# UKSPF and REPF Application Form

**Westmorland and Furness Council April 2023 - March 2025**

### Introduction to the Application Form

This application form relates to a targeted call for projects to fulfil the spend and deliverables requirement for United Kingdom Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) funding for the period April 2023 until March 2025. Further detail on this application and context of the UKSPF and REPF funds are outlined in the scheme guidance and are available to view at [www.westmorlandandfurness.gov.uk/ukspf](http://www.westmorlandandfurness.gov.uk/ukspf)

If you have any questions about completing the Application Form, please contact UKSPFenquiries@westmorlandandfurness.gov.uk Please submit completed applications to UKSPFdelivery@westmorlandandfurness.gov.uk

In addition to this application form please also ensure you have appended the following information where relevant:

| Appendix and Supporting Document Checklist |
| --- |
| Documents Required  | Document Reference  | Notes  |
| Risk Register  | Appendix A |  |
| Project Expenditure Profile  | Appendix B |  |
| Most recent Audited Accounts for non-Local Authority organisations |  |  |
| Most recent Management Accounts for non-Local Authority organisations |  |  |
| Most recent Bank Statement (within last 3 months) for non-Local Authority organisations |  |  |
| Evidence of Match Funding |  |  |
| Supporting Evidence for expenditure (Table 4.2) |  |  |
| Site Plans and Designs (if applicable) |  |  |
| Insurances (Public, Professional, Employers) |  |  |
| Evidence of Land Ownership or tenancy agreements (or valuations / agreed heads of terms etc. if relevant) |  |  |
| Other Project Specific Info |  |  |
| We reserve the right to request additional information during the assessment process to support your application. |

| Applicant Details |
| --- |
| Project Name |  |
| Project Applicant |  |
| Organisation Type (please tick where applicable) | For profit business |[ ]
|  | Not for profit organisation |[ ]
|  | Charity |[ ]
|  | Government organisation |[ ]
|  | Other (please specify): |
| Company Registration/ Charity Number (Or equivalent) and VAT registration details.  | Company Reg no | VAT Reg No |
|  |  |  |
| Name of Senior Responsible Owner (The person responsible for ensuring the project meets its objectives and delivers its intended benefits) |  |
| Contact Name  |  |
| Contact Email |  |
| Contact Telephone |  |
| Contact Mobile |  |
| Applicant Address |  |
| Applicant Postcode |  |
| Will the project cover the whole of the Westmorland and Furness areas? | Yes [ ]  | No [ ]  |
| If no, stipulate an area or postcode for the project location. |  |
| If any project delivery will take place outside of the Westmorland and Furness area, please provide further details |  |

| Summary Information |
| --- |
| Project Description Please provide a summary description of your project in no more than 300 words |
|  |
| UKSPF Grant Request (£) |  |
| Total Project Cost (£) |  |
| Intervention Rate % (Grant request as a percentage of the total project cost) |  |
| Proposed Start Date |  |
| Proposed Practical Completion Date(The date the project will be complete, and project outputs will be achieved) |  |
| Proposed Financial Completion Date(The date all project expenditure will be paid) |  |
| Proposed Date for Completion of Outcomes(The date that all additional project outcomes will be achieved) |  |
| Is any of the information contained in the application of a commercial nature and should not be published? If yes, please indicate below which sections should not be published.  | Yes [ ]  | No [ ]  |
| Strategic [ ]  | Economic [ ]  | Commercial [ ]  | Financial [ ]  | Management [ ]  |

| Strategic Case |
| --- |
| 1.1 Project AimsPlease describe the overall aims or desired outcomes that the project hopes to achieve (Please describe in no more than 300 words) |
|  |
| 1.2. Project ObjectivesA set of Specific, Measurable, Achievable, Realistic and Time-limited (SMART) objectives should be identified that show how the project aims will be achieved (Please describe in no more than 300 words) |
|  |
| 1.3. Describe how your project will meet the aims and objectives of the funding call that you applying for?  |
|  |
| 1.4. Need for the ProjectWhy is the project needed? Has a problem, issue or opportunity been identified that the project aims will address? (Please describe in no more than 500 words) |
|  |
| 1.5. Demand for the ProjectWhat evidence do you have of demand for the project? (Please describe in no more than 250 words) |
|  |
| 1.6. Strategic FitHow does the project fit with intervention area identified in the local Investment Plan and UKSPF priorities? How will you avoid duplication of existing activity. (Please describe in no more than 250 words) |
|  |
| 1.7. How will low carbon and sustainability be built into the design and delivery of your project? |
|  |
| 1.8. How will inclusivity and equality be built into the design and delivery of your project? |
|  |
| 1.9. Have you previously received UKSPF funding, and if so, provide the project name and awarding authority.  |
|  |
| 1.10. Duplication of other activity How will you avoid duplication of existing activity. (Please describe in no more than 250 words) |
|  |
| 1.11. Replacing ESIF ActivityDoes your programme replace European Union Structural Investment Funded activity in your area?  |
| Yes [ ]  | No [ ]  |
| If yes, please outline the ESIF programme that your project will replace. If your project is a ‘People and Skills’ intervention, please provide the ESIF reference number and confirm that the project meets the requirement that only People and Skills investment deemed at risk and delivered by the community and voluntary sector in Year 1 and 2. |
| Replaced ESIF Programme:  |  |
| ESIF Reference Number (if a ‘People and Skills’ intervention): |  |
| Confirmation that the project requirements above: | Yes [ ] No [ ]  |

