UK Shared Prosperity Fund

(2022 to 2025)

North Warwickshire Applicant Handbook

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1. UKSPF

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK Government’s Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula, rather than a competition. It will help places across the country deliver enhanced outcomes for those people and communities that need it most.

North Warwickshire has been allocated £1.965m of funding, with the Borough Council being named as the “lead local authority”.

The UKSPF will support the UK Government’s wider commitment to level up all parts of the UK by delivering on each of its levelling up objectives, to:

* Boost productivity, pay, jobs and living standards by growing the private sector
* Spread opportunities and improve public services
* Restore a sense of community, local pride and belonging
* Empower local leaders and communities

The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with the Levelling Up White Paper missions, particularly: ‘By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.’

An Investment Plan has been submitted, which outlines how North Warwickshire plans to spend its allocation against the three UKSPF Investment Priorities:

* Communities and Place
* Supporting Local Business
* People and Skills

This guidance details the processes and opportunities available through which to access the funding.

1. Who Can Apply

Any group or organisation can submit a Project Brief to apply for funding, but they must be able to evidence the benefit(s) the project will have to the residents of North Warwickshire. This includes Town and Parish Councils, voluntary sector organisations, and those in the private sector. The Borough Council can also commission organisations to deliver projects.

Funding will be allocated through an “open call” application process and by directly approaching and commissioning groups and organisations which can meet a specific need.

Projects must directly impact one or more objectives related to one of the three Investment Priorities:

* 1. Communities and Place
  2. Supporting Local Business
  3. People and Skills

You should consult with an appropriate officer at North Warwickshire Borough Council before submitting a Project Brief. General enquiries can be sent to nwukspf@northwarks.gov.uk.

1. Preparing an Application

Each project requesting funding must complete a Project Brief, which will be assessed by a North Warwickshire Advisory Panel (NWAP).

The Project Brief can be downloaded and completed from [UKSPF Project Brief | North Warwickshire (northwarks.gov.uk)](https://www.northwarks.gov.uk/help-advice-grants-volunteering/uk-shared-prosperity-fund)or the Microsoft Form can be completed on this link [UKSPF Application Project Brief (office.com)](https://forms.office.com/pages/responsepage.aspx?id=B55DB4ThdEWI27dNcUbEEYBMXLrdTUxEvvBhD2mb6VlUNU5QWkM2SVNQTU5JUVBORkRMWjVEN0s0RC4u).

The NWAP is a panel of Borough Councillors, who will decide how the funding is allocated, supported by Officers and external partners that are best placed to advise on applications related to all three of the Investment Priorities.

The NWAP will meet every quarter, as required.

A timetable of the deadlines associated with decision making is outlined below:

|  |  |  |
| --- | --- | --- |
|  | Deadline for Project Briefs | Meeting of NWAP |
| 2023 / 2024 | Friday 17 March 2023 | Thursday 23 March 2023 |
| Friday 16 June 2023 | w/c 19 June 2023 |
| Friday 15 September 2023 | w/c 18 September 2023 |
| Friday 8 December 2023 | w/c 11 December 2023 |
| 2024 / 2025 | Friday 2 February 2024 | 21 February 2024 |
| Friday 1 March 2024 | 20 March 2024 |
| Friday 31 May 2024 | 19 June 2024 |
| Friday 30 August 2024 | 18 September 2024 |
| Friday 22 November 2024 | 11 December 2024 |

