

**This guidance is subject to change pending further government instructions.  
Readers should bear this in mind when consulting this document.**

## **UK Shared Prosperity Fund (UKSPF)**

### **Output and outcome definitions and evidence requirements guidance for London (version 5)**

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#### **Introduction**

This document sets out definitions and evidence requirements for outputs and outcomes for UKSPF in London, for the Supporting Local Business and Communities and Place Investment Priorities<sup>1</sup>.

Both sets of guidance should be used when preparing applications for funding, when developing your project systems, compiling claims, collating statistical analysis and evaluation. It is a grant funding obligation that output and outcome evidence is retained. Evidence will be requested at various stages throughout the lifetime of the project.

Please note that not all outputs and outcomes under each intervention are included in London's UKSPF investment plan, so please refer to the 'summary of outputs and outcomes' table below.

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<sup>1</sup> This guidance will be updated in due course to include evidence requirements for the People & Skills Investment Priority.

Inevitably, this guidance cannot foresee all the questions that will arise when trying to understand the nature of the outputs and outcomes and the evidence requirements. Readers should base their decisions and interpretation on this guidance and contact their GLA Grant Manager for advice, if needed.

## Definitions

This guidance document provides definitions for each output (OP) and outcome (OC) indicator. It sets out:

- The unit of measurement for the indicator (as specified by government)
- The UKSPF intervention to which they relate (as specified by government)
- Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by government and GLA)
- Further explanatory notes where appropriate (as specified by GLA)

## Equality and diversity

Effective monitoring of diversity characteristics is a legal requirement under the [2010 Equality Act](#), which sets out the public sector equality duty in relation to the following protected [characteristics](#).

For UKSPF in London this should include, as a minimum, capturing project data on beneficiaries regarding:

- Gender
- Age
- Disability
- Ethnicity - a list of categories can be found here <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups>

The tables below set out where equalities data is required.

Please record equality and diversity data on businesses, households, organisations and individuals receiving support through UKSPF. If the beneficiary is a business or organisation please record where 51% or more of the ownership or senior management team comprises of individuals from Black, Asian and other Ethnic Minority communities, are women or are disabled.

Please note this will be based on an individual's self-declaration, no additional evidence is required for equality outputs.

## Equalities Targets

Projects selected via the open bidding round to deliver activity under the Supporting Local Business investment priority will have contractual targets for, and report on, the numbers of Black, Asian and other Ethnic Minority-led, women-led, disabled-led businesses and individuals supported.

Projects delivered within the direct allocations to London boroughs, under the Communities and Place, and Supporting Local Business investment priorities, are not required to set equalities targets. However, it is expected that London boroughs delivering outputs and outcomes will collect and report on equalities data.

This applies to the specific outputs set out below

- OP10 - Number of organisations receiving non-financial support
- OP11 - Number of enterprises receiving non-financial support
- OP12 - Number of enterprises receiving grants
- OP13 - Number of potential entrepreneurs assisted to be enterprise ready

As an example, for OP11 ‘number of enterprises receiving non-financial support’, a project sets an overall target of 100. Of these 15 will be women-led enterprises, 10 will be Black, Asian and other Ethnic Minority-led enterprises and 5 will be disabled-led enterprises. You will need to report to the GLA on progress against achievement of these targets as part of the quarterly claims process.

### Essential requirements for all businesses supported

You must capture and report details of Company Record Numbers (CRN) for **all** enterprises that directly benefit from UKSPF funded activity. Additionally, you must check and confirm proof of existence for all enterprises supported. Evidence may include registration on Companies House or a unique tax reference (UTR). Enterprises must confirm that this data can be collected and reported for UKSPF. If consent is refused, you must confirm you have witnessed the evidence, and report that the enterprise ‘prefers not to say’ in the data reported. Company details can be recorded in the respective investment priority claim forms.

