**UK Shared Prosperity Fund (UKSPF)**

**Supporting Local Business: Application Form**

Please complete the application form in full referring to the application form guidance for further information.

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| **1. Project details** |

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| --- | --- | --- | --- | --- | --- |
| 1.1 Lead applicant / organisation name | | |  | | |
| 1.2 Project name | | |  | | |
| 1.3 How much UKSPF are you applying for? (£) | | |  | | |
| 1.4 Which programme(s) of activity in the prospectus are you applying for? If you intend to submit a project that covers more than one programme of activity, please ensure you have read the information in the guidance on multi-programme projects.  Please complete the appropriate box(es) | | | | | |
| **Intervention** | | **Programme** | | | **UKSPF requested (£)** |
| E19: Increasing investment in research and development | | Innovation | | |  |
| E23: Strengthening local entrepreneurial ecosystems | | Supplier-readiness | | |  |
| Supporting SMEs to bridge the digital divide | | |  |
| Growing the local, social economy | | |  |
| Property advice service for SMEs | | |  |
| E29: Decarbonisation | | Low carbon | | |  |
| E30: Business support for SMEs | | Support for fast-growing diverse founders | | |  |
| Investment-readiness support for diverse founders/SMEs | | |  |
| 1.5 Start date: |  | | | 1.6 End date (no later than 31/03/2025): |  |

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| **2. Lead applicant details** |

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| 2.1 Does the lead applicant organisation operate under another name? If yes, please confirm what it is |  | |
| 2.2 Organisation type (charity, limited company, voluntary, public sector etc.) |  | |
| 2.3 Charity or company registration number |  | |
| 2.4 VAT registration number |  | |
| 2.5 Registered address |  | |
| 2.6 Activity delivery address, if different |  | |
| 2.7 Key contact name for the project |  | |
| 2.8 Role within the organisation |  | |
| 2.9 Email address |  | |
| 2.10 Phone number |  | |
| 2.11 Alternative contact name |  | |
| 2.12 Alternative contact email address |  | |
| 2.13 Alternative phone number |  | |
| 2.14 Lead organisation's website address |  | |
| 2.15 Are there other partners involved in the project? If yes, please list them in Annex B. | | Yes/No |

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| **3. About your project and its strategic fit** |

All projects funded by UKSPF should address the requirements of the prospectus.

**Please consider equality, diversity and inclusion (EDI) and environmental sustainability in your response. This will be considered when scoring your application.**

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| 3.1 Please provide a summary of your project (maximum of 100 words). | | | |
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| 3.2 Please explain how your project aligns with the prospectus, clearly setting out why your proposal is the best option for addressing the programme(s) description(s).   * Please consider how your project aligns with the policy and objectives of the programme(s) for which you are applying. * Please describe the evidence to support your proposal. | | | |
|  | | | |
| 3.3 Please explain what your project intends to do and ensure the detail relates to the relevant programme(s) you have selected. | | | |
|  | | | |
| 3.4 Please explain how your project intends to deliver the project activity and ensure this relates to the relevant programme(s) you have selected.   * Please include a customer journey diagram | | | |
|  | | | |
| 3.5 Please explain who the project intends to support. Please ensure you address London’s equality, diversity, and inclusion priorities and the ‘specific conditions’ set out in the prospectus. Please outline how, in the design of your project, you have engaged with the groups of business and/or community groups you propose to support. | | | |
|  | | | |
| 3.6 To what extent will UKSPF be used to complement an existing project? | | | |
|  | | | |
| 3.7 Please select the London boroughs where you anticipate your target SMEs will be located, including the estimated percentage. | | | |
| **London borough** | **% of support** | **London borough** | **% of support** |
| Barking and Dagenham |  | Islington |  |
| Barnet |  | Kensington and Chelsea |  |
| Bexley |  | Kingston upon Thames |  |
| Brent |  | Lambeth |  |
| Bromley |  | Lewisham |  |
| Camden |  | Merton |  |
| Croydon |  | Newham |  |
| Ealing |  | Redbridge |  |
| Enfield |  | Richmond upon Thames |  |
| Greenwich |  | Southwark |  |
| Hackney |  | Sutton |  |
| Hammersmith and Fulham |  | Tower Hamlets |  |
| Haringey |  | Waltham Forest |  |
| Harrow |  | Wandsworth |  |
| Havering |  | Westminster |  |
| Hillingdon |  | City of London |  |
| Hounslow |  | Pan-London |  |
| 3.8 Please provide details about where in London your project activity will be delivered including the estimated percentage. | | | |
| **London borough** | **% of support** | **London borough** | **% of support** |
| Barking and Dagenham |  | Islington |  |
| Barnet |  | Kensington and Chelsea |  |
| Bexley |  | Kingston upon Thames |  |
| Brent |  | Lambeth |  |
| Bromley |  | Lewisham |  |
| Camden |  | Merton |  |
| Croydon |  | Newham |  |
| Ealing |  | Redbridge |  |
| Enfield |  | Richmond upon Thames |  |
| Greenwich |  | Southwark |  |
| Hackney |  | Sutton |  |
| Hammersmith and Fulham |  | Tower Hamlets |  |
| Haringey |  | Waltham Forest |  |
| Harrow |  | Wandsworth |  |
| Havering |  | Westminster |  |
| Hillingdon |  | City of London |  |
| Hounslow |  | Pan-London |  |

