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UK Shared Prosperity Fund (UKSPF)

2025-26 Extension Programme

London Borough Contract Management Handbook

Introduction

This guidance document explains the contractual and relationship management processes the GLA is using to monitor boroughs that receive a direct allocation of UKSPF funding for Communities and Place (C&P), Supporting Local Business (SLB) and People & Skills (P&S) for the UKSPF extension covering April 2025 – March 2026. This handbook can be used as a reference to support boroughs.

The GLA is responsible for reporting performance to the Ministry of Housing, Communities & Local Government (MHCLG) on a quarterly basis. The processes in this document are designed around the reporting requirements set by government.

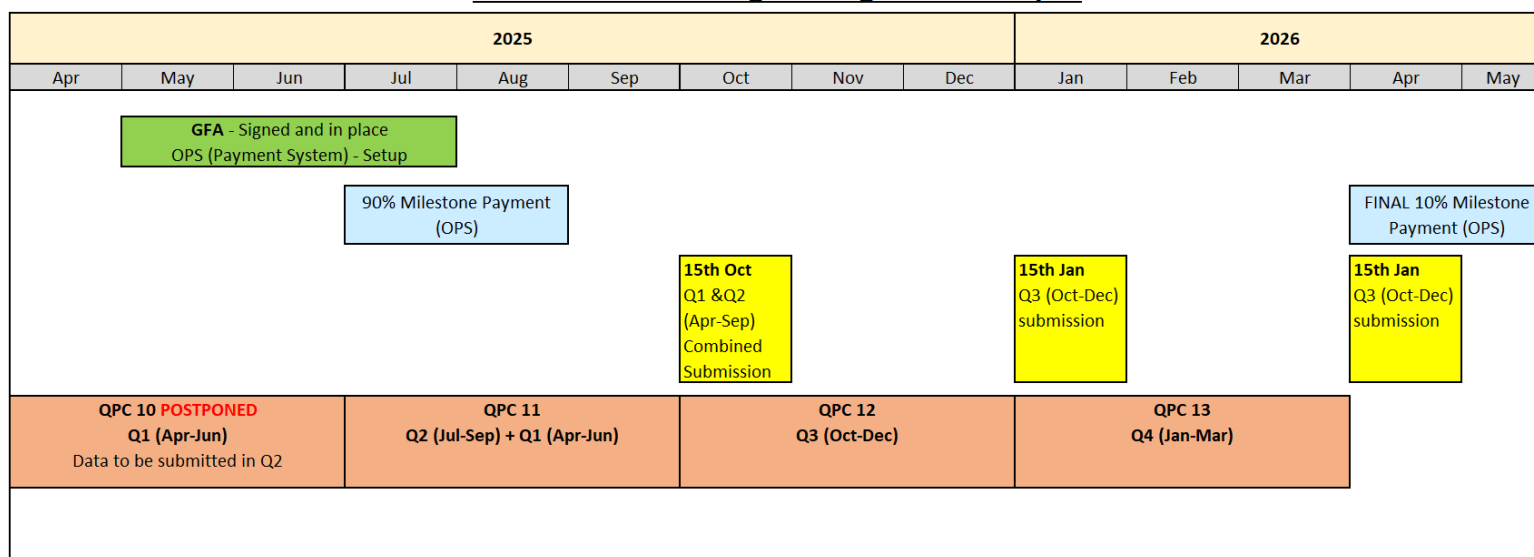
Inevitably, it cannot provide guidance on every issue or question that will arise, so in this instance borough colleagues are asked to contact their GLA Grant Manager (GM).

This handbook will be updated as required, as the GLA and boroughs work together to deliver UKSPF during 2025-26.

Programme Delivery Lifecycle

The diagram below explains the different stages and processes that will be used to monitor boroughs from the point of signing the grant funding agreement (GFA) through to submitting the final quarterly progress claim (QPC) and closing the programme in March 2026. The acronyms used are explained throughout the document.

UKSPF 2025-26 Boroughs - Programme Lifecycle





Monitoring and claim process

Start of Relationship

In most cases, GMs are continuing to monitor boroughs where there is an existing relationship from the 2022-25 UKSPF programme period. Boroughs should notify the GLA if there are any changes to staff involved in UKSPF.