### Summary of outputs and outcomes and London targets

Communities and Place - outputs							
Intervention	E1	E3	E4	E6	E9	E13	TOTAL
Number of commercial buildings completed or improved (numerical value)	50						50
Amount of commercial space completed or improved (m2)	50,000						50,000
Amount of public realm created or improved (m2)	40,000						40,000
Number of organisations receiving non-financial support (numerical value)						2,000	2,000
Number of households receiving support (numerical value)						1,500	1,500
Number of local events or activities supported (numerical value)				1,000			1,000
Amount of green or blue space created or improved (m2)		25,000					25,000
Number of trees planted (numerical value)		20,000					20,000
Number of Tourism, Culture or heritage assets created or improved (numerical value)			100				100

Number of volunteering opportunities supported (numerical value)				1,000	500		1,500
<b>Supporting Local Business - outputs</b>							
<b>Intervention</b>	<b>E19</b>	<b>E23</b>	<b>E24</b>	<b>E29</b>	<b>E30</b>	<b>TOTAL</b>	
Number of enterprises receiving non-financial support (numerical value)	300	2100	800	400	400	4,000	
Number of enterprises receiving grants (numerical value)	150	150		50		350	
Number of potential entrepreneurs assisted to be enterprise ready (numerical value)		1500				1,500	
Number of decarbonisation plans developed (numerical value)				250		250	

<b>Communities and Place - outcomes</b>							
<b>Intervention</b>	<b>E1</b>	<b>E3</b>	<b>E4</b>	<b>E6</b>	<b>E9</b>	<b>E13</b>	<b>TOTAL</b>
Jobs created (numerical value)	1,000						1,000
Jobs safeguarded (numerical value)	1,000						1,000
Increased footfall (numerical value)				15			15
Increased visitor numbers (numerical value)		15					15
Improved perceived/experienced accessibility (numerical value)			20				20
Improved perception of facilities/amenities (numerical value)			20				20
Increased use of cycleways or paths (numerical value)		10					10
Improved engagement numbers (numerical value)					10		10
Increased take up of energy efficiency measures (numerical value)						15	15

Supporting Local Business - outcomes							
Intervention	E19	E23	E24	E29	E30	TOTAL	
Jobs created (numerical value)		100	600	100	166	966	
Jobs safeguarded (numerical value)		1500	800	300		2,600	
Number of new enterprises created (numerical value)		200	100	25		325	
Increased number of enterprises supported (numerical value)					10	10	
Number of enterprises adopting new or improved products or services (numerical value)	200	150	100			450	
Number of organisations engaged in new knowledge transfer activity (numerical value)	250					250	
Number of premises with improved digital connectivity (numerical value)				100		100	
Number of new to market products (numerical value)	50					50	
Estimated Carbon dioxide equivalent reductions as a result of support (Tonnes of Co2e)	1			1		2	
Number of enterprises with improved productivity (numerical value)	250					250	
Number of enterprises engaged in new markets (numerical value)		400				400	
Number of early-stage enterprises which increase their revenue following support (numerical value)			400			400	

## Output definitions and evidence requirements

UKSPF Investment Priority	UKSPF Intervention	GLA's reference	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	GLA's evidence requirements	GLA's additional information required
Communities and Place	E1	OP01	Amount of commercial space completed or improved	Square metres (M2)	<p>The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.</p> <ul style="list-style-type: none"> <li>- A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.</li> <li>- A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.</li> <li>- Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.</li> <li>- Industrial space means space used for industrial processes, storage or distribution.</li> <li>- Other commercial space means non-public or community spaces that do not fall into the categories above.</li> <li>- Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.</li> <li>- Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities.</li> </ul>	<p>Places should maintain an understanding of the individual contribution of different types of space (retail, hospitality, etc.) as well as 'completed' vs. 'improved' space where relevant, so that the indicator can be disaggregated if required.</p>	<p>Before and after photographs of the building or space.</p> <p>Confirmation of the square meters achieved.</p> <p>Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion).</p>	Types of usage of commercial space

