

**UK Shared Prosperity Fund (UKSPF)**

**Newark and Sherwood**

**Grant Funding Application Form Round 1**

**Important Information**

**You must read NSDC UKSPF Grant Funding Guidance Round 1 before completing this application form**.

We recommend completing the Budget and Performance profile spreadsheet before this application form as it will assist you in answering some of the questions.

Please take note of the following:

* Ensure to answer all questions. Any questions left blank will score a 0 in the assessment process.
* All successful projects must be completed, costs defrayed, and any outstanding amounts claimed for, by 31st March for each financial year the project runs.
* If you have any difficulty completing this application form, please contact Newark and Sherwood District Council via email on [UKSPF@newark-sherwooddc.gov.uk](mailto:UKSPF@newark-sherwooddc.gov.uk)
* Applications and all supporting documents must be submitted to [UKSPF@newark-sherwooddc.gov.uk](mailto:UKSPF@newark-sherwooddc.gov.uk) no later than 17:00 Friday 17th February.

**Return your completed application with supporting documentation to UKSPF@newark-sherwooddc gov.uk**

Applications must be received by **17:00 on Wednesday 8th February 2023.**

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| **1.0 Applicant Details** | | |
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| Organisation name: | Click or tap here to enter text. | |
| Key person responsible  for the project: | Click or tap here to enter text. | |
| Position held: | Click or tap here to enter text. | |
| Contact telephone number: | Click or tap here to enter text. | |
| Email address: | Click or tap here to enter text. | |
| Postal address: | Click or tap here to enter text. | |
| Person with overall  financial responsibility: | Click or tap here to enter text. | |
| *Where applicable:* | | |
| Website: | Click or tap here to enter text. | |
| Company registration number: | Click or tap here to enter text. | |
| Charity registration number: | Click or tap here to enter text. | |
| UKPRN Number: | Click or tap here to enter text. | |
| Please confirm the type of organisation: | | |
| Local Authority  Private Sector  Voluntary Sector | | University  FE College  Other (please specify)  Click or tap here to enter text. |
| 1.1 Please describe the main activities of your organisation? (*max 500 words)* | | |
| Click or tap here to enter text. | | |
| 1.2 Please describe the group(s) your organisation works with or supports? *(max 200 words)* | | |
| Click or tap here to enter text. | | |

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| **2.0 Financial** | |
| 2.1 Please indicate and attach to your application one of the following to demonstrate your organisation’s financial standing: | |
| 1. A copy of audited accounts for the last two years. |  |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available  (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

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| 2.2 Please explain why proposed activity cannot be funded through private finance, including details of potential restricted funds held by your organisation *(max 200 words)* |
| Click or tap here to enter text. |

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| 2.3 Do you anticipate any significant changes to the way your organisation is funded during the next 24 months? If yes, please provide further details of these changes. |
| Click or tap here to enter text. |

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| 2.4 Does your application replace and/or duplicate any Government, European or Newark and Sherwood District Council funded community activities that your organisation currently delivers? If yes, please provide details. |
| Click or tap here to enter text. |

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| 2.5 Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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| 2.6 Does any aspect of the project involve the provision of subsidies? If yes, explain how the subsidies are compliant with the UK Subsidy Control Regime. |
| Click or tap here to enter text. |

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| 2.7 If successful through UKSPF, will the project/programme receive match funding to support delivery? If yes, please provide details of the amount and source. |
| Click or tap here to enter text. |

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| 2.8 Please explain if and how the project could be considered financially sustainable in terms of its ability to continue to deliver benefits beyond the UKSPF funding period *(max 300 words)* |
| Click or tap here to enter text. |

