

Preston City Council UKSPF Project Application Form

1. Applicant details

Which UKSPF intervention project is this application for? (please tick box)

Community Energy Efficiency Fund (E13)

Investment in research and Development and Innovation at the Local Level (E19 and 21)

International Trade Support for Local Businesses (E24)

Growing the Social Economy (E26)

Supporting Decarbonisation and Improving the Natural Environment Whilst Growing the Local Economy. (E29)

Project Applicant - Name of person and organisation submitting application form:

Organisation type:

Charity

For profit business

Government organisation

Not for profit organisation

Other (please specify):

Please provide company registration number or registered charity number (leave blank if not applicable):

Is your organisation VAT registered?

Yes

No

If Yes, please provide your VAT Number. Please note VAT reclaimable from HMRC is ineligible.

Name of Senior Responsible Owner:

Name of Project Contact:

Applicant Address - Please provide the address of the individual/organisation submitting the application:

Applicant Postcode - Please provide the postcode of the individual/organisation submitting the application:

Contact Email - Please provide the email of the individual/organisation submitting the application:

Contact Number - Please provide the phone number of the individual/organisation submitting the application:

2. Project Summary

2.1 Project Description – (300 words):

Please provide a brief summary of your proposed project. Your response should consider:

- Why is the project needed?
- How is it going to achieve this need?
- How the project will be delivered?
- Will partner organisations be involved in the delivery of the project?

Grant Request:

Total UKSPF Grant request – Amount of UKSPF funding requested for the delivery of the project (£)	
Intervention Rate % - Grant request as a percentage of the total project cost	

3. Project Delivery

3.1 Delivery of Outputs and Outcomes (300 words)

Please set out how your project will deliver the desired outputs and outcomes required for the successful delivery of the intervention. Complete the table to outline the breakdown of outputs and outcomes you expect to achieve throughout the duration of the programme. Then, in the text box below, describe the plans you have in place to ensure these outputs and outcomes are delivered.

You will need to check the project brief to see if the total number of project outputs and outcomes have already been set by Preston City Council for the duration of the project. Where they have not been specified, please enter the volume of planned outputs and outcomes you intend to deliver.

Where outputs and outcomes have been specified, please note that the figures shown are the minimum which Preston City Council expects the available funding to deliver. Applicants applying for the full amount would be expected to meet these targets as a minimum, and we would encourage you to set more ambitious targets if possible. Where an applicant is applying for a share of the funding, we expect outputs and outcomes to be delivered in proportion to the share applied for.

		Project Total	Year 1(2023-24)				Year 2 (2024-25)			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Outputs	Specify each output here									
	Specify each output here									
Outcomes	Specify each outcome here									
	Specify each outcome here									

Monitoring and Reporting:

Preston City Council are required to report project progress to the Department for Levelling-up, Housing, and Communities (DLUHC). To support the council in these reporting requirements, as a condition of receipt of UKSPF funding, projects must collect monitoring data on a quarterly basis and share this with the Council. This reporting will include:

- Reporting of outputs and outcomes progress
- Financial reporting, including the breakdown of expenditure on the project

- Reporting of demographic data, such as age, gender and ethnicity, for the clients you are supporting on your programme (the data we require will vary from project to project and we will let you know which demographic data we need at the start of the project)
- Reporting of the numbers of clients you are supporting in each electoral ward
- Anonymised case studies of particularly successful project interventions
- Ensuring that privacy notices are in place to inform data subjects of the need to collect and share personal data.

Please confirm that you have read and will comply with all requirements for project monitoring and reporting.

Type 'yes' in the box opposite to confirm.

Publicity:

Guidance on the branding/publicity requirements for UK Shared Prosperity Fund is available [here](#).

Please confirm that you have read and will comply with all aspects of the fund branding and publicity requirements, which may include displaying a plaque.

Type 'yes' in the box opposite to confirm.

3.2 Risk – (300 words)

Please summarise your overall approach to managing the key risks for project delivery and complete the risk register below.

