

**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 1)**

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**Introduction**

This document sets out definitions and evidence requirements for outputs and outcomes for UKSPF in London, specifically for the Supporting Local Business, Communities and Place and, People and Skills Investment Priorities

The guidance should be used when preparing applications for funding, developing project systems, compiling claims, and collating statistical analysis and evaluation. Retaining evidence of output and outcome is a grant funding obligation. Evidence will be requested at various stages throughout the project’s lifetime.

Please note that for some of the outcomes, baseline data must be recorded. GLA will not provide baseline data: Projects are expected to source and identify such data themselves and agree it with their GLA Grant Manager.

Inevitably, this guidance cannot foresee all the questions that will arise when trying to understand the nature of the outputs and outcomes as well as 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 the government)
- The UKSPF intervention to which they relate (as specified by the government)
- Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by the 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 regarding 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 equality 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 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

Supporting Local Business investment priority projects will have contractual targets for, and report on, the numbers of Black, Asian and other Ethnic Minority-led, women-led, and 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 equality data.

This applies to the specific outputs set out below.

- OP9 - Number of enterprises receiving grants.
- OP10 - Number of enterprises receiving non-financial support.

- OP11 - Number of potential entrepreneurs assisted to be enterprise-ready.
- OP26 - Number of organisations receiving non-financial support.

As an example, for OP10 ‘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 the progress made towards achieving 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.

**Output definitions and evidence requirements**

Output Code	Output Indicator for Reporting	Unit of Measurement	Definition	Category of Work	GLA Evidence Requirement	GLA Additional Information Required
OP1	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> <p>- 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.</p> <p>- 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 accommodations.</p> <p>- Office space means a fixed location where the primary activities are concerned with financial services,</p>	Business and Community Assets	<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

			<p>professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.</p> <ul style="list-style-type: none"> <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>			
OP2	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 the "public realm".</li> <li>- Created means the 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>	Business and Community Assets	Project data evidencing improvements. Before and after photos of the activity	The nature of 'improvement' is to be defined at the outset of the project activity and agreed with GLA.

OP3	Amount of public realm created or improved	Square metres (M2)	<p>The total square meterage of the 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, and '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>- 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>	Business and Community Assets	Project data evidencing improvements. Before and after photos of the activity	The nature of 'improvement' is to be defined at the outset of the project activity and agreed with GLA.
OP4	Amount of rehabilitated land	Square metres (M2)	<p>The total square meterage of derelict land that has been rehabilitated.</p> <ul style="list-style-type: none"> <li>- Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment.</li> <li>- Rehabilitated means remediated to a point of beneficial use.</li> </ul>	Business and Community Assets	<p>Evidence may Include;</p> <ul style="list-style-type: none"> <li>• Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should be from a qualified source such as an architect.</li> <li>• Area schedule</li> <li>• Planning application</li> <li>• Before and after photographs of the building or space.</li> <li>• Certificate of completion</li> <li>• All consents relating to the works/construction etc i.e. planning consents &amp; associated reserved matters approvals; building regulations consent</li> <li>• Cost plans and building programmes</li> <li>• Copies of surveys</li> <li>• Associated contracts e.g., lease, TR1, Land registry office copies and title plans, construction contract</li> </ul> <p>To include: Location (including coordinates); Square metres rehabilitated; Before and after photographs of the building or space.</p>	

