

**UK Shared Prosperity Fund – Communities and Place**

**Application Form**

(UKSPF version Nov 23)

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| **Key considerations**  Please refer to the **Application Guidance** (link below) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.  To ensure you have the best opportunity to score well during the assessment, please refer to the **Assessment Criteria Matrix** (link below) when completing the application form. In addition, projects will be ranked in order of how well they meet the three noted UKSPF interventions.  A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.  Supporting documentation must be submitted with the application form (see section 8.2).  Projects must not incur expenditure before the project has been approved.  Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.  When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months. **Match funding and permissions must be in place by 12 February 2024 otherwise, applications cannot progress.**  Double click the icons to download: | | | | |
| **SECTION 1: PROJECT SUMMARY** | | | | |
| **1.1** | **Project reference number** | CRF (this will be generated once application has been submitted) | | |
| **1.2** | **Organisation** |  | | |
| **1.3** | **Project title** |  | | |
| **1.4** | **Project summary you wish to be funded (max 100 words)** |  | | |
| **1.5** | **Project costs**  **\*please check the website or guidance note to ensure you are applying for the correct intervention rate and min/max grant available.** | **Total project cost** | | £ |
| **Match funding** | | £ |
| **CRF grant requested** | | £ |
| **1.6** | **Start date *(from 1st April 2024)*** | Click or tap to enter a date. | | |
| **1.7** | **End date *(by 1st March 2025)*** | Click or tap to enter a date. | | |
| **1.8** | **Please confirm you have read and understood the** [**CRF privacy notice**](https://www.highland.gov.uk/directory_record/1487160/community_regeneration_funding) | Yes  No | | |
| **1.9** | **Please choose ONE area of intervention the project will support (see** [**Monitoring and Evaluation Framework**](#Monitoring) **for definitions at the end of this form)** |  | Place based investments, regeneration and town centre improvements | |
|  | Community assets and infrastructure improvements | |
|  | Digital infrastructure for local community facilities | |

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| **SECTION 2: CONTACT AND ORGANISATION DETAILS** | | | |
| **2.1** | **Organisation** |  | |
| **2.2** | **Address and postcode** |  | |
| **2.3** | **Main contact name** |  | |
| **2.4** | **Position in the organisation** |  | |
| **2.5** | **Contact number** |  | |
| **2.6** | **Email address** |  | |
| **2.7** | **Website address** |  | |
| **2.8** | **Organisation type** |  | Company limited by guarantee |
|  | Constituted group |
|  | Public body |
|  | Charity |
|  | SCIO |
|  | Other (please specify): |
| **2.9** | **Organisation registered number** |  | |
| **2.10** | **Is the organisation VAT registered?** | **By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**  Yes  No | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** |  | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** |  | Whole |
|  | Partial |
|  | None |
| **2.13** | **Provide details of VAT exemptions.** |  | |

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| **SECTION 3: PROJECT DETAILS** | | |
| **3.1** | **Please confirm the location of the project including post code.** |  |
| **3.2** | **Are you applying on behalf of a partnership project?** | Yes  No |
| **3.3** | **Is there a partnership agreement in place?** | Yes  No |
| **3.4** | **Is your organisation the lead applicant?** | Yes  No |
| **3.5** | **Do you own the land or asset?** | Yes  No |
| **3.6** | **Are you leasing the land or asset?** | Yes  No |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied and if they will be in place by 12 February 2024. Applications cannot progress if not in place by this date.** |  |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes  No |
| **3.9** | **If consents are required, please provide details if applied and if they will be in place by 12 February 2024. Applications cannot progress if not in place by this date.** |  |