Project Risk Register

Number	Risk Detail	Mitigating Actions	Likelihood (RAG)	After mitigation (RAG)
1				
2				
3				
4				

3.3 Milestones and Project Plan – (300 words)

Please summarise your overall approach to ensuring deliverability within the proposed timescales in the box below. This can include a chart of proposed activity.



4. Strategic Case

4.1 Project Aims – (300 words)

Please describe the overall aims or desired outcomes that the project hopes to achieve, linking these to the relevant UKSPF Interventions, Outputs and Outcomes where possible.

4.2 Project Objectives – (500 words)

Why is the project needed? Has a problem, issue or opportunity been identified that the project aims will address?

4.3 Demand for the project – (300 words)

What evidence do you have of demand for the project?

5. Economic Case

Total UKSPF Grant request – Amount of UKSPF funding requested for the delivery of the project (£)

5.1 Requirement for Grant – (300 words)

Why is the UKSPF grant needed? Detail reasons why other sources of funding are not available/sufficient, and what the impact would be if the project did not receive UKSPF funding.

Please outline the key components of expenditure and overheads of your project.

VAT which is recoverable, by whichever means, is ineligible, even if it is not actually recovered by the final purchaser or individual recipient.

Irrecoverable VAT can be claimed as an eligible cost provided the claim is substantiated by appropriate evidence, such as a VAT registration letter that confirms the VAT status of the organisation, from the organisation's auditors or accountants.

(Please add more rows as required)

Cost	Expenditure	How has this been determined?
	TOTAL	

Match Funding

Will the project require match funding?

Yes

No

If yes, how much match funding will be required? (£)

Please outline the source(s) and status of the match funding if using - *(please add rows if needed)*

Source of funding	Status of funding

6. Commercial Case

Procurement – (150 words)

If you are intending to procure any element of your project, please summarise how this will be done. Further details on your procurement policy will be requested if your application is successful.

Displacement – (150 words)

Are you aware of any other similar activity in the area with which this project may compete?

Subsidy Control:

All applications must take consideration of how the activity outlined will deliver in line with subsidy control requirements as outlined by the [UK government's guidance](#).

A full subsidy control analysis will be conducted on each application.

- a) Is the requested grant amount over £315,000, or is your organisation likely to receive more than £315,000 in grants over a three-year period?
- b) Is your organisation an 'enterprise' (i.e., a business conducting economic activity)?
- c) Will the grant create an economic advantage for your organisation?
- d) Will the grant have, or be capable of having, an effect on competition either within the UK or internationally?

Does any aspect of the project involve the provision of subsidies? State which aspects of the project are involved:

Yes	No

If yes, please summarise how the subsidies are compliant with the UK's subsidy control as set out in the guidance:

7. Management Case

7.1 Project Management – (500 words)

How will the project be managed? Please state the organisations and personnel from those organisations who will be involved and what demonstrable track record of delivering similar activity is available? A Senior Responsible Owner (a person responsible for ensuring the project meets its objectives and delivers its benefits) should be identified.

7.2 Previous Experience and organisational capacity– (500 words)

Please describe your previous experience and how it is relevant for the delivery of this project. Please explain how your organisation has the capacity to deliver a project on the scale which you are requesting funding for.

7.3 Stakeholder Engagement – (150 words)

Has your project undertaken any local stakeholder engagement activity, or do you intend to undertake local stakeholder activity prior to delivery of the project?

8. Declaration

I am content for information supplied here to be stored electronically and shared in confidence with other public sector bodies who may be involved in considering the case.

I confirm as the applicant I have not committed, nor shall commit, any Prohibited Act.

I understand that if I give information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information I have given on this form is correct and complete.

I confirm that I have full authority from the appropriate level within the applicant organisation to enter into this application and any subsequent Funding Agreement.

I understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.

I confirm that any activity relating to the information provided here will be of an inclusive and non-discriminatory nature and incorporate the diversity and inclusivity practices of Preston City Council.

Signed	
Print Name	
On Behalf of	
Position within organisation	
Date	