OP5	Number of amenities/facilities created or improved	Number of amenities or facilities	<p>The number of new amenities/facilities created or improved.</p> <ul style="list-style-type: none"> <li>- Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals, and public toilets.</li> <li>- Created means the amenity/facility did not previously exist.</li> <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> </ul> <p>If amenities/facilities are counted as being improved or created in another output indicator (e.g., number of cultural assets supported/created), they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition.</p>	Business and Community Assets	<p>Evidence may include.</p> <ul style="list-style-type: none"> <li>• Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should be from a qualified source such as an architect. If the drawings provided are not to scale, then the areas or relevant information needs to be annotated by the originator or verified by an independent qualified source.</li> <li>• Area schedule</li> <li>• Planning application</li> <li>• Before and after photographs of the building or space.</li> <li>• Certificate of completion</li> <li>• All consents relating to the works/construction etc i.e., planning consents &amp; associated reserved matters approvals, building regulations consent</li> <li>• Cost plans and building programmes</li> <li>• Copies of surveys</li> <li>• Associated contracts e.g., lease, TR 1, Land registry office copies and title plans, construction contract</li> </ul> <p>To include address of the facility (including postcode and Unique Property Reference Number). Please specify if it is 'created' or 'supported';</p>	
OP6	Number of low or zero-carbon energy infrastructure installed	Number of units	<p>Number of low or zero-carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.</p> <ul style="list-style-type: none"> <li>- A residential unit means a home to a 'household', defined in the 2011 Census as being: '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'. This includes houses, bungalows, flats, and maisonettes.</li> <li>- A non-residential building means any building that is not used for permanent or semi-permanent accommodation. This includes, but is not limited to, hospitals, universities, hostels, hotels, retail, and offices.</li> <li>- Low or zero carbon energy infrastructure means any improvements</li> </ul>	Business and Community Assets	<ul style="list-style-type: none"> <li>• Before and after photographs of the energy infrastructure installations.</li> <li>• For renewable energy technologies installations, please provide evidence of: Installed capacity (power in kilowatts).   Expected grid energy offset (energy in kilowatt-hours per year).   Expected carbon savings (tonnes of carbon per year).</li> <li>• Construction drawings that demonstrate the exact areas and square meterage that are being claimed. These drawings should be from a qualified source such as an architect.</li> <li>• Scale drawings</li> <li>• Area schedule</li> <li>• Planning application</li> <li>• Certificate of completion/installation</li> <li>• All consents relating to the works/construction etc i.e., planning consents &amp; associated reserved matters approvals, building regulations consent</li> </ul>	

			<p>to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.</p> <p>- Completed means physical completion of the low or zero-carbon energy infrastructure and the space is ready for occupancy immediately.</p>		<ul style="list-style-type: none"> <li>• Cost plans and building programmes</li> <li>• Copies of surveys</li> <li>• Associated contracts e.g., lease, TR 1, Land registry office copies and title plans, construction contract</li> </ul> <p>To include the address of infrastructure (including postcode; to include Unique Property Reference Number if the building is non-residential). Please specify if the infrastructure is residential, non-domestic or other;</p>	
OP7	Total length of new or improved cycleways or footpaths	KM	<p>"The km of new or improved cycleways or footpaths completed.</p> <p>- New means a cycleway or footpath has been built where it previously did not exist. Constructing cycleways on existing roads counts as new cycle ways.</p> <p>- Improved means the capacity or quality of the cycleway or footpath (including beautification and illumination) was improved. This excludes routine maintenance of cycleways or footpaths.</p> <p>- Completed means the cycleway or footpath is fully operational and open to the public, and all planned improvements have been fully implemented and operationalised."</p>	Business and Community Assets	<ul style="list-style-type: none"> <li>• Construction drawings that demonstrate the exact area/s and km that is being claimed. These drawings should be from a qualified source such as an architect.</li> <li>• Area schedule</li> <li>• Planning application</li> <li>• Before and after photographs</li> <li>• Certificate of completion</li> <li>• All consents relating to the works/construction etc i.e., planning consents &amp; associated reserved matters approvals, building regulations consent</li> <li>• Cost plans and building programmes</li> <li>• Copies of surveys</li> <li>• Associated contracts e.g., lease, TR 1, Land registry office copies and title plans, construction contract</li> </ul> <p>To include Location (including coordinates); Please specify if 'cycleway' or 'footpath', and if 'new' or 'improved';</p>	

OP8	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 heritage asset did not previously exist.</li> <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. The Local Authority should select where they feel it would best fit with the definition.</p>	Business and Community Assets	<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 contractors (e.g., emails certifying completion).</p>	
OP9	Number of enterprises receiving grants	Number of enterprises	<p>Number of enterprises that have received grants.</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>- Grant means a cash payment by the project that is not repaid.</li> </ul>	Enterprises	<ul style="list-style-type: none"> <li>• A registration process for collating beneficiary data and tracking the end-to-end customer journey.</li> <li>• An auditable record documenting the process for selecting and issuing the grants.</li> <li>• Invoice and bank statement evidencing payment of the grant for each enterprise supported.</li> </ul>	<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>Please note you are expected to keep individual records of support for audit purposes.</p>