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|  | **SECTION 4: THE PROJECT PROPOSAL** | |
| **4.1** | **List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.** | |
| |  |  | | --- | --- | | **Activity name** | **Achieve by (date)** | |  | Click or tap to enter a date. | |  | Click or tap to enter a date. | |  | Click or tap to enter a date. | |  | Click or tap to enter a date. | |  | Click or tap to enter a date. | |  | Click or tap to enter a date. | | | |
| **4.2** | **Please describe the project, explaining how it will achieve at least one of the funds’ interventions selected in 1.7, and which outputs it hopes to achieve as listed in the UKSPF Monitoring and Evaluation Framework at the end of this form.** | |
| Word limit 850 | | |
| **4.3** | **How will the project benefit local communities or the local economy?** | |
| Word limit 400 | | |
| **4.4** | **What local need or opportunity will the project address and has this been recognised in a local plan?** | |
| Word limit 400 | | |
| **4.5** | **How do you know there is local support for the project? How can you evidence this?** | |
| Word limit 400 | | |
| **4.6** | **How will the project be supported/maintained/sustained after CRF funding?** | |
| Word limit 500 | | |
| **4.7** | **What will be the lasting benefits and legacy?** | |
| Word limit 500 | | |
| **4.8** | **Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.** | |
| Word limit 500 | | |
| **4.9** | **In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?** | |
| Word limit 500 | | |
| **4.10** | **All applicants are required to provide a statement how the organisation is committed to advancing the** [**Fair Work First Policy**](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/) **including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.**  **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Complete the following Fair Work First Statement and Declaration form and submit with the application form. Double click the icon to download.** | |
| **Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.** | | Yes  No |
| **Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.** | | Yes  No  Applied |
| **Is the Fair Work First statement on your organisation website?** | | Yes  No  Do not have a website |
| **How many people do you employ or how many volunteers do you have?** | |  |
| **Do you currently pay the Real Living Wage hourly rate?** | | Yes  No  NA |
| **As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?** | | Yes  No |
| **How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?** | | Line Management Relationship  Staff /Engagement Surveys  Suggestions Schemes  Intranet/Online Platforms  Staff Forums / Networks  Trade Union Recognition/Collective  Bargaining |

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| **SECTION 5: PROJECT BUDGET** | | |
| **5.1** | **Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where you would like to claim more than 10% of costs. Double click the icon to download.** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Budget Heading** | **Detailed costs** | **Revenue/Capital** | **Amount** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total revenue expenditure | | | £ | | Total capital expenditure | | | £ | | **TOTAL PROJECT COST** | | | **£** | | **Is VAT included in these costs?** | | | **Yes**  **No** | | | |
| **5.2** | **Reasonableness of cost - please explain how you have obtained project costs listed in 5.1.**  **These should be from recent price comparisons or quotations.** |  |
| **5.3** | **Please explain how your project will achieve value for money.** |  |

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|  | **SECTION 6 – MATCH FUNDING** | |
| **6.1** | **Match funding details – All projects must have at least 25% match funding and confirmed by 12 February 2024 otherwise, applications cannot progress.** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name of funder** | **Confirmed** | **Date confirmed or expected** | **Amount £** | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | |  | **Yes**  **No** |  |  | | **Total match funding** | | | **£** | | **CRF requested** | | | **£** | | **Total project cost** | | | **£** | | | |
| **6.2** | **Will the project involve “in kind” support?** | Yes  No |
| **6.3** | **If yes, please detail.** |  |
| **6.4** | **Please explain why public funding is required to deliver the project.** |  |
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |  |
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |  |

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| **SECTION 7 – INCOME GENERATION** | | |
| **7.1** | **Will the project generate income?** | Yes  No |
| **7.2** | **If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.** |  |
| **7.3** | **How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?** |  |
| **7.4** | **Have you considered taking out a loan for the project?** | Yes  No |
| **7.5** | **If not, please state why?** |  |
| **7.6** | **Have you previously received public funding?** | Yes  No |
| **7.7** | **If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Funding** | **Date** | **Amount £** | **Public Subsidy?** | |  | Click or tap to enter a date. | £ | Yes  No | |  | Click or tap to enter a date. | £ | Yes  No | |  | Click or tap to enter a date. | £ | Yes  No | |  | Click or tap to enter a date. | £ | Yes  No | | | |