A UKSPF GFA must be signed by both parties for any UKSPF grant funding to be paid to a borough. Once the GFA has been signed by both parties, the GM will request that the quarterly profile (QP) template is submitted. The QP is a key document that will be used throughout the programme lifetime to capture forecast deliverables for the projects and activities that the boroughs intend to fund using UKSPF. Boroughs will be required to update and submit a revised QP if they intend to make changes to their projects and activities. Please refer to the change section for further information.

Once the QP has been agreed, a tailored quarterly progress claim (QPC) template will be issued to borough colleagues. This template should be saved and used to submit subsequent claims.

The GM will then be in touch to initiate an delivery meeting. The delivery meeting is intended to be light touch, and, in many cases, a continuation of the relationship established during 2022-25. The meeting is also an opportunity for:

1. Both parties to ask questions they have relating to the 2025-26 delivery.
2. GMs to understand more about what the borough intends to deliver.
3. Boroughs to find out how the GLA can support them to deliver UKSPF.
4. The GM to talk through expectations for the quarterly claims process.
5. Clarification on UKSPF guidance, reporting and payment processes.
6. Questions on record keeping and compliance.
7. How equalities, diversity and inclusion are/will be reflected in delivery.
8. Further information on subsidy control requirements.
9. How reporting, monitoring and evaluation processes will operate, (an evaluation is optional).

Following this meeting the GM will email borough contacts with any actions agreed.

Quarterly Progress Claims (QPC) (the reports sent to the GLA on a quarterly basis)

Boroughs will be required to submit QPC forms to their GM by email. The date of claim submissions are set out in the GFA and are also set out in the table below for convenience:



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QPC Ref no.	GFA Claim Ref	Claim progress period	Claim due date
QPC 10	Claim 1	01/04/2025 – 30/06/2025	15/07/2025 <i>*Postponed – see note</i>
QPC 11	Claim 2	01/07/2025 – 30/09/2025	15/10/2025
QPC 12	Claim 3	01/10/2025 – 31/12/2025	15/01/2026
QPC 13	Claim 4	01/01/2026 – 31/03/2026	15/04/2026

***QPC 10 (Apr-Jun 2025) Postponed** – Borough colleagues were emailed on 16 June 2025 advising that the submission of this QPC, due date 15 July 2025, was postponed. Instead, any activity for this period can be reported in the next submission, QPC 11 due on 15 October 2025.

The GLA will report programme performance to MHCLG using the data that boroughs provide in the quarterly QPC submission. It is therefore imperative that borough colleagues, responsible for submitting the QPC form, build in enough time to obtain data from relevant teams and for the QPC to be reviewed and signed off by their 151 officer, or equivalent.

The QPC form covers C&P, SLB and P&S. Boroughs will be required to report quarterly achievements on the following performance areas:

Claim sign-off tab	<p>The QPC form must be reviewed and signed off by the borough's 151 officer or equivalent.</p> <p>It is imperative that borough colleagues, responsible for submitting the QPC form, build in enough time for the form to be reviewed and signed-off.</p>
Expenditure and Forecasts	<p>Boroughs are required to declare the total amount of actual spend in the current quarterly period, covering all projects, within the tables provided for each of the investment priorities i.e., C&P, SLB and P&S.</p> <p>The GLA recommends that boroughs keep separate transaction lists (detailing expenditure) for each individual project they support. It is recommended that boroughs keep records of expenditure (e.g. invoices, salary records, BACS and bank statements). The GLA may periodically test project transaction list and sample of evidence for expenditure. Government colleagues or auditors may also request this information. Boroughs will need to be able to provide any evidence upon request.</p> <p>Boroughs should also forecast expected spend for the remaining quarterly periods of the programme.</p>