OP10	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>	Enterprises	<ul style="list-style-type: none"> <li>• A registration process for collating beneficiary data and tracking the end-to-end customer journey.</li> </ul> <p>To include Enterprise Name; Enterprise Address (including postcode; Name of new technologies/processes;</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. Please note you are expected to keep individual records of support for audit purposes.</p>
OP11	Number of potential entrepreneurs assisted to be enterprise-ready	Number of entrepreneurs	<p>Number of entrepreneurs having been assisted to be enterprise-ready.</p> <ul style="list-style-type: none"> <li>- Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business.</li> <li>- Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words, it cannot be broadcasted advice.</li> </ul>	Enterprises	<ul style="list-style-type: none"> <li>• A registration process for collating beneficiary data and tracking the end-to-end customer journey.</li> </ul> <p>To include: Enterprise Name; Enterprise Address (including postcode and Unique Property Reference Number); Name of new technologies/processes;</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. Please note you are expected to keep individual records of support for audit purposes.</p>
OP12	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 following 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>	Events and Activities	Count of activities by project /partners. Type of activity/event to be defined at the outset of the activity to demonstrate additionality	

OP13	Number of tournaments supported	Number of tournaments	<p>Number of tournaments, leagues and teams supported.</p> <ul style="list-style-type: none"> <li>- A tournament is a series of contests between a number of competitors competing for an overall prize.</li> <li>- A sports league is a group of sports teams or individual athletes that compete against each other and gain points in a specific sport.</li> <li>- A sports team is a group of individuals who play sports on the same team.</li> <li>- Support means provision to aid the regeneration, creation or maintenance of sports facilities.</li> </ul>	Events and Activities	<ul style="list-style-type: none"> <li>• Formal documentation involved in the tournament/event or activity organisation process (event licence, publicity, etc)</li> <li>• Photographs of the events or activities supported</li> </ul> <p>To include: date, location, tournament/event name and description as well as the name of the organisation which hosted the tournament</p>	
OP14	Number of economically inactive people engaging with keyworker support services	Number of people	<p>Number of economically inactive people engaging with keyworker support services.</p> <ul style="list-style-type: none"> <li>- Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required.</li> <li>- Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention.</li> <li>- Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.</li> </ul>	People and Users	Participant records detailing support received by the participant.	

OP15	Number of people participating in adult numeracy provision	Number of people	Number of people participating in courses designed to improve numeracy skills (numeracy skills are the ability to recognise and apply maths concepts in all areas of life).	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the achievement or qualification obtained.</li> <li>• Copy of certificates</li> <li>• Enrolment registers (entry and exit)</li> </ul> <p>Individual:</p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	Equalities data, including gender, age, ethnicity and Disability
OP16	Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent (numerical value)	Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent	Number of adults	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the achievement or qualification obtained.</li> <li>• Copy of certificates</li> <li>• Enrolment registers (entry and exit)</li> </ul> <p>Individual:</p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	Equalities data, including gender, age, ethnicity and Disability
OP17	Number of people reached	Number of people	<p>Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:</p> <ul style="list-style-type: none"> <li>- Energy efficiency improvements - those living or working within the treated premise.</li> <li>- Engagement schemes - those directly engaging (e.g. reading, viewing, attending).</li> <li>- Direct impact should only be recorded where it can be done so robustly.</li> </ul>	People and Users	<ul style="list-style-type: none"> <li>• How participants were reached and impacted</li> <li>• to retain evidence of how they were reached.</li> <li>• Unique participant's reference number (provider's own)</li> </ul> <p>Participants' details to include: Surname, First part of postcode, method and measurement used for reaching people.</p>	Equalities data, including gender, age, ethnicity and Disability

