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|  |  | UKSPF Project No:  Insert Project Number | Date Received:  Select date |
| **UK SHARED PROSPERITY FUND**  **PROJECT APPLICATION FORM** | | | |
| **Please complete all sections and sign the form otherwise your application will be rejected.**  **PLEASE NOTE THAT THE TEXT BOXES WILL EXPAND AS YOU TYPE AND FILL IN THE FORM.** | | | |

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| **SECTION 1 – Your organisation** | | |
| **1.1 Contact names and details**  *The main contact for the plan should be contactable during normal office hours Monday to Friday and be able to answer queries regarding the application. The named person does not necessarily need to be the person who signs this form.* | | |
| Name of your organisation | Name | |
| Contact details | Primary contact | Secondary contact |
| Title (Mr, Mrs, Miss, Ms, other) | Select title | Select title |
| If other | Please specify | Please specify |
| Contact name | Contact name | Contact name |
| Position (within organisation) | Position | Position |
| Address | Address | Address |
| Postcode | Postcode | Postcode |
| Daytime telephone number | Telephone number | Telephone number |
| Mobile telephone | Mobile Telephone | Mobile Telephone |
| E-mail address | E-mail address | E-mail address |
| Website address  (if applicable) | Website | |

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| **1.2 What type of organisation are you?**  *Please tick boxes and fill in* ***all*** *the relevant information.* | |
| Organisation type | Other - please provide details, must be a legal entity |
| Charity number, if applicable | Charity Number |
| If you selected ‘Other’, please specify | ‘Other’ organisation type |
| Is your organisation ‘Not for Profit’ | YES/NO |
| **1.3 Briefly describe your organisation’s main purpose and regular activities** *(max.100 words).* | |
| Click or tap here to enter text. | |
| **1.4 Please enter the applicant organisation’s unrestricted reserves (£s).**  *These are reserves that are freely available to spend on any of the organisation’s purposes, in line with their own financial policies, controls and procedures. [For Charities, further information can be found via:* [Charity reserves: building resilience - GOV.UK]](https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves) | |
| Please enter in £ | |

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| **SECTION 2 – Your Project** | | |
| **2.1 Project Name.** *(max.10 words)* | Click or tap here to enter text. | |
| **2.2 Please describe your project and what it will achieve.**  *This should provide the panel with excellent insight about the project and what it will deliver. Include key points regarding what activities will take place, who will be involved and the additionality it will deliver (max. 300 words)* | | |
| Click or tap here to enter text. | | |
| **2.3 What local needs, challenges and/or opportunities does this project address in Wyre?** *(max.150 words). This can include long term sustainability of an asset.* | | |
| Click or tap here to enter text. | | |
| **2.4 Who will be the target beneficiaries of the project, and how will they benefit from it?** *Consider health & wellbeing, inclusive communities and thriving economies (e.g. visitor economy) max.200 words* | | |
| Click or tap here to enter text. | | |
| **2.5 Please describe any community /stakeholder support or involvement with the project.** *For stakeholder support, this may include collaboration/ work with other organisations, hubs, local partnerships, local businesses etc.* | | |
| Click or tap here to enter text. | | |
| **2.6 Please provide an address for where works/activity/service will take place.**  *Please complete including postcode, if the site does not have its own postcode, please provide the nearest one. If your project provides a service, activity or event please identify the area/s it will benefit. If more than one site please put best description of site/sites.* | | |
| Name of Site *(as applicable)* | Name | |
| Full address | Full address incl. postcode | |
| **2.7 Who owns and operates the project site/s?**  *Who owns and operates the amenity or land where the project will take place? Please include all parties, stating clearly which organisation owns the amenity or land, and which operates it as applicable.* | | |
| Click or tap here to enter text. | | |
| **2.8 If you lease the land or amenity when does that lease expire and what arrangements do you have in place for continued public access?** *It is important that public access will be maintained into the future, and the longest possible lease period would be favourable. As a guide Wyre Council may not consider a project if the remaining tenure is less than 10 years.* | | |
| Click or tap here to enter text. | | |
| **2.9 Is planning permission and/or any other form of consent required?**  **If yes, please provide details.** *If approvals are required but not yet granted please include timescales for obtaining consents.* | | YES/NO |
| Click or tap here to enter text. | |
| **2.10 How does the project support the delivery of net zero ambitions or wider environmental considerations? (max. 200 words)** *e.g. local supply chains, avoiding single-use plastics, building EPC- renewable energy, using low carbon materials, insulation, LED lights etc. For reference you can view Wyre Council’s* [Climate Change Strategy](https://www.wyre.gov.uk/climate-strategy) *and its commitment to supporting work with relevant agencies towards making the entire Wyre area zero carbon by 2050.* | | |
| Click or tap here to enter text. | | |