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| **3. Policies and Liability insurance** | | | | |
| 3.1 Please confirm your organisation has the following \* | Yes | No | Under development | n/a |
| A written Health & Safety policy. |  |  |  | - |
| A written Equality & Diversity statement. |  |  |  | - |
| A written Safeguarding policy for vulnerable adults (if applicable). |  |  |  |  |
| A written Safeguarding policy for children (if applicable). |  |  |  |  |
| Where there will be contact with children or vulnerable adults have you ensured compliance with the Disclosure and Barring Service Checks? |  |  |  |  |
| Public and Employer Liability insurance to a minimum of £10,000,000, and Professional Indemnity insurance to a minimum of £5,000,000 |  |  |  | **-** |
| *\*If your application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.* | | | | |

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| **4. Project/Programme Details** | |
| 4.1 Please select the UKSPF Investment Priority (or Priorities) you are applying for: | |
| Communities and Place |  |
| Supporting Local Businesses |  |
| People and Skills *(only eligible in Year 2 by exception, see funding guidance for further details)* |  |

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| * 1. We have identified a number of UKSPF interventions we intend to fund through Round 1 as priority (see 3.2 of application guidance).   Using the full list of interventions provided by government here: [Interventions, Objectives, Outcomes and Outputs – England (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068875/UKSPF_England_Outputs_and_Outcomes.pdf)p lease identify which E- number(s) you intend to deliver through this funding. | | |
| **Communities and Place** | **Supporting Local Businesses** | **People and Skills** |
| E1 | E16 | E33 |
| E2 | E17 | E34 |
| E3 | E18 | E35 |
| E4 | E19 | E36 |
| E5 | E20 | E37 |
| E6 | E21 | E38 |
| E7 | E22 | E39 |
| E8 | E23 | E40 |
| E9 | E24 | E41 |
| E10 | E25 |  |
| E11 | E26 |  |
| E12 | E27 |  |
| E13 | E28 |  |
| E14 | E29 |  |
| E15 | E30 |  |
|  | E31 |  |
|  | E32 |  |

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| 4.3 Please identify if you are applying for Capital or Revenue UKSPF funding\* | |
| Revenue |  |
| Capital |  |
| Both |  |

\* *Please note: UKSPF is a revenue-based scheme therefore the majority of awards are expected to be revenue focussed. For a breakdown of the funding available and further information regarding eligible capital and revenue expenditure, please see the funding guidance document.*

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| 4.4 Please provide an explanation of the proposed use of funding including the objectives of the project/programme and alignment to the strategic priorities of Newark and Sherwood District Council including our [Community Plan and Economic Growth Strategy.](https://www.newark-sherwooddc.gov.uk/councilstrategies/) *(max 500 words)* | | | | |
| Click or tap here to enter text. | | | | |
| 4.5 Please identify the wards within Newark and Sherwood your proposed activity would support. A full map of wards is available here: [1\_All-Wards\_A3.pdf (newark-sherwooddc.gov.uk)](https://www.newark-sherwooddc.gov.uk/media/newark-and-sherwood/images-and-files/democratic-services/elections/ward-maps--may-2015/1_All-Wards_A3.pdf) | | | | |
| Balderton North and Coddington |  | Newark Town (any) | |  |
| Balderton South |  | Ollerton & Boughton | |  |
| Bilsthorpe |  | Rainworth North & Rufford | |  |
| Collingham |  | Rainworth South & Blidworth | |  |
| Dover Beck |  | Southwell | |  |
| Edwinstowe &Clipstone |  | Sutton on Trent | |  |
| Farndon & Fernwood |  | Trent | |  |
| Farnsfield |  | Lowdham | |  |
| Muskham |  | All of Newark and Sherwood | |  |
| 4.6 a) For Communities and Place and People and Skills initiatives, please identify the cohort(s) your proposed activity would support or benefit (*please leave blank if this does not apply).* | | | | |
| Adults (18+) | | |  | |
| Children and young people (up to 18) | | |  | |
| Adults 65+ | | |  | |
| People with a disability | | |  | |
| People from minority groups | | |  | |
| Other | | |  | |
| b) For Supporting Local Businesses initiatives please identify the types of businesses your proposed activity would support or benefit (*please leave blank if this does not apply).* | | | | |
| Click or tap here to enter text. | | | | |
| 4.7 Please explain if and how the proposed activity recognises and/or contributes towards environmental sustainability and the wider green agenda such as [net zero and nature recovery](https://www.gov.uk/government/publications/net-zero-strategy) objectives*. (Max 300 words)* | | | | |
| Click or tap here to enter text. | | | | |
| **5.0 Performance and Delivery** | | | | |
| 5.1 Please justify the rationale behind the figures provided for the expected outputs and outcomes of the project/programme in your completed Budget and Performance Profile spreadsheet e.g. based on previous delivery, forecasting, expressions of interest etc*. (max 200 words)* | | | | |
| Click or tap here to enter text. | | | | |
| 5.2 Please explain how you will capture, measure and evaluate the identified outputs and outcomes *(max 200 words)* | | | | |
| Click or tap here to enter text. | | | | |
| 5.3 Please explain how you plan to engage service users and promote your offer to the wider community/businesses? *(max 300 words)* | | | | |
| Click or tap here to enter text. | | | | |