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| **4. Project management** |

Please limit your answer to each question to 500 words – if applying for more than one programme, the 500 word limit applies to each programme.

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| 4.1 Please provide details of the project management process you will have in place to manage the grant, including governance arrangements, management information, and where applicable, the arrangements for managing your delivery partners. | |
|  | |
| 4.2 Please set out the roles and responsibilities of staff who will be involved in the delivery of your project (including staff managed by your delivery partners, if applicable). | |
|  | |
| 4.3 Please describe the systems and processes in place to manage the submission of claims for payment to the GLA. | |
|  | |
| 4.4 Please provide details of any previous experience your organisation has managing and delivering similar programme(s). | |
|  | |
| 4.5 Please describe the key risks you envisage could affect the delivery of your project. | |
|  | |
| 4.6 Please confirm you have an active Anti-Fraud policy and/or statement in place that will be adopted by the project. | Yes/No |
| 4.7 Please confirm you have an active conflict-of-interest policy, and a conflict-of-interest register will be established for the project. | Yes/No |
| 4.8 **Procurement:** For Contracting Authorities, please confirm you will comply with the [Public Contract Regulations (PCR) 2015](https://www.legislation.gov.uk/uksi/2015/102/contents/made). | Yes/No/Not applicable |
| 4.9 **For non-Contracting Authorities**, please confirm you will comply with the thresholds for procurement, as outlined in the draft Funding Agreement. | Yes/No/Not applicable |
| 4.10 **Subsidy Control:** Have you considered subsidy control (or Special Drawing Rights) in the designing of your project and how you will ensure you will comply with the [Subsidy Control Act 2022](https://www.legislation.gov.uk/ukpga/2022/23/enacted). | Yes/No |
| 4.11 Please confirm you have read, and will comply with, the UKSPF **branding and publicity** [**guidance**](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6). | Yes/No |

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| **5. Outputs and Outcomes** |

Please complete the outputs and outcomes table in Annex A.

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| 5.1 Please explain the rationale for the output and outcome volumes proposed and explain the project’s value for money. |
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| **6. Finance** |

Please complete the Granular Budget in Annex A.

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| 6.1 Please provide further details about the expenditure requested, including the rationale behind the amount of funding requested for each cost. Please ensure you justify the expenditure and why it is required. |
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| 6.2 Are you providing match funding which will complement the UKSPF activity? Yes or No. If yes, please indicate the amount of funding, the source(s), and how it complements the UKSPF grant. (Please note, there is no requirement for you to include match funding and this question is not scored). |
|  |
| 6.3 Only VAT that cannot be recovered from HMRC as part of the VAT system is eligible. Will VAT be included in the expenditure of your project? |
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| 6.4 Successful applicants will receive an advance payment on signing their funding agreement. Please explain briefly what you would spend the money on. |
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| **7. Evaluation** |

All projects are required to undertake an evaluation. Evaluation requirements will be agreed at the funding agreement stage.