OP18	Number of people receiving support to gain employment	Number of people	<p>Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four-week period following support.</p> <p>- Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.</p> <p>Unemployed as defined by the International Labour Organisation (ILO) are those:</p> <ul style="list-style-type: none"><li>- Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.</li><li>- Out of work, have found a job and are waiting to start it in the next two weeks.</li></ul> <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p>	People and Users	Participant records detailing support received by the participant to progress into employment.	
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			<p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> <li>- Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)</li> <li>- Self-employed persons</li> <li>- People on government-supported training programmes, engaging in any form of work, work experience or work-related training.</li> <li>- Persons on maternity or paternity leave</li> </ul>			
OP19	Number of people receiving support to sustain employment	Number of people	<p>Number of people receiving support to sustain employment.</p> <ul style="list-style-type: none"> <li>- Support includes courses targeting skills, counselling, personalised support and other activities.</li> <li>- People sustaining employment are those aged 16 and over who do one hour or more of paid work per week or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This can also include people being retrained to increase their job sustainability in specific sectors, e.g., high-carbon sectors.</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>- Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.).</li> </ul>	People and Users	<ul style="list-style-type: none"> <li>•Proof of employment at time of support: Confirmation of employment by employer, and payslip.</li> <li>•Participant training enrolment/registration details: Unique Participant reference number, name, date of birth, address, postcode, etc</li> </ul>	Equalities data, including gender, age, ethnicity and Disability

			<ul style="list-style-type: none"> <li>- Self-employed.</li> <li>- People on government-supported training programmes, engaging in any form of work, work experience or work-related training.</li> <li>- Persons on maternity or paternity leave.</li> </ul>		<ul style="list-style-type: none"> <li>•Detail training received/provided: Record of hours and forms of support provided: letter or standard form signed and dated by the individual specifying what assistance they received, for how long and on what date(s).</li> <li>•P roof of attendance of training or certificate of completion</li> </ul>	
OP20	Number of people retraining	Number of people	Number of people training in a different area after having already obtained a qualification or developing experience in a specific role.	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the achievement or qualification obtained.</li> <li>• Copy of certificates</li> <li>• Enrolment registers (entry and exit)</li> </ul> <p>Individual:</p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	Equalities data, including gender, age, ethnicity and Disability
OP21	Number of people supported to access basic skills courses	Number of people	<p>Number of people receiving support to attend courses aimed at improving their basic skills.</p> <ul style="list-style-type: none"> <li>- Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).</li> </ul>	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the achievement or qualification obtained.</li> <li>• Copy of certificates</li> <li>• Enrolment registers (entry and exit)</li> </ul> <p>Individual:</p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	Equalities data, including gender, age, ethnicity and Disability

OP22	Number of people supported to participate in education	Number of people	<p>People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/on-the-job training, vocational training, etc.).</p> <p>Education or training is a structured and agreed programme of:</p> <ul style="list-style-type: none"> <li>- Lifelong learning</li> <li>- Formal education</li> <li>- Educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed).</li> </ul> <p>Mandatory training (e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures).</p>	People and Users	Participant records detailing support received to engage in education or training activities.	
OP23	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 a provision that helps reduce the burden of the cost of living.</li> </ul>	Other	Survey/count by the project /partner Type of support provided. Postcodes of those supported	E qualities data, including Gender, Age, Ethnicity and Disability

OP24	Number of households supported to take up energy efficiency measures	Number of households	<p>Number of households that have received support to take up energy efficiency measures.</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>- Energy efficiency means any measures which could improve a household Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this.</li> </ul>	Other	<p>Evidence may include;</p> <ul style="list-style-type: none"> <li>• Address of household (including postcode); Type of energy efficiency measure; An explanation of how the households have been supported and the output achieved</li> <li>• A written explanation of how the households have been supported and the output achieved.</li> <li>• Photographs of buildings.</li> <li>• Energy Performance Certificates prior to improvements, then Energy Performance Certificates after improvements have been made.</li> </ul> <p><b>Construction works, may include:</b></p> <ul style="list-style-type: none"> <li>• Construction drawings from a qualified Quantity Surveyor, architect or related consultant.</li> <li>• Certificate of completion</li> <li>• As built drawings showing floor space.</li> </ul>	
OP25	Number of organisations receiving grants	Number of organisations	<p>Number of organisations receiving grants.</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 a 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>- Grant means a cash payment by the project that is not repaid.</li> </ul>	Other	<ul style="list-style-type: none"> <li>• For survey purposes, we request that you collect qualitative feedback on each organisation supported, what the grant paid for and how it impacted the organisation, noting the total number hours of support.</li> <li>• An auditable record documenting the process for selecting and issuing the grants. Invoice and bank statement evidencing payment of the grant for each enterprise supported.</li> </ul> <p>Record of organisation</p> <ul style="list-style-type: none"> <li>• Support claimed for direct financial support - documentation demonstrating that value</li> </ul>	



					has been provided to the organisation with a unique identifier.	
<b>OP26</b>	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 a specific sector that 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 in turnover/profit.</li> </ul>	Other	<p>Survey /Count by provider</p> <p>The 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>
<b>OP27</b>	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>	Other	<p>Count of new individual volunteering roles created and/or existing roles supported as a result of UKPSF funding</p>	<p>Equalities data, including Gender, Age, Ethnicity and Disability.</p>