| Economic Case |
| --- |
| 2.1 ScalabilityIt is important that your project is scalable. The amount of funding allocated to each project will be subject to a wider range of factors. Ensuring your project can be delivered flexibly in a reduced/increased capacity will be necessary to its success. Please align your response with the description of options provided in Question 2.4.  |
|  |
| 2.2 Minimum funding required (£): |  |
| If your project received the above amount, please outline how it would be scaled down and delivered? What objectives, outputs and outcomes wouldn’t be delivered. (Please describe in no more than 300 words) |
|  |
| 2.3 Maximum funding required (£): |  |
| If your project received the above amount, please outline how it would be scaled up and delivered? What additional activity would be delivered? (Please describe in no more than 300 words) |
|  |
| 2.4 Options Analysis Please describe what options have been considered to achieve the aims of the project. Detail the process, including any critical success factors, used to determine the preferred option for the project. This should include the ‘do minimum’ option (what would happen if the activity was scaled down to as limited delivery as possible), preferred option (what the preferred scale of delivery is) and ‘business as usual’ (if no delivery of the activity were to occur).  |
|  | **Option 1****Business As Usual** | **Option 2****Do Minimum** | **Option 3****Preferred Option**  | **Option 4****Other** |
| Option NameThe name by which the option is known |  |  |  |  |
| Option DescriptionA summary description of the project, highlighting key differences between the proposed scheme and the option. |  |  |  |  |
| Technical Assessment & AppraisalThe level of technical assessment or appraisal undertaken – including previous studies / relevant data to assess the option or use of Critical Success Factors (CSFs) |  |  |  |  |
| Indicative Cost (£) The indicative cost for the project and information on how this has been calculated.  |  |  |  |  |
| Impact against Strategic ObjectivesHow the option delivers against the strategic objectives set out in question 1.2.  |  |  |  |  |
| Key RisksKey technical, funding (inc. affordability) and delivery risks associated with the option |  |  |  |  |
| Rationale for Rejection / SelectionWhy the option has been rejected / selected |  |  |  |  |
| 2.5 Requirement for GrantWhy 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.  |
|  |
| 2.6 Project Outputs and Outcomes (Add more lines if required) |
| Intervention Ref | **Output/Outcome**  | **Current Baseline**  | **2023/2024 target** | **2024/2025 target** | **Total Intervention to be achieved**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| Commercial Case |
| --- |
| 3.1. Delivery Method If applicable, what project management methodology do you intend to follow to achieve delivery of your project. |
|  |
| 3.2 Delivery Stage What stage of delivery is the project at? |
|  |
| 3.3 ProcurementIf you are intending to procure any element of your project, please summarise how this will be done in compliance with the scheme and applicant guidance. (Please describe in no more than 300 words) |
|  |
| 3.4. DisplacementAre you aware of any other similar activity in the area with which this project may compete? |
|  |
| 3.5 Subsidy controlAll applications must take consideration of how the activity outlined will deliver in line with subsidy control requirements as outlined within the UKSPF guidance: [UK Shared Prosperity Fund: subsidy control (7)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7#:~:text=7.1%20All%20lead%20local%20authorities,or%20the%20Subsidy%20Act%202022.) |
| After reading the guidance do you consider any of your project to involve the provision of subsidy?  | Yes [ ]  No [ ]  |
| If yes, please detail how the subsidies are compliant with the UK’s subsidy control as set out in the guidance. We reserve the right to request additional information. |  |