Communities and Place	E1	OP02	Number of commercial buildings completed or improved	Number of buildings	<p>The total number of new commercial buildings completed or improved. Commercial buildings include, but are not limited to: retail, hospitality, office and industrial buildings.</p> <ul style="list-style-type: none"> <li>- A retail building means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.</li> <li>- A hospitality building means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.</li> <li>- Office building means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.</li> <li>- Industrial building means space used for industrial processes, storage or distribution.</li> <li>- Other commercial buildings mean non-public or community spaces that do not fall into the categories above.</li> <li>- Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.</li> <li>- Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities.</li> </ul>	Places should maintain an understanding of the individual contribution of different types of buildings (retail, hospitality, etc.) as well as 'completed' vs. 'improved' buildings where relevant, so that the indicator can be disaggregated if required.	<p>Before and after photographs of the building</p> <p>Confirmation of the square meters achieved.</p> <p>Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understandings created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion).</p>	Types of usage of commercial space
Communities and Place	E1	OP03	Amount of public realm created or improved	Square metres (M2)	<p>The total square meterage of public realm that is created or improved.</p> <ul style="list-style-type: none"> <li>- Public realm means the spaces between and around buildings that are publicly accessible, including squares, courtyards and streets.</li> <li>- Created means new public realm, 'improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.</li> </ul>	Places should maintain an understanding of the individual contribution of 'realm improved' vs. 'realm created' where relevant, so that the indicator can be disaggregated if required.	<p>Project data evidencing improvements</p> <p>Before and after photos of the activity</p>	Nature of 'improvement' to be defined at the outset of the project activity and agreed with GLA

					<ul style="list-style-type: none"> <li>- Improved means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.</li> <li>- This indicator should not include parks and green/blue space, for which there is a distinct and separate indicator.</li> </ul>			
Communities and Place	E3	OP04	Amount of green or blue space created or improved	Square metres (M2)	<p>The total square meterage of green or blue space completed or improved.</p> <ul style="list-style-type: none"> <li>- Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm".</li> <li>- Created means physical creation of a green or blue space that did not exist previously, and the space is open to the public.</li> <li>- Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning.</li> </ul>	Places should maintain an understanding of the individual contribution of 'space created' vs. 'space improved' where relevant, so that the indicator can be disaggregated if required.	<p>Project data evidencing improvements</p> <p>Before and after photos of the activity</p>	Nature of 'improvement' to be defined at the outset of the project activity and agreed with GLA
Communities and Place	E3	OP05	Number of trees planted	Number of trees	<p>Number of new trees planted by project.</p> <ul style="list-style-type: none"> <li>- Other than a nursery site, this does not include established trees being replanted from other sites.</li> </ul>	Not applicable	Project count	-
Communities and Place	E4	OP06	Number of Tourism, Culture or Heritage assets created or improved	Number of assets	<p>Number of new tourism, cultural or heritage assets completed or improved.</p> <ul style="list-style-type: none"> <li>- Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities.</li> <li>- Heritage assets mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE).</li> <li>- Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location.</li> <li>- Created means the tourism, cultural or</li> </ul>	Places should maintain an understanding of the individual contribution of 'cultural', 'heritage' and 'tourism' spaces or assets 'created' vs 'improved', where relevant, so that the indicator can be disaggregated if required.	<p>Before and after photographs of the building or asset.</p> <p>Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understandings created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by</p>	-



					<p>heritage asset did not previously exist.</p> <ul style="list-style-type: none"> <li>- Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities.</li> </ul> <p>If assets are counted as being improved or created in another output indicator (e.g. number of facilities supported/created) they should not be counted through this indicator as well.</p>		contractors (e.g., emails certifying completion).	
Communities and Place	E6	OP07	Number of local events or activities supported	Number of events/activities	<p>Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:</p> <ul style="list-style-type: none"> <li>- Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.</li> <li>- Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action.</li> </ul>	Not applicable	<p>Count of activity by project /partners</p> <p>Type of activity / event to be defined at the outset of the activity to demonstrate additionality</p>	
Communities and Place	E6 & E9	OP08	Number of volunteering opportunities supported	Number of opportunities	<p>Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.</p> <ul style="list-style-type: none"> <li>- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.</li> </ul>	Not applicable	Count of new individual volunteering roles created and/or existing roles supported as a result of UKPSF funding	Equalities data including Gender, Age, Ethnicity and Disability.
Communities and Place	E13	OP09	Number of households receiving support	Number of households	<p>Number of households receiving support to reduce the cost of living.</p> <ul style="list-style-type: none"> <li>- A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes.</li> <li>- Support is provision that helps reduce the burden of the cost of living.</li> </ul>	Not applicable	<p>Survey / count by the project /partner</p> <p>Type of support provided.</p> <p>Postcodes of those supported</p>	Equalities data including Gender, Age, Ethnicity and Disability