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| **SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION** | | |
| **8.1** | **Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.** | |
| ***I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.***  ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*** | | |
|  | **Signature:**  **Print:** | **Date:**  Click or tap to enter a date. |

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| **8.2** | **You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.** | **Yes / No /**  **Not applicable** |
| **1** | **CRF Monitoring & Evaluation framework (page 10 below)** | **Yes**  **No** |
| **2** | **Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.** | **Yes**  **No** |
| **3** | **Annual financial accounts – latest available.** | **Yes**  **No** |
| **4** | **Constitution or articles and memorandum.** | **Yes**  **No** |
| **5** | **Committee Members or Directors List.** | **Yes**  **No** |
| **6** | **Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.** | **Yes**  **No** |
| **7** | **Valid organisation insurance policy.** | **Yes**  **No** |
| **8** | **Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study** | **Yes**  **No** |
| **9** | **Confirmation of match funding letters** | **Yes**  **No**  **NA** |
| **10** | **Permissions – i.e. planning, building warrants, marine licences** | **Yes**  **No**  **NA** |
| **11** | **Business plan (income generation projects only)** | **Yes**  **No**  **NA** |
| **12** | **Job descriptions (for CRF funded posts)** | **Yes**  **No**  **NA** |
| **13** | **Evidence of control/ownership of asset – i.e. lease, title deeds** | **Yes**  **No**  **NA** |
| **14** | **Partnership agreement** | **Yes**  **No**  **NA** |
| **Reason for missing documentation:** | | |

**Completed forms and supporting documentation should be emailed to** [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk) **by 5pm 22 January 2024.**

**Please ensure you have labelled the supporting documents as noted below:**

The application form should follow the naming convention example:

**CRF – (Name of organisation) final application form**

Supporting documentation should be labelled as: **document type followed with the title** – for example:

* Match funding – The Highland Council
* Match funding – National Lottery
* Insurance – Zurich 2022/23 annual policy
* Organisational policy – health and safety
* Organisational policy – Fair Work First statement
* Permissions – Planning granted July 2022
* Permissions – Building warrant granted Aug 2022
* Bank statement – Bank of Scotland Nov 2022
* Letter of support – name of Councillor
* Letter of support – community council/group
* Letter of support – name of local business

**Monitoring & Evaluation**

**UKSPF interventions and project outputs**

Choose the outputs **relevant** to the area of intervention of your project. Please note, this is not an exhaustive list and if your project will deliver an output that is not listed, you can add it in the ‘other’ section under each relevant area of intervention.

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| **Place-based investments, regeneration & town centre improvements** | |
| **Project outputs:** | **Tick if relevant to project** |
| Feasibility studies or development phases |  |
| Rehabilitated premises/land |  |
| Improved access to local amenities (including wheelchair access) |  |
| Tourism infrastructure |  |
| Improvements to historical or cultural asset |  |
| Innovative initiatives aimed at targeting crime prevention |  |
| Improvements to the built and natural environments |  |
| **Other -** Please add below other outputs your project will deliver that are not listed above | |
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| **Community assets & infrastructure improvements** | |
| **Project outputs:** | **Tick if relevant to project** |
| Initiatives to improve access to community building (including wheelchair access) |  |
| New or improved sports facility |  |
| New or improved recreational area |  |
| Improvements to community building |  |
| Community transport scheme |  |
| **Other -** Please add below other outputs your project will deliver that are not listed above | |
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| **Digital infrastructure for local community facilities** | |
| **Project outputs:** | **Tick if relevant to project** |
| Internet/broadband/full fibre installation |  |
| Website |  |
| Online booking system |  |
| Online payment system |  |
| Virtual Reality experience |  |
| **Other -** Please add below other outputs your project will deliver that are not listed above | |
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