be on the horizon.
- You must keep all records that relate to your bid and Project. These include quotes, invoices and permissions. These must remain available for 6 years from the end of the Project should the Project be audited and you be asked to provide evidence of the Project delivery.
- For clarity and understanding the decision has been made for invoices to be supplied to the Authority for any expenditure that is **2% or more of their SPF/REPF grant allocation**. For example, if an organisation is paid £50k, we need copies of invoices that are greater than £1k.

- The organisation should retain invoices/receipts etc for anything less than 2% for audit purposes, should we request to see them. However, they should send us a log of expenditure for anything less than 2% - this way everything is accounted for. We suggest that the organisation should update their expenditure log monthly to make it easier to reconcile, although it should be submitted to the authority quarterly.

If you become aware that your Project is varying from the contracted timescales, Outputs and/or Outcomes, please contact the UKSPF Team at the earliest possible time so that we are aware of the issues and we can discuss mitigation.

## 2.15 Contact Us

If you have any questions about the grant scheme or need help in completing your application form, please contact us on [ukspf@stratford-dc.gov.uk](mailto:ukspf@stratford-dc.gov.uk) or phone 07866 672875 / 07816 315492.

Further information can be found at: <https://www.stratford.gov.uk/people-communities/ukspf-repf-year-3-call.cfm>

## 2.16 Additional Documents

Please see the additional documents for further details, these can be found on the webpage <https://www.stratford.gov.uk/people-communities/ukspf-repf-year-3-call.cfm>

Appendix 1 - UKSPF REPF Year 3 Funds

Appendix 2 - UKSPF Year 3 Outputs & Outcomes

Appendix 3 - REPF Year 2 Outputs & Outcomes

Appendix 4 - Council Strategic Drivers

Appendix 5 - Growing Opportunities themes

Appendix 6 - Full Scoring Table

Appendix 7 - Draft Progress Report and Spend Summary Form

Appendix 8 - Application form

Appendix 9 - Draft Agreement

Appendix 10 - Sample Risk Register Format

## 2.17 Changes

- 14/03/24 – Additional clarification of financial record keeping above and below the 2% threshold in the Performance and Record Keeping section