Communities and Place	E13	OP10	Number of organisations receiving non-financial support	Number of organisations	<p>Number of organisations receiving non-financial support with the intention of improving performance.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> <li>- The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study.</li> <li>- An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation.</li> <li>- Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises - in other words it cannot be broadcasted advice. Support may be on-going.</li> <li>- Improved performance means reductions in costs or increases turnover/profit.</li> </ul>	Not applicable	<p>Survey /Count by provider</p> <p>Type of support provided</p> <p>Postcodes of organisations supported.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability</p> <p>You are required to set targets against these outputs for Black, Asian and other Ethnic Minority-led, women-led and disabled-led enterprises/ entrepreneurs being supported.</p>
Supporting Local Business	E19 & E23, E29, E30	OP11	Number of enterprises receiving non-financial support	Number of enterprises	<p>Number of enterprises that have received non-financial support with the intention of improving performance.</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity</li> <li>- Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice.</li> <li>- Improved performance means reductions in costs or increases in turnover/profit.</li> <li>- Support may be ongoing.</li> </ul>	Not applicable	<p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included at the end of this document – these are subject to change pending UK government's detailed monitoring and evaluation guidance</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability</p> <p>You are required to set targets against outputs for Black, Asian and other Ethnic Minority-led, women-led and disabled-led enterprises/ entrepreneurs</p> <p><i>Please note you are expected to keep individual records of</i></p>

							publication.	<i>support for audit purposes</i>
Supporting Local Business	E19, E23, E29	OP12	Number of enterprises receiving grants	Number of enterprises	Number of enterprises that have received grants. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - Grant means a cash payment by the project that is not repaid.	Not applicable	<p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included at the end of this document – these are subject to change pending UK government's detailed monitoring and evaluation guidance publication.</p> <p>An auditable record documenting the process for selecting and issuing the grants.</p> <p>Invoice and bank statement evidencing payment of the grant for each enterprise supported.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability</p> <p>You are required to set targets against outputs for Black, Asian and other Ethnic Minority-led, women-led and disabled-led enterprises/ entrepreneurs</p> <p><i>Please note you are expected to keep individual records of support for audit purposes</i></p>
Supporting Local Business	E23	OP13	Number of potential entrepreneurs assisted to be enterprise ready	Number of entrepreneurs	Number of entrepreneurs having been assisted to be enterprise ready. - Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business. - Assistance means business advice, guidance, mentoring and training. This must involve some form of direct	On "enterprise ready" - the unit of measurement is the individual (potential entrepreneur), not whether they actually go on to start a business.	<p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback of each enterprise</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability</p> <p>You are required to set targets against outputs for Black, Asian</p>

					interaction with members of the entrepreneurs, in other words it cannot be broadcasted advice.		supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included at the end of this document – these are subject to change pending UK government's detailed monitoring and evaluation guidance publication.	and other Ethnic Minority-led, women-led and disabled-led enterprises/ entrepreneurs  <i>Please note you are expected to keep individual records of support for audit purposes</i>
Supporting Local Business	E29	OP14	Number of decarbonisation plans developed as a result of support	Number of plans	An organisation as a result of support produces a decarbonisation plan or enhances an existing decarbonisation plan.	Not applicable	Copy of the decarbonisation plan	-