	<p>Actual and forecast spend for all quarterly periods should always total to the overall UKSPF grant for C&P, SLB and P&S.</p> <p>Please speak to your GM if there is a reason you no longer plan to spend your full UKSPF grant.</p>
Outputs/Outcomes and Forecasts	<p>Boroughs must use section 1 of 'Output Outcome Data' tabs set up for each investment priority (C&P, SLB and P&S) to report the achievement of outputs and outcomes in a quarterly period. It is recommended that the achievement of an output or outcome is only reported once the full evidence trail is in place. The output and outcome guidance provides information on evidence requirements. This document can be found at UKSPF GLA website.</p> <p>Boroughs must also use section 1 to forecast expected outputs and outcomes for the remaining quarterly periods of the programme.</p> <p>Actual plus forecast figures should always total to the overall contractual targets, as set out in the GFA for C&P, SLB and P&S.</p> <p>Please speak to your GM if you are no longer able to achieve the contracted targets set out in your GFA and would like to propose a reduction, as this may trigger the change process.</p> <p>There is an opportunity to report non-contractual (i.e. targets not in the GFA) outputs and outcomes in sections 2 and 3 of each tab.</p>
Progress Report	<p>Please refer to each of the tables to report progress on the relevant IPs (C&P, SLB and P&S). Provide details of the activities on the projects; this information is reviewed.</p> <p>Section 1: This is an opportunity to share good news and successes, including any publicity. Highlight any positive case studies in this section, the GLA is keen to hear about your successes. Please share any material with your GM.</p> <p>Sections 2 & 3: Please use these sections to explain where you have had to make adjustments in this claim to the values reported for expenditure, outputs and outcomes</p> <p>Section 4: The questions in section 4 relate to subsidy control. Please provide information requested if your projects or activities fall under the subsidy control regime.</p>



Match Funding Register	<p>The register is to record match funding, if applicable. The register should be reviewed and updated with each claim submission to ensure the information is up to date.</p> <p>(When submitting your claim, please ensure that the value being reported in the expenditure tab (column K) reflects the match being reported or forecast for each claim quarter).</p>
Equalities Data	<p>No equalities targets were agreed or included in the GFA. However, as detailed in the outputs and outcomes guidance, boroughs will need to collect and report equalities data for relevant outputs and outcomes.</p>
Company data	<p>This is to capture a cumulative record of businesses supported. Company record numbers (CRNs) can be accessed on Companies House</p>
Assets	<p>Record any assets above £1,500.</p>

Regular meetings

GMs will hold regular catch-up meetings with borough colleagues during 2025-26. The purpose of these meetings is to check that performance is on track and for borough colleagues to highlight any risks and issues. This is particularly important as there is less than 12 months delivery time available.

It is also an opportunity to raise any questions or clarify anything that may arise during delivery. These meetings will be held at least quarterly until the end of the programme (March 2026). GMs may choose to hold meetings more frequently, e.g. monthly, if there is a risk of underperformance by March 2026, or if the GMs or borough colleagues decide it is useful to hold more regular meetings. Following these meetings, the GM will email borough colleagues with any agreed actions.

Changes

Despite a short delivery window, it is accepted there may be a degree of change to the original proposal submission. Most changes can be agreed through the day-to-day grant management process. Boroughs should contact their GM to discuss changes and decide whether changes should be formalised. GMs may also contact boroughs to initiate the change process if they have identified a change during day-to-day monitoring.

If GMs decide a change needs to be formalised, borough colleagues will be required to submit an updated QP form, setting out the changes in projects/activities and impact on the financial and outputs/outcomes profile for each of the investment priorities



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(C&P, SLB and P&S). Borough colleagues must set out a summary of the changes in an email. As a guide, the summary email should address the following questions:

1. Which investment priority do the changes relate to?
2. Describe the changes to the projects or activities (this includes information about new or removed projects or activities).
3. Does the financial profile need to be revised as a result of these changes? If so, please explain what has changed.
4. Have any of the outputs or outcomes been removed, increased, or decreased as a result? If so, please explain and summarise what has changed.

The GLA will be monitoring the aggregated performance of all boroughs. Where some collective changes to GFAs have a material impact on the programme, the GLA is required by MHCLG to present such material changes to the Local Partnership Group for consultation. Thereafter, MHCLG's approval would be sought. This could both delay GLA approving boroughs' individual contractual changes and/or could mean changes are unable to be approved.

Milestone (MS) Payments

The payment model for 2025-26 is based on two milestone payments.

The first milestone payment, 90% of capital grant and 90% of revenue grant, will be paid once both parties have signed the GFA.

The second milestone payment, 10% of capital and 10% of revenue grant, will be paid from May 2026, providing the borough has satisfactorily spent the full value of their UKSPF grant and delivered activity in accordance with UKSPF requirements.

The GLA is using a new online system to manage payments of UKSPF grants for 2025-26. The system is called GLA OPS. This system is replacing SAP Ariba and is only being used to manage payments. The claim submission process will continue as before, as detailed above.