OP28	Number of feasibility studies developed as a result of support	Number of studies	An organisation, as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	Other	<ul style="list-style-type: none"> <li>• Completed feasibility study documents. The feasibility study should contain the options available, the next steps which could be taken and a clear conclusion as a result of the study.</li> <li>• The feasibility study should be accompanied by a response report which declares which option is preferred, the reasons for this decision and the steps then to be taken to pursue this option. The report should also explain any other impacts as a result of the study.</li> </ul>	
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Outcome definitions and evidence requirements

Output Code	Output Indicator for Reporting	Unit of Measurement	Definition	Category of Work	GLA Evidence Requirement	GLA Additional Information Required
OC1	Increased number of properties better protected from flooding and coastal erosion	Number of properties	<p>The increase in number of properties better protected from flooding and coastal erosion due to the intervention.</p> <p>- Better protected means a reduced likelihood of flooding as a result of the project.</p>	Business and Community Assets	<p>Count of properties affected. Evidence may include</p> <ul style="list-style-type: none"> <li>• Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should identify the address of the property and be from a qualified Quantity Surveyor, architect or related consultant.</li> <li>• Area schedule</li> <li>• Planning application</li> <li>• Before and after photographs of the building or space.</li> <li>• Certificate of completion</li> <li>• Other formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans, etc</li> <li>• Monitoring form signed by the relevant local authority manager/ director (or equivalent), confirming the metrics.</li> <li>• Address of premises, including postcode.</li> <li>• All consents relating to the Works/construction, etc i.e. planning consents &amp; associated reserved matters approvals; building regulations consent</li> <li>• Cost plans and building programmes</li> <li>• Copies of surveys</li> </ul>	

					<ul style="list-style-type: none"> <li>• Associated contracts e.g. lease, TR1, Land registry office copies and title plans, construction contract</li> </ul>	
OC2	Increased use of cycleways or footpaths	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.	Business and Community Assets	Count of cyclists and/or pedestrians Evidence of number of cyclists or pedestrians over a set period of time prior to intervention as a baseline compared to the number of cyclists or pedestrians after intervention	
OC3	Number of vacant units filled	Number of vacant units filled	<p>The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.</p> <ul style="list-style-type: none"> <li>- Residential unit means a dwelling unit for residential use and occupancy and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household.</li> <li>- Vacant means that the unit is not occupied and is empty.</li> </ul> <p>The geography that the measurement relates to should remain the same over time.</p> <p>The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible.</p>	Business and Community Assets	<ul style="list-style-type: none"> <li>• Monitoring form signed by a senior member of staff, confirming the reduction in vacancy rates</li> <li>• Address of premises, including postcode</li> <li>• Photographs of buildings before and after</li> <li>• The contracts of the leased premises</li> </ul> <p>Unique Property Reference Number if the building is non-residential); Details of new lease/occupier (Organisation, timescales, activity/users).</p>	
OC4	Increased users of facilities/amenities	Number of users	The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. 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.	Business and Community Assets	<ul style="list-style-type: none"> <li>• Photo of counter(s) in situ – if applicable</li> <li>• Letterheaded document from the data provider confirming the time period of the contract, methodology used and frequency of data collection</li> <li>• Records of users using count data accompanied by formal documentation signed by a senior staff member of the organisation which operates the facilities/amenities.</li> </ul>	
OC5	Increased visitor numbers	Number of people	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	Business and Community Assets	Survey/venue count of visitor numbers Evidence may include number of parking tickets issued over a set period of time (e.g. weekly flow) as a baseline compared to the number of tickets issued after intervention.	

