

# UK Shared Prosperity Fund (UKSPF)

Rochford District E1 and E4 Grant Programme  
2024-2025



## **Information and Guidance Notes - Full Application**

For all enquiries contact [UKSPF@rochford.gov.uk](mailto:UKSPF@rochford.gov.uk) or call 01702 546366.

### **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 [UKSPF Prospectus](#).

Rochford District Council's UKSPF allocation is £1m, to be spent between December 2022 and March 2025.

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

- **E1** – Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs; and
- **E4** – Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.

The total amount to be distributed via this grant scheme will be up to £250,000.

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

- E1: revenue grants – for funding between £10,000 and £50,000
- E1: capital grants – for funding between £10,000 and £50,000
- E4: revenue grants – for funding between £10,000 and £50,000
- E4: capital grants – for funding between £10,000 and £50,000

Organisations can apply for capital and/or revenue within a single project but the total amount requested should not exceed £50,000.

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

The council reserves the right to award grants of more than £50,000 in exceptional circumstances only. If you anticipate that your project budget may exceed £50,000, please contact [ukspf@rochford.gov.uk](mailto:ukspf@rochford.gov.uk) before you submit your application form.

## 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.

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. Grants can cover 100% of the project cost up to £50,000, without any match funding.

Our definition of capital is considered as a minimum of £5,000.

Previous applicants to round one of Rochford District UKSPF grants are invited to apply for this second round of funding. An organisation may apply for more than one project. However, we cannot guarantee that more than one application from an organisation will be successful.

The Council wishes to encourage applications to deliver E4 interventions in our rural or coastal areas which help to improve access to our local cultural heritage offer for all. Therefore, priority may be given to fund projects delivering in these areas.

## Subsidy control

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

Rochford District 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](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 E1 or E4 interventions and must deliver at least one of the following outputs and one of the following outcomes:

<b>E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.</b>	
Output	Amount of public realm created or improved (measure in m <sup>2</sup> )
Output	Number of decarbonisation plans developed as a result of support
Outcome	Jobs created as a result of support (measure FTE equiv.)
Outcome	Increased footfall
Outcome	Increased visitor numbers
Outcome	Improved perception of facilities/amenities
<b>E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.</b>	
Output	Number of organisations receiving non-financial support
Output	Number of Tourism, Culture or Heritage assets created or improved
Output	Number of events/participatory programmes
Outcome	Increased footfall
Outcome	Increased visitor numbers
Outcome	Improved perception of facilities/amenities

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](#)
- [UKSPF – Outputs and Outcomes definitions](#)

## Local priorities

In addition to the UKSPF criteria Rochford District Council would expect to see projects support local strategies. Please outline in your answer how your project will help deliver some or all of the council's priorities relevant to the interventions:

- We will invest in the future of the district to stimulate growth and prosperity as well as attracting investors and visitors.
- We will support residents, local businesses and organisations to create a district full of great life opportunities and choices, business growth and economic security.
- We will maintain, protect and enhance our many green parks, playgrounds and open spaces; creating greater opportunities for leisure and cultural enjoyment.
- We will work with partners to build community resilience and public safety.

- We will engage with communities to meet our priorities and shape the future of the district.
- We will inspire our communities to make a difference.
- We will support and invest in community level work which enables everyone to lead healthy, safe and fulfilling lives.
- We will work with partner organisations to tackle inequalities and enable more improvements in well-being to be delivered by communities.
- We will invest in town centres and other opportunity sites to create jobs, reduce deprivation and attract new businesses.
- We will identify local skills gaps and work with local businesses to fill these skills gaps over time.
- We will support the delivery of new innovative and flexible business spaces in our centres and employment estates.
- We will support the delivery of green tourism initiatives including to better capture the economic potential of London Southend Airport within the local area.

### **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.
- 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 District of Rochford.

## 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 £2,499 you can make a direct award- i.e. you only need to have one quote
- For purchases of £2,500-£24,999 you must seek three quotes
- For purchases of service or goods £25,000 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. If your project involves a specialist product or service please contact us to check for any applicable exemptions. You can also evidence that you have attempted to obtain three quotes even if three quotes have not been forthcoming.

## 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).

## Application process

To give organisations the longest possible delivery window, we are asking for best and final applications to be submitted by 23:59 on Monday, 25 March 2024.

**The final application must be submitted online.** However, there will be a Word version of the form available to use as a working draft. Each applicant must also upload a Budget and Milestones spreadsheet to complete the application process.

Final applications window opens	26 February
Deadline for final applications	25 March
Applicants notified of decision	26 April
Grant agreements sent	w/c 29 April
Project delivery can begin	1 May

## Accessing further support

To assist organisations with submitting strong applications, each applicant will have access to one-to-one advice from local consultants, Russell & Dawson. Please email [erica@russellanddawson.co.uk](mailto:erica@russellanddawson.co.uk) to arrange your appointment **before 20 March**. You will need to email them a copy of your draft application, budget and milestones at least 24 hours in advance of your session.

If your organisation has accessibility requirements, please contact us at [ukspf@rochford.gov.uk](mailto:ukspf@rochford.gov.uk).

## Application checklist

- ✓ See following pages for the application questions
- ✓ Budget and milestones
- ✓ Public liability insurance (and other relevant insurance documents)
- ✓ Constitution or terms of reference (if applicable)
- ✓ Safeguarding policy (if working with young people)
- ✓ Any supporting evidence you have for your application, such as evidence of community need, relevant permissions, plans, photos, letters of support etc.



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## Full application form – summary of questions

### About your organisation

- Name of organisation
- Type of organisation
- 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 May 2024 and 31 March 2025)
- For which intervention are you applying? E1/E4
- Please tell us the total cost of your project excluding VAT.
- 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) E1 and/ or E4. (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.

**2. Please tell us how your project will support one or more of the council's priorities (max 7,000 characters, including spaces)**

Tell us in detail how your project meets your selected priorities. The priorities are included in pages 3-4 of this grant guidance.

**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)**

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 Rochford District 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 minimising 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 you will 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 UKSPF funded projects to enhance health and wellbeing in the District. 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 District. 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 the Department for Levelling Up, Housing and Communities (DLUHC) on the local impact of UKSPF and will request regular reports from funding recipients. Please tell us how you will ensure this will be well managed and have you factored the time needed/cost of reporting into your budget for the project.

### **Supporting documents - budget, milestones and evidence**

**10. Please upload your completed budget and milestones template**

Use the upload tab to upload your spreadsheet.

**11. Please describe the process you will follow to procure external goods and services costing over £2,500. (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 evidence to this form i.e quotes or links to invitations to tender. (optional)**

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

Use the upload tab to upload your insurance certificates.

**14. 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

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

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

**16. 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 emailed directly to [ukspf@rochford.gov.uk](mailto:ukspf@rochford.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.

Please confirm whether or not you wish for your details to be held on a database to be contacted by Rochford District Council should any future funding opportunities arise.



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