Boroughs will need to register their organisation, set up users and create their UKSPF projects on GLA OPS. Separate guidance on GLA OPS processes, such as claiming milestone payments of your grant, will be emailed to borough colleagues.

Branding and Publicity

UKSPF projects and activities must follow the UK government publicity and branding requirements, including logo use; print and digital materials; and co-branding. For more detailed information on the UK government branding requirements, please visit:

- [UK government branding guidelines](#)
- [Funded by UK Government: Branding Manual](#)



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Logos

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UK government publicity and branding requirements must be followed for all UK government funded projects. This includes the UKSPF. The requirements cover several areas including logo use, production of plaques, print and digital materials, and also co-branding.

[UK government branding guidelines](#)
[Funded by UK Government: Branding Manual](#)

Projects should use the 'Funded by UK Government' logo from the UK government branding guidelines.

If you have any questions, please contact your Grant Manager.

Supported by Mayor of London

Projects are required to use the 'Supported by Mayor of London' logo on all external communication materials, including the project website. For guidelines for use of the 'Supported by' logo, please visit [Supported by Mayor of London guidelines](#). Boroughs can disregard points 4 and 5 in the guidelines. Boroughs should share external communication materials with the 'Supported by Mayor of London' logo with their GM.

Plaques

The GLA will issue every borough a 'Funded by Mayor of London' plaque, as per section 25 of your GFA.

Boroughs must display this plaque at one of their sites of a capital project that is linked to high street and town centre improvements. If the borough is delivering multiple capital projects, under this theme, boroughs should choose to display the plaque at the most significant project. The GLA will not be issuing more than one plaque per borough.

The plaque should be displayed at the earliest convenience and no later than **one month** following completion of the project. GMs will request evidence to support that



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the plaque has been displayed, so please take a photo once the plaque has been erected. Any questions regarding this can be directed to your GM.

Subsidy Control

Boroughs must ensure they are complying with the Subsidy Control Act 2022. When subsidies are awarded, this information should be included in the quarterly progress claim form and recorded on the transparency database.

The government have published a quick guide for public bodies which can be found [here](#).

Guidance for the requirements of Subsidy Control can be found in the following links:

- [The subsidy control regime](#)
- [UK subsidy control statutory guidance](#)
- [Streamlined routes](#)

Closure and Evaluation

As set out in the claim schedule, the final quarterly progress claim must be submitted no later than the 15 April 2026.

GMs may carry out a pre-closure meeting with borough colleagues prior to April 2026. The purpose of the meeting is to ensure UKSPF activity and spend has been fully delivered by the programme end date of 31 March 2026.

Evaluation

Boroughs can consider undertaking an evaluation of UKSPF for 2025-26. This can be undertaken internally by staff or externally (for example, by procuring a consultancy). GLA is not prescriptive about the format or style of any evaluation.

If boroughs do undertake an evaluation, it should be summative, focus on delivery activity, assess the impact of the grant and whether the planned project objectives have been met. The GLA acknowledges that the one-year delivery timescale does not readily support this. However, the evaluation can focus on each intervention, rather than individual projects.



Frequently Asked Questions (FAQs)

These are common questions that have been asked to Grant Managers, which we are sharing for information.

- Q. Is there a UKSPF definition for capital costs?
- A. No, boroughs should speak to their finance department and follow the definition they have for capital.
- Q. Can the boroughs' UKSPF grant allocations be vired between capital and revenue?
- A. No, the allocations between revenue and capital are fixed. You can't convert capital to revenue or vice versa.
- Q. Can I vire my revenue allocation between investment priorities (C&P, SLB and P&S)?
- A. Yes, but this would need to be formalised through the change process
- Q. Can I vire my capital funding between investment priorities?
- A. Capital funding can be spent in the C&P and SLB investment priorities. Boroughs cannot spend capital in the P&S investment priority. Any changes need to be formalised through the change process.
- Q. Is the 4% allocation for the management fee and evaluation from the revenue allocation only?
- A. It is from the total allocation, including the capital award. Boroughs can use up to 4% of their allocation to undertake necessary fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.
- Q. What is required for the evidencing of the management fee?
- A. Evidence is likely to relate to staff time for staff within the borough managing UKSPF e.g., compiling and submitting UKSPF claim etc. Boroughs should keep payroll records for staff managing UKSPF to show that 4% of their allocation has been attributed to this.