			venues are created during the reporting period which can be included.			
OC6	Increase in visitor spending	Amount of visitor spend in £	<p>The increase in visitor spend at venues. This is actual spend at venues and should not include induced or second order spend. For example, credit card transaction data could be used to understand levels/trends in consumer spending or gross revenue as recorded by venues. If gross revenue is used, other sources of revenue should be excluded to ensure only visitor spend is captured. Only one method to estimate consumer spending should be used and this should remain consistent for all data collection periods. Where possible, ensure all major venues are included and tracked. 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>	Business and Community Assets	<ul style="list-style-type: none"> <li>• Record of increased turnover as a result of increased visitor spend, this may include financial documentation. Baseline data will be required to demonstrate an increase.</li> <li>• Record of increased visitor spend in a location compared to baseline visitor spend from previous years.</li> </ul>	
OC7	Premises with improved digital connectivity as a result of support	Number of premises	<p>The number of supported premises where the broadband speed accessible is increased.</p> <ul style="list-style-type: none"> <li>- Premises means a house or building, together with its land and outbuildings.</li> </ul>	Business and Community Assets	Evidence of connectivity speeds prior to intervention as a baseline compared to speed now. Count equals premises with increased connectivity speed, not S M E s.	
OC8	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>	Enterprises	<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. 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. Of the jobs created, how many were <b>good jobs</b> Of the jobs created, how many were <b>green jobs</b> * Please see definitions at the foot of this document</p>

			- FTE is a measure of an employee's scheduled hours in relation to an employer's hours for a full-time workweek			
OC9	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> <ul style="list-style-type: none"> <li>- FTE should be based on the standard full-time hours of the employer.</li> <li>- At risk is defined as being forecast to be lost within 6 months.</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> <li>- FTE is a measure of an employee's scheduled hours in relation to an employer's hours for a full-time workweek</li> </ul>	Enterprises	<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 job must be at risk prior to the support being provided</p>	<p>Equalities data, including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many were <b>good jobs</b></p> <p>Of the jobs created how many were <b>green jobs</b></p> <p>* please see definitions at the foot of this document</p>
OC10	Number of new enterprises created as a result of support	Number of new enterprises	<p>A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.</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> </ul>	Enterprises	Evidence of registration on Companies House or HMRC dated after support has commenced.	<p>Equalities data, including Gender, Age, Ethnicity and Disability</p>

OC11	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>	Enterprises	<ul style="list-style-type: none"> <li>• A self-declaration from the business to confirm the product, process or service following the support.</li> <li>• A registration process for collating beneficiary data and tracking the end-to-end customer journey.</li> </ul>	
OC12	Number of enterprises adopting new to the firm technologies or processes	Number of enterprises	<p>The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).</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 technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.</li> <li>- If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.</li> </ul>	Enterprises	<p>Signed Self Declaration Form from the enterprise, including a description of how the enterprise adopted new to the firm technologies/processes as a result of the project.</p> <p>To include: Enterprise Name; Enterprise Address (including postcode Name of new technologies/processes;</p>	
OC13	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 products produced by the business) or geographic</li> </ul>	Enterprises	<p>Documentation to confirm details of product/service, which could include marketing information or literature. If the product has not progressed to market, the enterprise should provide information on the status of the product The enterprise should also confirm the date the new product/service was launched; this should be after support has commenced.</p>	Equalities data, including gender, age, ethnicity and Disability

			market (i.e. operating in a new area which could be, for example, a new region or country)			
OC14	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>	Enterprises	Signed and dated self-declaration document from SMEs confirming "improved productivity" as a result of support	
OC15	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>	Enterprises	Documentation from the business to confirm details of product/process/service new to the business, which could include marketing information or literature. If the product has not progressed to market, the enterprise should provide information on the status of the product.	
OC16	Number of organisations engaged in knowledge transfer activity following support	Number of organisations	<p>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:</p> <ul style="list-style-type: none"> <li>• Research collaborations and free dissemination of research.</li> <li>• Joint and long-term development of new businesses or services.</li> <li>• Formation of joint ventures and spin-out companies.</li> </ul>	Enterprises	<ul style="list-style-type: none"> <li>• Agreement /MOU/ document agreed by both parties outlining the agreed activity and action plan between the organisations</li> <li>• A registration process for collating beneficiary data and tracking the end-to-end customer journey.</li> </ul>	Equalities data, including Gender, Age, Ethnicity and Disability.