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| **6.0 Delivery Timeline and Responsibilities** | | | | |
| 6.1 Please provide a high-level overview of your delivery timeline including major milestones and potential risks to delivery. | | | | |
| **Period** | **Activity** | **Major milestones** | **Risks** | **Mitigating Actions** |
| **Jan – Mar 2023**  (No funds available in this Qtr. to support activity, however, planning activities may be appropriate) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **April – Jun 2023** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Jul – Sep 2023** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Oct – Dec 2023** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Jan – Mar 2024** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **April 2024 – March 2025** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| 6.2 Please identify the roles dedicated to the delivery of the project (paid or voluntary) including any positions you intend to create or recruit to subject to securing funding. | |
| **Title** | **Expected hours per week** |
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| **7.0 Additional Information**  7.1 Please provide any additional details relevant to your application that are not previously mentioned. |
| Click or tap here to enter text. |

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| 8.0 Agreement |
| The following section must be completed by the lead individual responsible for this project application:   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Newark and Sherwood District Council (NSDC). NSDC reserve the right not to allocate some, or all of the indicative allocated funding through this call. 2. We acknowledge that any agreement submitted after the deadline of 17:00 17th February will not be considered or taken forward. 3. If successful, we will enter into a grant funding agreement with NSDC detailing the terms and conditions of the grant. 4. We will comply with any relevant legislation affecting the way that we carry out the project. 5. NSDC can use our name and the name of the project in its own publicity. 6. We will fully complete the paperwork required for NSDC to report on progress and performance to Government, and return to NSDC as required. 7. We acknowledge the processing of our data in relation to applying for and delivering projects, as per the privacy notice available [here.](Shared%20Prosperity%20Fund%20|%20Newark%20&%20Sherwood%20District%20Council%20(newark-sherwooddc.gov.uk)) 8. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to NSDC, if requested. 9. If we receive grant funding for a project, we understand that NSDC will not automatically grant fund any later projects. 10. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to NSDC internal and external audit and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods. 11. NSDC may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:  * If we do not comply with the terms and conditions of the grant. * If the application form was completed dishonestly or the project documents give false or misleading information. * If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. * If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project. * If we fail to complete the project by the date in the agreement. * If we close down, become insolvent or bankrupt.   I confirm that the organisation named in this application form, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement if successful in our application. Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

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| **Task** | **Completed** |
| We have answered all the relevant questions on the application form |  |
| We have read and signed 8.0 Agreement |  |
| We have completed the Budget and Performance Profile Spreadsheet |  |
| We have enclosed a copy of our financial records/statements as requested in 2.1 |  |
| We have completed the People and Skills Year 2 Eligibility form (required for People and Skills Year 2 Initiatives only) |  |

Please use the checklist below to ensure you are sending us everything that we need to assess your application.

**Return your completed application with supporting documentation to** [**UKSPF@newark-sherwooddc.gov.uk**](mailto:UKSPF@newark-sherwooddc.gov.uk) **by no later than 17:00 on Friday 17th February 2023.**

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