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| **SECTION 3 – Project Timescales and Risks** | | |
| **3.1 What are the proposed timescales for the project?** | | |
| Estimated Start Date | Estimated End Date | |
| Select date from drop-down calendar | Select date from drop-down calendar | |
| **3.2 Project delivery plan**  *Please list the key activities/milestones e.g. procurement, building work, commencement, event dates, recruiting staff, planning permissions, publicity campaigns etc.* | | |
| Activity/Milestone | | Completion Date (month/year) |
| Activity/Milestone 1 | | Month/year |
| Activity/Milestone 2 | | Month/year |
| Activity/Milestone 3 | | Month/year |
| Activity/Milestone 4 | | Month/year |
| Activity/Milestone 5 | | Month/year |
| Activity/Milestone 6 | | Month/year |
| *Add further rows as required* | |  |
| **3.3 What are the risks in delivering your project and how will you mitigate these risks? For projects over £100,000 we may ask for a more detailed assessment.** | | |
| Risk | | Mitigation proposal |
| Risk 1 | | Mitigation |
| Risk 2 | | Mitigation |
| Risk 3 | | Mitigation |
| Risk 4 | | Mitigation |
| Risk 5 | | Mitigation |
| Risk 6 | | Mitigation |
| Risk 7 | | Mitigation |
| *Add further rows as required* | |  |
| **3.4 What experience does your organisation have of delivering this type of project?** *(max. 250 words)* | | |
| Click or tap here to enter text. | | |

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| **SECTION 4 – Statistical Information** |
| **4.1 Statistical Information**  *As a requirement of the UKSPF, Wyre Council needs to collect regular information about outputs and outcomes, and report these as deliverables. This is a requirement set out by the Ministry of Housing, Communities and Local Government. You will be required to submit Annex 1 as part of the enclosure checklist. Progress against these will be required as part of your quarterly reporting as appropriate.* |
| **4.2 What UKSPF outputs and outcomes will the project deliver and to what scale?** |
| Please complete /confirm - Annex 1 including your forecasts |
| **4.3 Are there any other outcomes/benefits data that you will collect as part of the project?** *Please list these below e.g. this may be as part of what you collect for other funders of this project, or for your own measurement of achievement. Volunteers and equality information should be held by the organisation.* |
| Click or tap here to enter text. |

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| **SECTION 5 – Funding and Financial Details** | |
| **5.1 Summary Project Budget – it is important to read the guidance for this section** | |
| Is the named organisation/group VAT registered?  *If yes, please do not include any recoverable VAT in the figures.*  *If no, please use gross figures i.e. include any VAT that you cannot recover.* | YES/NO |
| Total *value* of project excluding any recoverable VAT:  *This should include all funding. Additional evidence will be required to support the budget see enclosure checklist.* | £ |
| Value of funding requested from the **UK Shared Prosperity Fund** programme.  *You will be asked for a breakdown on the project budget sheet 5.2 below* | £ |
| Total value of other funding you may have applied for or secured:  *Please provide a breakdown on the project budget sheet 5.3 below.* | £ |

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| **5.2 Project budget** | | |
| Please provide a breakdown for the **overall** cost of your project, adding rows as required. *Examples of cost are: professional fees, groundworks, promotional materials, staffing, rental of premises and project evaluation. For capital projects contingency should be considered and can be entered on separate rows.* | | |
| April 2025 – January 2026 | UKSPF | Costs which will be funded from other sources |
| Item 1  Click or tap here to enter text. | £ | £ |
| Item 2  Click or tap here to enter text. | £ | £ |
| Item 3  Click or tap here to enter text. | £ | £ |
| Item 4  Click or tap here to enter text. | £ | £ |
| Item 5  Click or tap here to enter text. | £ | £ |
| Item 6  Click or tap here to enter text. | £ | £ |
| Item 7  Click or tap here to enter text. | £ | £ |
| Item 8  Click or tap here to enter text. | £ | £ |
| Item 9  Click or tap here to enter text. | £ | £ |
| Item 10  Click or tap here to enter text. | £ | £ |
| For capital projects, please use the line below to identify any sums to be set aside for contingencies |  | |
| Click or tap here to enter text. | £ | £ |
| **Project Budget Total** | **£** | **£** |