Applicants are asked to provide a logic model (see Annex E) to demonstrate the rationale for the project activity and the links to outputs, outcomes and impact. Please complete the logic model template and submit it with your application.

Two percent of the project budget (to a maximum of £100,000) should be allocated for evaluation.

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| 7.1 Please confirm you have completed the Logic Model template (Annex E). | Yes/No |

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| **8. Project plan** |

Within the timeframe for your project, we are keen to understand how it will be set-up, delivered and monitored. Please include key activities and dates below.

Please insert additional rows as needed.

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| --- | --- |
| **Project Activity** | **Target date** |
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| **9. Equality, diversity, inclusion (EDI) and environmental sustainability** |

Please refer to the prospectus and application form guidance for further information and guidance on EDI and environmental sustainability.

Please submit your organisation’s EDI and environmental sustainability action plans with your application (see Annex D). If your organisation does not have action plans and your application is successful, these must be created before we can sign a grant funding agreement.

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| 9.1 Please outline how, in the design of your project, you have engaged with the groups of beneficiaries and/or community groups you propose to support. |
|  |

The GLA is committed to making London **greener, cleaner** and **ready for the future. It is important that projects recognise this commitment and are committed to improving the lives of all Londoners.** The Mayor of London has moved forward London’s net-zero target from 2050 to 2030 in response to the need for more urgent climate action. London’s business sector produces around one-third of London’s greenhouse emissions.

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| 9.2 Please confirm how the project will contribute to the environmental themes identified in the prospectus. |
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| **10. Data protection and General Data Protection Regulation (GDPR)** |
| The Greater London Authority has been designated as a ‘Lead Authority’ for the UKSPF and will be a Data Controller for all UKSPF related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data.  The Department for Levelling Up, Housing and Communities (DLUHC) will also be a Data Controller for all UKSPF-related Personal Data collected in this application and submitted to DLUHC, and for the control and processing of Personal Data.  The Lead Authority and DLUHC will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).  As a Processer of UKSPF-related Personal Data your organisation and the Lead Authority must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).  By proceeding to complete and submit this form, you consent that the Lead organisation and its contractors, where relevant may process the Personal Data that it collects from you. Also, to use the information provided as part of the reporting to DLUHC for funding from the UKSPF in accordance with its privacy policies. For the purposes of assessing your bid, the Lead Authority and DLUHC may need to share your Personal Data with other government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.  Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time). |

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| **11. Project statement** | | |
| **I** declare that I have the authority to represent the lead applicant in submitting this application.  I understand that acceptance of this application form by the GLA does not in any way signify that the project is eligible for funding under the UKSPF or that any such funding has been approved towards it.  On behalf of the lead applicant and having carried out full and proper inquiry, I confirm to the GLA that:   * the lead applicant has the legal authority to carry out the project; and * the information provided in this application is accurate.   I also confirm to the GLA that:  I have informed all persons, whose personal information I have provided in this application, of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;  I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies and the Department’s Privacy Policies;  I shall inform the Lead Authority if, prior to any UKSPF being legally committed to the lead applicant*,* I become aware of any further information which might reasonably be considered as material to the Lead Authority in deciding whether to fund the proposal;  Any match funding, if applicable, that has been set out in this application will be in place prior to any award of UKSPF; and  I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.  I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.  I confirm that I understand that if the lead applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support. | | |
| **Signed for and on behalf of the organisation** |  | **Date** |
|  |
| **Name** |  | |
| **Position** |  | |

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| **Document checklist** |

**Please ensure you have completed the following documents and submitted them with your signed application form (sent to** [**UKSPF@london.gov.uk**](mailto:UKSPF@london.gov.uk)**):**

1. **Annex A –** Granular budget and output and outcomes (to be submitted as a separate Excel document)
2. **Annex B –** Partners supporting the project (to be completed as part of this application in Annex B below)
3. **Annex C** **–**Customer journey diagram and organogram (if not embedded within your responses in sections 3 and 4 respectively, please submit them as separate documents in Annex C*)*.
4. **Annex D –** EDI and sustainability action plans (either submitted as separate documents if they are available or in Annex D below). If your organisation does not have one or both plans, this can be left blank. If your application is successful, they must be submitted before you sign your grant funding agreement with the GLA.
5. **Annex E –** Logic Model (to be submitted as a separate document).
6. **Annex F –** Stakeholder equality survey.