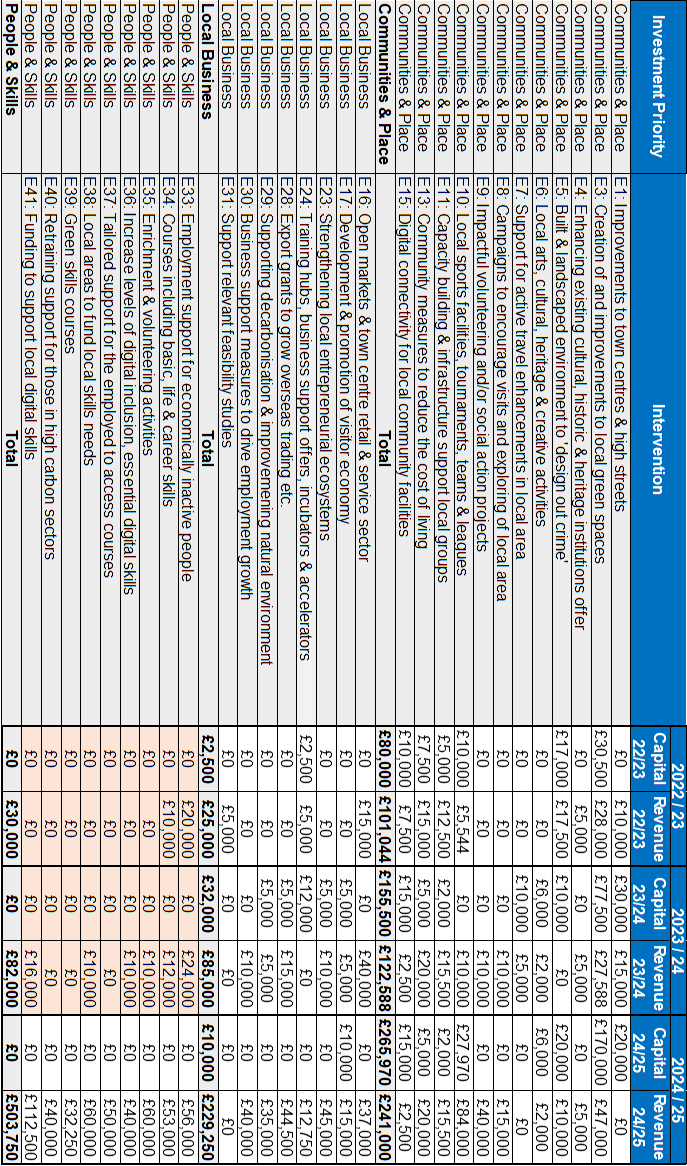
Below is a breakdown of the details required within the Project Brief:

|  |  |
| --- | --- |
| Name of Project |  |
| Applicant Organisation | *This should be the organisation responsible for the management of the project, including its monitoring and evaluation.* |
| Brief Description of Project | *Tell us about your project. Why is it needed? What evidence of need do you have? What consultation has taken place? Who are the partner organisations? Who does the project target?* |
| Project Outputs | *List the outputs and outcomes your project hopes to achieve. Priority will be given to projects which contribute to the outputs and outcomes listed on pages 14-15.* |
| Project Outcomes |
| Project Location | *Tell us in which postcodes your project will be delivered* |
| Proposed Project Start Date | *This will determine whether any funding is allocated within 2022 / 23, 2023 / 24 or 2024 / 25.* |
| Proposed Project Completion Date | *All UKSPF funding must be allocated and spent by 31 March 2025. If applicable, tell us about your project’s sustainability plan if it should continue past this date.* |
| Investment Priority and Intervention | *Please tick to which Priority and Intervention your project relates. You may tick more than one. The definitions are given on pages 9-13 of this document.* |
| Costs | *Please include all costs related to your project. How much are you requesting through UKSPF? Does this relate to capital or revenue expenditure? Have you applied for other sources of funding for this project? Are you using any other funding for this project?* |
| Value for Money | *You must indicate how you have ensured value for money by evidencing the number of quotes based on:*   |  |  | | --- | --- | | ***Value of Contract*** | ***Minimum Procedure*** | | *£0 to £2,499* | *Direct award* | | *£2,500 to £24,999* | *3 written quotes or prices sought from relevant suppliers of goods, works and / or services* | | *Over £25,000* | *Formal tender process* | |

1. Funding

As it was a requirement as part of the local submission for funding from Government, the UKSPF allocation for North Warwickshire has already been determined for each Investment Priority and the associated Interventions.

As such, funding allocated through the NWAP will be based on the following projected spend:



Please note that a small amount of spend has already been determined as part of the application process to Government.

There is no minimum or maximum funding for which a project can apply, although funding is limited to the allocations outlined in the table above.

Projects can apply for up to three years of funding.

The following costs **will not** be funded:

* paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm 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
* payments for activities of a party 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 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
* contingencies and contingent liabilities
* dividends
* bad debts, costs resulting from the 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 contributing towards private pension schemes

If you are offered a grant, you will be sent a Grant Funding Agreement (GFA) to sign and return before your project can commence. This will confirm:

* Your grant allocation
* The agreed outputs and outcomes
* Monitoring and reporting requirements
* Guidance and requirements regarding communications

Once the GFA has been completed, signed and returned, a purchase order number will be sent to you via email.

You can submit your invoice at any time once:

1. You have received a purchase order number
2. You have signed and returned a copy of the Grant Funding Agreement.
3. Rural England Prosperity Fund

In addition to the general allocation, NWBC has also been awarded an additional £495,639 top-up through the Rural England Prosperity Fund (REPF):

This additional funding is available to spend from April 2023 to March 2025, as follows:

2023 / 24: £280,000

2024 / 25: £215,639

The REPF objectives sit within the UKSPF investment priorities for:

* Supporting Local Business
* Communities and Place

It can only be used to fund capital projects that:

* Support new and existing businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams.
* Support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy.

