

Preston City Council UKSPF Skills Commissioning Application Form

1. Applicant details

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

If you are applying for more than one fund you will need to complete separate application forms for each project.

Support for young people who are NEET	
Support for economically inactive adults	
Community mental wellbeing project	
Community digital literacy project	
Community ESOL project	
Digital skills for people in employment	
Bespoke training to upskill people in employment	
Local skills fund	
Green skills fund	

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

Organisation type:

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

Name of the individual with overall responsibility for the project:

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. Summary of the Skills or Support Project

2.1 Project Description – (1800-character limit):

Please provide a summary of your proposed skills or support project.

If you are summarising a skills programme (i.e. 'Community mental wellbeing project', 'Community digital literacy project', 'Community ESOL project', 'Digital skills for people in employment', 'Bespoke training for people in employment', 'Local skills fund', and 'Green skills fund') your response should include:

- An outline of the courses (and other support activities if applicable) that will be delivered, and the associated guided learning hours.
- The course level(s)
- The method(s) of assessment
- The mode of delivery (i.e., face to face learning, online learning or hybrid).
- The learning materials used.

If you are summarising a support project (i.e., 'Support for young people who are NEET' and 'Support for economically inactive adults') your response should include:

- Information regarding how the support will be delivered.
- The range and scope of support provided.
- The approach to engaging residents.
- The referral mechanisms for the programme.

Grant Request:

Total value of UKSPF grant being applied for (£) – If you require less than the total amount of funding allocated to the project, it would be preferable to enter into a consortium to utilise the total funding available.

Match Funding (if applicable) – If you are able to provide any additional funding for this project state how much this would be and the source of the funding.

Intervention Rate % - Grant request as a percentage of the total project cost

3. Skills or Support Project Delivery

3.1 Delivery of Outputs and Outcomes (1800-character limit)

Please set out how this skills or support project will deliver the desired outputs and outcomes required for the successful delivery of the intervention. Use the programme specifications provided to fill in the allocated outputs and outcomes for your chosen project into the table below. Then provide details of the total numbers you expect to deliver for each output and outcome, alongside a yearly profile of showing how you will hit these targets over the duration of the project.

Then, in the text box below, describe the plans you have in place to ensure these outputs and outcomes are delivered. Please specify how you will record, and evidence achievement of the outputs and outcomes specified.

		Project Total	Year 2024-25			
			Q1	Q2	Q3	Q4
Outputs	Specify each output here					
	Specify each output here					
Outcomes	Specify each outcome here					
	Specify each outcome here					

NB applicants will need to add rows/submit additional fields above

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 with 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 project (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)

- 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](#). **Make sure link works**

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 – (1800-character limit)

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 – (1200-character limit)

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 and Objectives– (1800-character limit)

Please describe the overall aims and objectives that the project hopes to achieve linking these to the relevant UKSPF intervention outputs and outcomes where possible.

5. Economic Case

5.1 Requirement for Grant – (1200-character limit)

Outline why the project is needed and how will it address this need. What evidence do you have of demand for the project? Why is the UKSPF grant needed? How will the work to be undertaken compliment activity which your organisation already delivers?

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 provide the financial cost in the left-hand column and an explanation of this cost in the right-hand column. The total cost of the project should equal the total value of the grant funding available. You may add more rows as required.

Cost (£)	Detail of expense
	TOTAL

6. Commercial Case

Please note this section will not be scored.

Procurement – (900-character limit)

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 – (900-character limit)

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) 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?

Please note that if your application is successful you will need to obtain and share with us legal advice which indicates that your project will not contravene the UK government's subsidy control requirements, prior to signing the grant agreement.

We understand that if this application is successful our organisation will need to submit legal advice which demonstrates that project delivery will comply with subsidy control rules:

Yes

No

7. Management Case

7.1 Project Management – (1800-character limit)

How will the project be managed? Please state the organisations and key personnel from those organisations who will be involved. A Senior Responsible Owner (a person responsible for ensuring the project meets its objectives and delivers its benefits) should be identified. What qualifications and experience would those people delivering the teaching/learning and/or support have?

7.2 Previous Experience and organisational capacity– (4200-character limit)

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. You should include relevant data such as course enrolments, achievement rates, attendance data, and progression data. If your organisation is OFSTED rated please also refer to your most recent inspection judgements.

7.3 Engagement with partner organisation – (1800-character limit)

We would like providers to engage with local organisations throughout the project. Providers should take referrals from across Preston's communities and, wherever possible, we would also like teaching, learning and support to take place at community venues and local workplaces. Outline how you will engage with Preston based partner organisations to ensure the successful delivery of your project, naming the organisations you intend to work with. This could include Preston based businesses and voluntary and community sector organisations.

7.4 Quality of project delivery – (4200-character limit)

How will the management processes ensure that the quality of project delivery is maintained? What quality control procedures will be put in place?

If this is a support project, outline how will you monitor and ensure that participants are given the best possible advice and support?

If this is a skills project, how will you ensure that teaching and learning are to the highest possible standard? Outline your approach to initial assessment, lesson observations, professional support and recording learner progress.

If your project will involve help from volunteers outline how they will be supported and trained.

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, the 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	