OC17	Number of R&D (Research & Development) active enterprises	Number of enterprises	<p>Increase in number of enterprises engaged in scientific and technological development to improve their competitive 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>- R&amp;D stands for Research and Development, it is a narrower definition than innovation active and should be used for enterprises actively working to develop new products or services, either internally or externally through research and development activities.</li> <li>- It may be measured by a declaration from the enterprise that they are investing in internal R&amp;D activity, and/or claiming R&amp;D tax credits from the government.</li> </ul>	Enterprises	<ul style="list-style-type: none"> <li>• A self-declaration from the enterprise to confirm that they are engaged in scientific and technological development to improve their competitive performance, signed by a senior staff member.</li> <li>• Formal documentation evidencing R&amp;D activities, such as HMRC documents demonstrating claims for Corporation Tax relief on Research and Development activities.</li> </ul>	
OC18	Improved engagement numbers	Number of people	<p>The increase in number of individuals engaged in the local area/activity during the last 12 months. Engagement can include physical and digital engagements.</p> <p>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.</p>	Events and Activities	Survey data, conducted by the project.	
OC19	Number of community-led arts, cultural, heritage and creative programmes as a result of support	Number of programmes	<p>Number of programmes started because of support provided by UKSPF interventions.</p> <p>This indicator focuses on programmes that are led by the community groups (self-governing and not-for-profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage.</p>	Events and Activities	<ul style="list-style-type: none"> <li>• Evidence of programmes taking place to include photographs, marketing, flyers, banners etc.</li> </ul>	



OC20	Number of people in employment, including self-employment, following support	Number of people	<p>The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four-week period following that support. This includes those moving into the "Working with requirements" or the "Working enough i.e. no working requirements" regimes on the Universal Credit system.</p> <ul style="list-style-type: none"><li>- Unemployed individuals, as defined by the International Labour Organisation (ILO) are those:</li><li>- Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.</li><li>- Out of work, have found a job and are waiting to start it in the next two weeks.</li><li>- Economically inactive people are those not in work and not actively seeking work.</li></ul>	People and Users	<p><b>Evidence of employment or self-employment</b> This should include:</p> <ul style="list-style-type: none"><li>• Job title</li><li>• Employer</li><li>• Date started</li><li>• Sector</li></ul> <p>Acceptable forms of evidence could include:</p> <ul style="list-style-type: none"><li>• Payslip confirming paid employment.</li><li>• Signed employment contract</li><li>• Correspondence from employer confirming paid employment;</li><li>• Provider Self-certification verified through telephone contact with the employer</li><li>• Screenshots of text messages from participant confirming employment</li><li>• Universal credit statement</li></ul> <p><b>In the case of self-employment:</b></p> <ul style="list-style-type: none"><li>• Confirmation of self-employed/freelance status e.g. HMRC letter evidencing registration.</li><li>• Bank statement for business account.</li><li>• Registration with Companies House</li></ul> <p><i>In all cases, providers will need to confirm that the employment met the requirements of the funding set out in the UKSPF definition.</i></p>
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OC21	Number of people sustaining employment for 6 months	Number of people	<p>Number of people sustaining employment for 6 months after receiving support. Sustaining employment means being employed. Employed refers to people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> <li>-Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.).</li> <li>-Self-employed.</li> <li>-People on government-supported training programmes, engaging in any form of work, work experience or work-related training.</li> <li>- Persons on maternity or paternity leave.</li> </ul>	People and Users	<p><b>Evidence of employment or self-employment</b> This should include:</p> <ul style="list-style-type: none"> <li>• Job title</li> <li>• Employer</li> <li>• Date started</li> <li>• Sector</li> </ul> <p>Acceptable forms of evidence could include:</p> <ul style="list-style-type: none"> <li>• Payslip confirming paid employment.</li> <li>• Signed employment contract</li> <li>• Correspondence from employer confirming paid employment;</li> <li>• Provider Self-certification verified through telephone contact with the employer</li> <li>• Screenshots of text messages from participant confirming employment</li> <li>• Universal credit statement</li> </ul> <p><b>In the case of self-employment:</b></p> <ul style="list-style-type: none"> <li>• Confirmation of self-employed/freelance status e.g. HMRC letter evidencing registration.</li> <li>• Bank statement for business account.</li> <li>• Registration with Companies House</li> </ul> <p><i><b>In all cases, providers will need to confirm that the employment met the requirements of the funding set out in the UKSPF definition.</b></i></p>	Equalities data, including gender, age, ethnicity and Disability
OC22	Number of people in education/training following support	Number of people	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/on-the-job training, vocational training, etc.) immediately upon leaving the project.	People and Users	<p><b>Evidence of engagement in education or training</b> This should include:</p> <ul style="list-style-type: none"> <li>• Details of the new activity</li> <li>• The educational level of that activity.</li> <li>• Confirmation from the education institute or training provider, including the date started.</li> </ul>	
OC23	Number of people with basic skills following support	Number of people	<p>Number of people with basic skills as a result of support.</p> <ul style="list-style-type: none"> <li>- Basic skills means skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).</li> </ul>	People and Users	<p><b>Evidence of the basic skills gained should include</b> e.g.</p> <ul style="list-style-type: none"> <li>• Certification</li> <li>• Course completion confirmation by training provider.</li> </ul>	
OC24	People gaining a qualification or completing a course following support	Number of people	Number of people who have received support to gain a qualification or completed a course following that support.	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the total number of learners/students.</li> <li>• Copy of certificate</li> <li>• Enrolment registers (entry and exit)</li> </ul> <p>Individual:</p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	