The funding cannot be used:

* To fund domestic property improvements
* For the purchase of private vehicles
* For revenue costs including running costs or promotional activities
* To fund projects that have received funding from other DEFRA schemes, including:
  1. The Farming in Protected Landscapes Programme
  2. The Farming Investment Fund
  3. The Platinum Jubilee Village Hall Improvement Grant Fund

Priority will be given to projects that deliver the greatest economic, environmental and social benefits, which consider:

* The Government’s commitment to cut greenhouse gas emissions to net zero by 2050
* Wider environments considerations, such as resilience to natural hazards

The processes are the same for applicants receiving funding through general UKSPF and the Rural Fund.

1. UKSPF Investment Priorities

For each project being funded through UKSPF, the Investment Priority and associated intervention must be identified as part of the required monitoring.

There are three Investment Priorities:

* Communities and Place
* Supporting Local Business
* People and Skills

**Communities and Place**

The Communities and Place Investment Priority will enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level. The intention of this is to strengthen the social fabric of communities, supporting in building pride in place.

There are two objectives relating to Communities and Place:

* Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
* Building resilient, healthy and safe neighbourhoods, through investment in high quality places in which people want to live, work, play and learn, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.

The following interventions relate to the above objectives:

* E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.
* E2: Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities’ resilience to natural hazards, such as flooding. This could cover capital spend and running costs.
* E3: Creation of, and improvements to, local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.
* E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.
* E5: Design and management of the built and landscaped environment to ‘design out crime’.
* E6: Support for local arts, cultural, heritage and creative activities.
* E7: Support for active travel enhancements in the local area.
* E8: Funding for the development and promotion of wider campaigns that encourage people to visit and explore the local area.
* E9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places.
* E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together.
* E11: Investment in capacity building and infrastructure support for local civil society and community groups.
* E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration.
* E13: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.
* E14: Funding to support relevant feasibility studies.
* E15: Investment and support for digital infrastructure for local community facilities.

**Supporting Local Business**

The Supporting Local Business Investment Priority will enable places to fund interventions that support local businesses to thrive, innovate and grow.

There are three objectives relating to Supporting Local Business:

* Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
* Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.
* Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

The following interventions relate to the above objectives:

* E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses.
* E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.
* E18: Supporting Made Smarter Adoption: Providing tailored expert advice, matched grants and leadership training to enable manufacturing SMEs to adopt industrial digital technology solutions including artificial intelligence; robotics and autonomous systems; additive manufacturing; industrial internet of things; virtual reality; data analytics. The support is proven to leverage high levels of private investment into technologies that drive growth, productivity, efficiency and resilience in manufacturing.
* E19: Increasing investment in research and development at the local level. Investment to support the diffusion of innovation knowledge and activities. Support the commercialisation of ideas, encouraging collaboration and accelerating the path to market so that more ideas translate into industrial and commercial practices.
* E20: Research and development grants supporting the development of innovative products and services.
* E21: Funding for the development and support of appropriate innovation infrastructure at the local level.
* E22: Investing in enterprise infrastructure and employment/innovation site development projects. This can help to support local growth.
* E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.
* E24: Funding for new and improvements to existing training hubs, business support offers, ‘incubators’ and ‘accelerators’ for local enterprise (including social enterprise), which can support entrepreneurs and start-ups through the early stages of development and growth by offering a combination of services, including account management, advice, resources, training, coaching, mentorship and access to workspace.
* E25: Grants to help places bid for and host international business events and conferences that support wider local growth sectors.
* E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises.
* E27: Funding to develop angel investor networks nationwide.
* E28: Export Grants to support businesses to grow their overseas trading, supporting local employment.
* E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective decarbonisation across energy, buildings and transport and beyond. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity.
* E30: Business support measures to drive employment growth, particularly in areas of higher unemployment.
* E31: Funding to support relevant feasibility studies.
* E32: Investment in resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards, including flooding and coastal erosion.

**People and Skills**

Through the People and Skills Investment Priority, places can use their funding to help reduce the barriers some people face to employment and support them to move towards employment and education. Places can also target funding into skills for local areas to support local growth.

There are four objectives relating to People and Skills:

* Boosting core skills and supporting adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers (In England, this is delivered through the Department for Education’s Multiply programme).
* Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
* Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
* Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through a wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.

The following interventions relate to the above objectives:

* E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths\* and ESOL) support where there are local provision gaps.
* E34: Courses, including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills\*\* provision for people who are unable to access training through the adult education budget or wrap around support detailed above. Supplemented by financial support for learners to enrol onto courses and complete qualifications.
* E35: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.
* E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online.
* E37: Tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave the labour market early.
* E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision.
* E39: Green skills courses targeted around ensuring we have the skilled workforce to achieve the Government’s net zero and wider environmental ambitions.
* E40: Retraining support for those in high carbon sectors.
* E41: Funding to support local digital skills.