## Outcome definitions and evidence requirements

UKSPF Investment Priority	UKSPF Intervention	GLA's reference	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	GLA's evidence requirements	GLA's additional information required
Communities & Place  and  Supporting Local Business	E1, E23, E29, E30	OC01	Jobs created as a result of support	Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <ul style="list-style-type: none"> <li>- New means it should not have existed with that employer before the intervention.</li> <li>- Created jobs exclude those created solely to deliver the intervention (e.g. construction).</li> <li>- Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.</li> <li>- Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)</li> </ul>	Not applicable	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided.</p> <p>The confirmation should include details of the job as advertised and started, duration, and the number of hours per week.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p><i>Of the jobs created how many were <b>good jobs</b></i></p> <p><i>Of the jobs created how many were <b>green jobs</b></i></p> <p><i>* please see definitions at the foot of this document</i></p>

					- FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full-time workweek			
Communities & Place and Supporting Local Business	E1, E23, E29	OC02	Jobs safeguarded as a result of support	Number of full time equivalent (FTE)	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.</p> <p>Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).</p> <p>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).</p> <p>- FTE should be based on the standard full-time hours of the employer.  - At risk is defined as being forecast to be lost within 6 months.  - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)  - FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full-time work week</p>	Not applicable	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job and the job title.</p> <p>A safeguarded jobs must be risk prior to the support being provided.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability</p> <p><i>Of the jobs safeguarded how many were <b>good jobs</b></i></p> <p><i>Of the jobs safeguarded how many were <b>green jobs</b></i></p> <p><i>* please see definitions provided at the foot of this document</i></p>
Communities & Place	E3	OC03	Increased visitor numbers	Number of people	<p>The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Not applicable	Survey / venue count of visitor numbers	

Communities & Place	E3	OC04	Increased use of cycleways or foot paths	Number of cyclists or pedestrians	The increase in number of cyclists or pedestrians over a set period of time (e.g. weekly flow) along the specified length of cycleway or foot path that has been created or improved. Reporting will also facilitate the option to report a decrease metric.	Places should maintain an understanding of the individual contribution of 'cycle ways' vs 'foot paths' where relevant, so that the indicator can be disaggregated if required.	Count of cyclists and/or pedestrians	
Communities & Place	E4	OC05	Improved perceived/ experienced accessibility	Number of people	The number of individuals who report perceived/experienced accessibility as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the perceived/experienced accessibility previously existed and isn't new). Measurement should directly relate to the change perceived/experienced through the UKSPF project (e.g., the building impacted). Accessibility refers to public space having facilities required for disabled pedestrians. These include but are not limited to the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey	Survey data, conducted by the project	

						and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.		
Communities & Place	E4	OC06	Improved perception of facilities/ amenities	Number of people	The number of individuals who report their perception of facilities/amenities as good or very good. As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e. the perception of facilities/amenities existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities/amenities impacted). Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may	Survey data, conducted by the project.  Record of the facilities / amenities which have been improved / created as part of the project	-

						help with evaluation of the programme. Reporting should be proportionate to the intervention size.		
Communities & Place	E6	OC07	Increased footfall	Number of people	Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month). Reporting will also facilitate the option to report a decrease metric.	Not applicable	Survey / observation / footfall cameras / station entry & exit data	-
Communities & Place	E9	OC08	Improved engagement numbers	Number of people	The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements. What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who	Survey data, conducted by the project.	



						responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.		
Communities & Place	E13	OC09	Increased take up of energy efficiency measures	Number of households	The increase in number of households taking up energy efficient measures following support. - A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. - Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. Reporting will also facilitate the option to report a decrease metric.	Not applicable	An Energy Performance Certificate (EPC) assessment and a copy of the final EPC, or a short statement/declaration (must be signed by the provider, and is best practice to have signed by the occupant, but not compulsory) which sets out the energy efficiency measures that have been taken, and the changes achieved as a result.	
Supporting Local Business	E19	OC10	Number of organisations engaged in knowledge transfer activity following support	Number of Organisations	This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to: • Research collaborations and free dissemination of research. • Joint and long-term development of new business or services. • Formation of joint ventures and spin-out companies.	Not applicable	Agreement /MOU/ document agreed by both parties outlining the agreed activity and action plan between the organisations  A registration process for collating beneficiary data and tracking the end-to-end customer journey.  For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft	Equalities data including Gender, Age, Ethnicity and Disability.