| Financial Case |
| --- |
| 4.1 Please set out the financial profile for the project by type of spend and funding source for 2024-2025 |
|  |  | **2024-25** |
| Capital Spend (£) |  |
| Revenue Spend (£) |  |
| Total Project Cost (£) |  |
| 4.2 Please outline the key components of expenditure and overheads of your project.Supporting evidence will be required for the costs associated with each of your budget headings, along with Appendix B to show how you will manage your expenditure. |
| Budget Heading Please amend headings below to suit your project and add rows as required(Max 5 budget headings) | **Revenue costs** **(£)** | **Capital costs** **(£)** | **Total Expenditure(£)** | **How have you arrived at these costs?**E.g. from previous experience, or 2 members of staff (FTE), quotes, estimates. |
| E.g. Staffing cost  |  |  |  |  |
| E.g. Travel Costs  |  |  |  |  |
| E.g. Consultant Cost  |  |  |  |  |
| E.g. Overheads  |  |  |  |  |
| E.g. Materials |  |  |  |  |
| Total |  |  |  |  |
| 4.3 Project Funding Package Please outline the details of any match funding that will be used to deliver the project including UKSPF funding or your own funds. You will need to provide evidence of match funding. (Please add rows if needed) |
| Source of funding | **Amount requested (£)** | **Type of funding** (Central Government, Local Government or other third party) | **Status of funding**(Not yet applied for / Pending / Confirmed)  |
| UKSPF |  |  |  |
| Insert Match Funder |  |  |  |
| Insert Match Funder  |  |  |  |
| Insert Match Funder |  |  |  |
| Total Project Amount (£) |  |  |  |
| 4.4 How will you manage the cashflow of the project, and the receipt of any funding that you expect to receive in line with the payment details outlined within the call for projects. |
|  |

| Management Case |
| --- |
| 5.1 Project ManagementHow will the project be managed? Please state the organisations and personnel from the organisation 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. (Please describe in no more than 500 words) |
|  |
| 5.2 Do you have a track record of previous delivery that is appropriate to this project? Please outline your track record and how it is relevant to your proposed project. |
| Scheme | **Description/Relevance** | **Approx. Value** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 5.3 Stakeholder engagementHas your project undertaken any local stakeholder engagement activity, or do you intend to undertake local stakeholder activity prior to delivery of the project? (Please describe in no more than 300 words) |
|  |
| 5.4 Risk What are considered to be the main five risks to the project? Please detail the allocation of these risks and any mitigation measures.In addition to these risks, please append a full risk and mitigation register to this application for projects over £100k (Appendix A).  |
| Risk | **Mitigation** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 5.5 Key Constraints and Dependencies Provide details of anything that needs to be in place to allow your project to commence and deliver. Examples may include, but are not limited to planning permission, land or building acquisition, recruitment of staff, match funding or other consents. |
| Constraint/Dependency | **Mitigation** | **Expected completion date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 5.6 MilestonesPlease identify the key milestones which should demonstrate that the project is deliverable within the timescales identified.  |
| Milestone Description | **Completion Date**  |
| Project Start |  |
| Insert Key Milestone |  |
| Insert Key Milestone |  |
| Insert Key Milestone [add rows as necessary] |  |
| Practical Completion |  |
| Project End Date  |  |
| 5.7 Outputs and Outcomes monitoringPlease provide detail on the benefits that your project will achieve, and provide details how they will monitored, reported on, and who has the responsibility. (Add rows if required) |
| List the project outputs and outcomes from the table at 2.6.  | How will this data be recorded and evidenced | Who will be responsible for recording the data? | When will evidence of the achievement be available? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5.8 EvaluationHow will you evaluate the success of your project?  |
|  |
| 5.9. How will the project ensure deliverability within the necessary timescales? (Please describe in no more than 300 words) |
|  |
| 5.10 How will the project be publicised? |
|  |

### 6. Declarations & Signature

| Declarations | Please tick |
| --- | --- |
| 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 that the applicant organisation has produced and is compliant with the following statutory business policies, Health and Safety, Diversity and Equality, Equal Opportunities and Discipline, Dismissal and Grievance, Data Protection. | [ ]  |
| I confirm that I have read, and that I will comply with Public Contract Regulations 2015 and the Application Guidance and will provide evidence with my claims to support compliance. |[ ]
| 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 declare that, except as otherwise stated on this form, I have not incurred expenditure related to this application and no expenditure has been committed or defrayed on it.  |[ ]
| 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 Westmorland and Furness Council.  |[ ]
| **Signatures** |
| Signed |  |
| Print Name |  |
| On Behalf of |  |
| Position within organisation |  |
| Date |  |