1. Outputs and Outcomes

When submitting your Project Brief, you should indicate the outputs and outcomes your project is expected to achieve.

The outputs and outcomes will vary dependent upon the project. Priority, however, will be given to projects that contribute towards the following:

*Communities and Place*

|  |  |
| --- | --- |
| Output | Outcome |
| Amount of public realm created or improved (m2) | Increased footfall (% increase) |
| Number of organisations receiving financial support other than grants (numerical value) | Increased visitor numbers (% increase) |
| Number of organisations receiving grants (numerical value) | Improved perceived/experienced accessibility (% increase) |
| Number of organisations receiving non-financial support (numerical value) | Improved perception of facilities/amenities (% increase) |
| Number of households receiving support (numerical value) | Increased users of facilities/amenities (% increase) |
| Number of households supported to take energy efficiency measures (numerical value) | Improved perception of facility/infrastructure project (% increase) |
| Number of neighbourhood improvements undertaken (numerical value) | Increased use of cycleways or paths (% increase) |
| Number of facilities supported/created (numerical value) | Improved perception of safety (% increase) |
| Number of local events or activities supported (numerical value) | Reduction in neighbourhood crime (% decrease) |
| Number of new or improved cycleways or paths (numerical value) | Improved engagement numbers (% increase) |
| Number of Tourism, Culture or heritage assets created or improved (numerical value) | Number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value) |
| Number of projects (numerical value) | Improved perception of events (% increase) |
| Number of people reached (numerical value) | Increased number of web searches for a place (% increase) |
|  | Volunteering numbers as a result of support (numerical value) |
|  | Number of new or improved community facilities as a result of support (numerical value) |
|  | Increased take up of energy efficiency measures (% increase) |
|  | Number of premises with improved digital connectivity (numerical value) |

*Supporting Local Business*

|  |  |
| --- | --- |
| Output | Outcome |
| Number of local markets supported (numerical value) | Jobs created (numerical value) |
| Number of businesses receiving non-financial support (numerical value) | Jobs safeguarded (numerical value) |
| Number of businesses receiving grants (numerical value) | Number of new businesses created (numerical value) |
| Number of potential entrepreneurs provided assistance to be business ready (numerical value) | Increased visitor numbers (% increase) |
| Number of Tourism, Culture or heritage assets created or improved (numerical value) | Improved perception of markets (% increase) |
| Number of businesses engaged in new markets (numerical value) | Increased number of businesses supported (% increase) |
| Number of feasibility studies supported (numerical value) | Improved perception of attractions (%| increase) |
|  | Number of organisations engaged in new knowledge transfer activity (numerical value) |
|  | Number of businesses adopting new to the firm technologies or processes (numerical value) |
|  | Number of early stage firms which increase their revenue following support (numerical value) |
|  | Number of businesses increasing their export capability (numerical value) |
|  | Increased number of projects arising from funded feasibility studies (% increase) |

*People and Skills*

|  |  |
| --- | --- |
| Output | Outcome |
| Number of socially excluded people accessing support (numerical value) | Number of people sustaining engagement with keyworker support and additional services (numerical value) |
| Number of people supported to access basic skills (numerical value) | Number of people engaged in job-searching following support (numerical value) |
| Number of people supported to engage in life skills (numerical value) | Number of people in employment, including self-employment, following support (numerical value) |
| Number of people supported to participate in education (numerical value) | Number of people experiencing reduced structural barriers into employment and into skills provision (numerical value) |
| Number of volunteering opportunities supported (numerical value) | Number of people familiarised with employers’ expectations, including, standards of behaviour in the workplace (numerical value) |
| Number of people retraining (numerical value) | Number of people gaining a qualification or completing a course following support (numerical value) |
| Number of people receiving support to gain a vocational licence (numerical value) | Number of people gaining qualifications, licences and skills (numerical value) |
| Number of people attending training sessions (numerical value) | Number of economically active individuals engaged in mainstream skills education and training (numerical value) |
| Number of people gaining a qualification or completing a course following support (numerical value) | Number of people engaged in life skills support following interventions (numerical value) |

1. Monitoring Requirements

You will be contacted every three months throughout the duration of your project to provide an update. This will include:

* Summary of the progress on your project
* Progress against the outputs and outcomes identified within your application
* Details of spend against your allocation
* How the residents of North Warwickshire have benefitted from your project

And if your project related to the People and Skills intervention:

* National Insurance Numbers for individuals who have directly benefitted from your project

You will be required to submit photographs and a case study as proof your project has taken place. North Warwickshire Borough Council will use the photographs and case studies to promote the project on its website and through its social media platforms.