					The recipient is required to collect equalities data, particularly on the 9 protected characteristics, of those reached through activities. All data collected or submitted must be compliant with data protection regulations.	
OC25	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent	Number of adults	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent.	People and Users	<ul style="list-style-type: none"> <li>• Confirmation from the training provider/facility of the achievement or qualification obtained.</li> <li>• Copy of certificates</li> <li>• Enrolment registers (entry and exit)</li> </ul> Individual: <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul>	Equalities data, including gender, age, ethnicity, and Disability
OC26	Number of people reporting increased employability through the development of interpersonal skills funded by UKSPF	Number of people	The number of people who have been supported by UKSPF-funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.	People and Users	Participant records demonstrating the acquisition or improvement of interpersonal skills relevant to employment and skills settings.	
OC27	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. The 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>	Other	<ul style="list-style-type: none"> <li>• Confirmation of the estimated carbon dioxide equivalent reductions as a result of support.</li> <li>• Methodologies and verification of evidence for measuring reduction would need to be agreed upon with the allocated GLA Grant Manager before the project starts.</li> </ul> <p>Please refer to the Department for Energy Security and Net Zero (DESNZ) conversion factors on the government website.</p>	

OC28	Neighbourhood crimes	Number of crimes reported	Decrease in number of neighbourhood crimes reported within a specified area. - Neighbourhood crimes include domestic burglary, theft from the person, robbery and vehicle crime. The geography over which a neighbourhood is measured, and hence data is collected, should remain consistent throughout.	Other	<ul style="list-style-type: none"> <li>• Evidence of the number of crimes reported in a specified neighbourhood prior to the intervention, used as a baseline, compared to the crime number reported after the intervention to demonstrate a decrease in reported crime.</li> </ul>	
OC29	Number of volunteering opportunities created as a result of support	Number of volunteering roles created	The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis and opportunities for one-off volunteering. - 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.	Other	<ul style="list-style-type: none"> <li>• Count of Volunteering roles created</li> <li>• Record and/or documentation of volunteering role signed by a senior staff member from the associated organisation</li> </ul>	
OC30	The number of projects arising from funded feasibility studies	Number of projects	The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	Other	<ul style="list-style-type: none"> <li>• Evidence of projects created from funded feasibility studies, including name, address, type of project, funding, costs, and other relevant details.</li> <li>• Feasibility Study Reports – Documents outlining the findings, recommendations, and outcomes of studies funded.</li> <li>• Project Initiation Records – Formal records confirming projects launched as a direct result of feasibility studies.</li> </ul>	

\* **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 an 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. The 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 the enterprise, it cannot be broadcasted advice.

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

Document Control

Change	Details	Date	Version Number
First Draft		28/04/2025	1
Amendment to GLA evidence requirements for OP10 and OC12	The phrase “Unique Property Reference Number” removed from the evidence requirements	23/06/2025	2

End.