							questions are included at the end of this document – these are subject to change pending UK government’s detailed monitoring and evaluation guidance publication.	
Supporting Local Business	E19	OC11	Number of new to market products	Number of products	<p>A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes).</p> <p>Support must be for a business to introduce one of the following:</p> <ul style="list-style-type: none"> <li>• Product - when it is either at pre-launch or launched to the market</li> <li>• Process - when it has been introduced into the business</li> <li>• Service - when it has been introduced to the market</li> </ul>	<p>Specify type:</p> <ul style="list-style-type: none"> <li>• Product</li> <li>• Process</li> <li>• Service</li> </ul>	<p>Documentation from the business to confirm details of product/process/service new to the business, which could include marketing information or literature. If product has not progressed to market, the enterprise should provide information on the status of the product.</p> <p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback following each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included below – these are subject to change pending UK Governments detailed monitoring and evaluation guidance publication.</p>	-

Supporting Local Business	E19	OC12	Number of enterprises with improved productivity	Number of enterprises	<p>Number of enterprises with improved productivity.</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</li> <li>- Productivity refers to the gross value added per hour worked or gross value added per worker.</li> </ul>	Not applicable	<p>Confirmation (signed) from the enterprise of the gross value added per hour worked or gross value added per worker as a result of support from the project.</p> <p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included at the end of this document – these are subject to change pending UK government’s detailed monitoring and evaluation guidance publication.</p>	-
Supporting Local Business	E19, E23	OC13	Number of enterprises adopting new or improved products or services	Number of enterprises	<p>The number of enterprises introducing a new product or service.</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</li> <li>- A product or service is new if the enterprise has not previously made this product or service available to the market before.</li> <li>- Support must be for enterprises to introduce one of the following: <ul style="list-style-type: none"> <li>• Product - when it is either at pre-launch or launched to the market</li> <li>• Service - when it has been introduced to the market</li> </ul> </li> </ul>	Not applicable	<p>A self-declaration from the business to confirm the product, process or service following the support</p> <p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>For survey purposes we request that you collect qualitative feedback following each enterprise supported, what the support</p>	-

							included and how it impacted the enterprise, noting the total number hours of support. Draft questions are included below – these are subject to change pending UK Governments detailed monitoring and evaluation guidance publication.	
Supporting Local Business	E19, E29	OC14	Estimated Carbon dioxide equivalent reductions as a result of support	Tonnes of CO2e	<p>Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.</p> <p>The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.</p> <p>Reporting will also facilitate the option to report an increase metric.</p>	Not applicable	<p>Confirmation of the estimated carbon dioxide equivalent reductions as a result of support.</p> <p>Methodologies and verification of evidence for measuring reduction would need to be agreed at application stage. Please refer to Department for Energy Security and Net Zero (DESNZ) conversion factors on the government website.</p>	-
Supporting Local Business	E23	OC15	Number of enterprises engaged in new markets	Number of enterprises	<p>Number of enterprises engaged in new markets following support.</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</li> <li>- Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.</li> <li>- New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous</li> </ul>	Not applicable	<p>Documentation to confirm details of product/service, which could include marketing information or literature. If product has not progressed to market, the enterprise should provide information on the status of the product</p> <p>The enterprise should also confirm the date the new product/service was launched; this</p>	Equalities data including gender, age, ethnicity and Disability