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| **5.3 Details of other funding requested or applied for (do not include 5.4 below)** | | | | |
| Source | Date Secured | Date secured until (if a deadline has been applied) | If unsecured, when do you expect to know if successful? | Amount £ |
| Source 1 | Select date | Select date | Select date | £ |
| Source 2 | Select date | Select date | Select date | £ |
| Source 3 | Select date | Select date | Select date | £ |
| Source 4 | Select date | Select date | Select date | £ |

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| **5.4 Total amount your organisation will be providing towards the project cost.** *Please only include the total cash amount and not any in-kind contributions.* | £ |
| **5.5 If there is a funding shortfall, how much is this and how will your organisation address it*?*** *(max.100 words) Leave blank if this is not applicable.* | £ |
| Click or tap here to enter text. |
| **5.6 Provide details of any in-kind contributions (i.e. non-financial contributions from your organisation).**  *E.g. volunteer time, material contributions, etc. To help you allocate a cost value for volunteer labour time, please use national living wage figure, currently at £12.21 per hour.* | |
| Click or tap here to enter text. | |
| **5.7 As this is a cash limited fund you may be offered less than the maximum amount for your project. In order to assist us with making grant decisions, please suggest how you could scale your project. Include what you could deliver and the cost, in order to meet the outputs and outcomes requirements set out in the annexes for the UKSPF.** *E.g. scaling could be considered on a bronze, silver, gold concept - where bronze defines the most basic deliverable project. Alternatively you might consider what could be delivered for 25% less funding.* | |
| Click or tap here to enter text. | |

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| **SECTION 6 – Enclosure Checklist** | | |
| You must enclose copies of the following items with your application form.  You may be asked for further information or supporting documents depending on the type of project you are requesting funding for and the information you have supplied on the application.  **Please note:** If you do not send the following attachments to support your application, the processing of your application may be delayed and in certain circumstances returned to you. | | |
| ☑ | **In all cases** items1 to 6 must be included with your application | |
|  | 1 | A copy of this application and any supporting materials, including any design plans where applicable |
|  | 2 | Applying organisation’s constitution |
|  | 3 | Applying organisation’s latest accounts |
|  | 4 | Proof of organisation’s bank account, with evidence of 2 unrelated signatories |
|  | 5 | Annex 1 which identifies your project UKSPF OUTPUTS AND OUTCOMES |
|  | 6 | Equality Impact Assessment |
| **If relevant**, please also forward the following items with your application**.** | | |
|  | 7 | Copy of your lease or other permission for use of land or building (please refer to questions 2.7) |
|  | 8 | Planning permission and/or other consents if already obtained (please refer to question 2.8) |
|  | 9 | Evidence of public liability insurance (limit of indemnity of not less than £10million) |
|  | 10 | Evidence of employers’ liability insurance (limit of indemnity of not less than £5million) |
|  | 11 | Risk Management plans (if project is over £100,000 in value) |

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| **SECTION 7 – Declaration** | |
| **Governance** | |
| I understand that all associated spend of any grant funding we receive will be assessed in advance by Wyre Council to ensure the proposed investment is compliant with the Public Contracts Regulations 2015, and Wyre Council contract procedures and grant rules, processes and procedures as and where relevant. | |
| **Subsidy control** | |
| I understand that grant funding of this type may be subject to certain restrictions under the Subsidy Control Act 2022 and that we may be asked to sign a declaration regarding eligibility to receive grant funding under this scheme. Please refer to the following link: [What is a subsidy (7.5)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7) for more information.  I confirm that we will comply with the relevant guidance and legislation in respect of the grant funding and co-operate with the Council to ensure any grant funding issued is done so in compliance with such subsidy control regime. | |
| **Data Protection** | |
| In line with the Data Protection Act 2018 and UK GDPR, Wyre Council is the data controller and collect your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.  For further information about how Wyre Council uses your data please use the following link:  <https://www.wyre.gov.uk/service-area-privacy-notices/privacy-notice> | |
| I confirm that to the best of my knowledge, that the information provided is true and correct. I confirm that the project has not yet commenced, and that no expenditure has been incurred to date. | |
| Name:  *This person should have the authority of your organisation to sign the form. It does not necessarily need to be the contact person for the project.* | Name |
| Signature: |  |
| Name of Organisation: | Organisation |
| Position held: | Position |
| Date: | Click or tap to enter a date. |
| Additional Comments: | Click or tap here to enter text. |