**Only organisations that are not a public body, please submit the following:**

1. Financial accounts for the most recent 3 years
2. Proof of existence - Certificate of Incorporation, Charities Registration, VAT Registration Certificate or alternate form of incorporation documentation
3. Proof of trading - Financial Accounts/Statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets
4. Completed FVRA Applicant Template (for applications requesting annualised funding of greater than £1m).

**Annex A - Granular Budget and Output and Outcomes**

Please see ‘Annex A’ Excel document to be completed and submitted with this application. It is available [here](https://www.london.gov.uk/programmes-strategies/funding-and-innovation/uk-shared-prosperity-fund). Guidance for completion is provided within Annex A.

**Annex B - Partners**

Please list each organisation name and include a brief description of the role they will play. Please add more rows as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner name** | **Strategic, referral or delivery partner?** | **Role in the project** | **Value of UKSPF grant the partner will receive (£)** | **Do you have a confirmation from the partner of their support?** |
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**Annex C – Customer journey and project organogram**

Customer journey diagram (optional annex if not embedded within the response in section 3).

Organogram (optional annex if not embedded with the response in section 4)

**Annex D – EDI and environmental sustainability**

Please submit your organisation’s equality, diversity, and inclusion (EDI) and environmental sustainability action plans with your application. If you do not have these in place, you can choose to use the example templates below or it can be left blank to be provided later before you sign your grant funding agreement (if successful).

**EDI Action Plan**

Please add more lines as required.

|  |  |  |
| --- | --- | --- |
| **Target Area** | **Action** | **Activity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Sustainability Action Plan**

Please add more lines as required.

|  |  |  |
| --- | --- | --- |
| **Target Area** | **Action** | **Activity** |
|  |  |  |
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**Annex E – Logic Model**

Please see the ‘Annex E’ document to be completed and submitted with this application. It is available [here](https://www.london.gov.uk/programmes-strategies/funding-and-innovation/uk-shared-prosperity-fund). Guidance for completion is provided within Annex E.

**Annex F - Stakeholder equality survey**

Please complete the following table:

|  |  |  |
| --- | --- | --- |
| **Question** | | **Answer** |
| 1 | What year was your organisation established? |  |
| 2 | How many full-time equivalent staff are employed within your organisation? | 1 – 10 |
| 11 – 50 |
| 51 – 100 |
| 101 – 250 |
| 250 + |
| 3 | What was your turnover for the last financial year, 2021/2022? | £0 – £250,000 |
| £250,001 – £1,000,000 |
| £1,000,001 – £3,000,000 |
| £3,000,001 – £5,000,000 |
| £5,000,001 + |
| 4 | What geographical area does your organisation deliver in? | Local (ward or borough level) |
| Sub-regional (multiple London borough’s) |
| Regional (multiple national regions e.g., London and the South East) |
| National (all of England or the UK) |
| International (covering outside the UK) |
| 5 | Has your organisation previously received funding through the Greater London Authority? | Adult Education Budget (AEB) |
| European Regional Development Fund (ERDF) |
| European Social Fund (ESF) |
| Energy, environment, community grants, housing covid recovery |
| UK Community Renewal Fund (UKCRF) |
| Other, please state: |
| No |
| 6 | Would you describe your organisation as led by a particular protected characteristic group? This would usually mean over 51% or more of your trustees/board are from that group. | Black or minority ethnic |
| Disabled |
| Ex-offender |
| Faith |
| Female |
| Transgender |
| Older people |
| Other, please state: |
| 7 | Does your organisation deliver to a particular protected characteristic group? This would usually mean 51% or more of your beneficiaries define as from this group. | Black or minority ethnic |
| Disabled |
| Ex-offender |
| Faith |
| Female |
| Transgender |
| Older people |
| Other, please state: |