					products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country)		should be after support has commenced.	
Supporting Local Business	E23, E29	OC16	Number of new enterprises created as a result of support	Number of new enterprises	A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.	Not applicable	Evidence of registration on Companies House or HMRC dated after support has commenced.	Equalities data including Gender, Age, Ethnicity and Disability
Supporting Local Business	E23 <i>(Previously listed under E29 in the UKSPF Investment Plan)</i>	OC17	Premises with improved digital connectivity as a result of support	Number of premises	The number of supported premises where the broadband speed accessible is increased. - Premises means a house or building, together with its land and outbuildings.	Not applicable	Evidence of connectivity speeds prior to intervention as a baseline compared to speed now.  Count equals premises with increased connectivity speed not SMEs.	<b><i>We expect this output to be reported under intervention E23 we await government confirmation</i></b>
Supporting Local Business	E24	OC62	Number of early-stage enterprises which increase their revenue following support	Number of enterprises	Number of early-stage enterprises which increase their revenue following support. - Early-stage firm means a start-up or new enterprise. - Revenue means income generated by the firm. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity	N/A	The enterprise must self-declare in writing (completed form, letter or email) their revenue on signing up to the project and their revenue following support given	An early-stage enterprise is defined as being registered at Companies House or HMRC for less than 12 months before supported is provided by the project
Supporting Local Business	E30	OC18	Increased number of enterprises supported	Number of enterprises	The increase in number of enterprises supported. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. Reporting will also facilitate the option to report a decrease metric.	Not applicable	Written confirmation from the provider confirming total number of Enterprises supported per quarter.	Equalities data including Gender, Age, Ethnicity and Disability

\* **Good Job definition** = Definition: Minimum of 16 hours/week and is continuous for at least 12 weeks, pays a basic salary of the London Living Wage or above and does not involve the use of zero hours contracts.

\* **Green Job definition** = Employment in activity that directly contributes to – or indirectly supports – the achievement of the UK's net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks.

Confirmation from the enterprise of the support provided that has resulted in the specific output/outcome is required. This could be in the form of a SME representative signature, email confirmation or system in place that tracks information and dates entered.

Projects must track the end-to-end customer journey for each enterprise. Type of support should be included, not just the total hours of support received. This is to ensure that the support that has been provided is agreed by the enterprise and can be reviewed as eligible support.

Online meetings and webinars must involve some form of direct interaction with enterprise, it cannot be broadcasted advice.

Where information is provided it must be identifiable to the unique enterprise.

## **Exit Surveys for Business Supported**

All projects funded by UKSPF are expected to issue and collate Exit Surveys from the businesses they support. Exit Survey information will be shared with London and Partners should be submitted to the GLA and will be shared with a third party, to help improve business support packages available, and to inform the GLA on ways to improve future funding programmes.

These surveys should be conducted during the delivery phase of the project rather than at the end of the project. We expect the information collected will inform the evaluation of your project.

Grant Recipients will need to issue and collate an Exit Survey for all businesses supported. A template has been provided (Exit Survey V1) that, for consistency, sets out a number of questions that must be included in the survey as a minimum. Grant Recipients can add to the template if required but this information does not need to be shared.

This survey is separate to the Project Evaluation, but it can be used to inform the evaluation. The Exit Surveys should be conducted within 3 months following support. However, the final submission should be provided in time for the final Grant Claim submission in accordance with Annex 3 within the Grant Funding Agreement.

Data should be submitted quarterly to the GLA via the Exit Survey Summary V1. All individual Exit Survey's should be retained, and where additional comment(s) and/or a response to Question 20 is provided, they should be submitted to your allocated Grant Manager alongside the summary sheet.

Please refer to Annex 7 in Grant Funding Agreement (GFA) for further information.

## Document Control

Change	Details	Date	Version Number
Introduction	Additional paragraph added	28/06/2023	2
GLA reference OC09	Additional information provided in GLA's evidence requirements	28/06/2023	2
GLA reference OC14	Updated GLA's evidence requirements	28/06/2023	2
Essential requirements for businesses supported	Updated the text for clarity	04/07/2023	3
Equalities targets	Updated text to differentiate between the different project types	04/07/2023	3
Equalities Outcomes	Updated language for equalities Inserted OC62 outcome	06/09/2023	3
General	General information included on signatures and webinars	03/10/2023	4
GLA reference OC02	Updated GLA's evidence requirements	22/02/2024	5
GLA reference OC13	Updated GLA's evidence requirements	22/02/2024	5
GLA reference OC15	Updated GLA's evidence requirements	22/02/2024	5
GLA reference OC09	Updated GLA's evidence requirements	22/02/2024	5
Exit survey	Exit survey information provide, with detail on how to submit data and templates	22/02/2024	5

End.