

UK Shared Prosperity Fund South-West Wales Application Form

This form is for project applicants, applying for funding from the UK Shared Prosperity Fund in South-West Wales.

When completing this form please refer to the General Guidance document. Please also complete Annex A – Outputs, Funding and Planning Workbook.

PART 1 – APPLICANT INFORMATION	
1a) Project Name:	
1b) Provide start and end dates for the project	
1c) Applicant Organisation:	
1d) Please confirm the total value of the project:	£
1e) Bid Manager Name and position:	
<i>(Name and position of person with day-to-day responsibility for delivering the project)</i>	
1f) Contact telephone number:	
1g) Email address:	
1h) Postal address:	
1i) Website:	
1j) Company Registration Number	
1k) Charity Registration Number	
1l) Vat Registration Number	
1m) Senior Responsible Officer contact details:	
1n) Please confirm the type of organisation:	

Local authority Private sector Voluntary sector University FE College Other (please specify)	Other -
1o) Branding & Publicity - Guidance on the branding and publicity requirements for the UK Shared Prosperity Fund is set out in the Fund Technical Note for Project Deliverers.	
Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	Yes/No
1p) Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/ No

PART 2 – PROJECT SUMMARY

[2a] Brief summary of activities or services you propose to deliver? (100 words max)

[2b] Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project? Open Call Anchor Project

[2c] Please confirm below which investment priority is being covered by this project. Please select all that apply.

- Communities and Place
- Supporting Local Business
- People and Skills
- Multiply

[2d] Please confirm which UK Shared Prosperity Fund interventions you will deliver.

Refer to Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.

2e) Please provide a list of your delivery partners and their role in the project

[2f] Please provide a detailed description of the proposed activities and services.

Your answer should explain **what** you propose to deliver, **how** activities will be delivered to meet the interventions listed in 1f, **who** the beneficiaries will be and **where** delivery will take place. If your application is being submitted in response to a need identified in an open call grant funding window, please specify how your proposed activities will address this need.

(1500 words max)

[2g] Please explain how your proposed activities aligns to the Regional Investment Plan for South-West Wales and how it delivers the objectives and interventions outlined by the UK Government.

(750 words max)

[2h] How does the proposal align with local needs and long-term strategic plans for local growth?

[2i] Please indicate how your project activities fit with and adds value to existing UK Government, Welsh Government, Local Authority and other third-party provision.

[2j] Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words)

[2k] What are the implications if this project does not receive funding? (100 words)

[2l] Which places will benefit from the activity?
[2m] What are the key milestones for the implementation of the project? Please complete Annex A – T5 Delivery Milestones

PART 3 – PROJECT IMPACT

For questions 3a-3f, please describe in 500 words or less. Please be as concise as possible.

[3a] Which groups will your project target?

[3b] What will be the short- and long-term benefits of the project on its beneficiaries and the wider community?

[3c] What UK Shared Prosperity Fund Outputs and Outcomes will the project deliver? In your response please also explain how these outcomes have been estimated and how they will be evidenced. Please describe below and complete Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.

[3d] How does the project support the Government’s Net Zero ambitions or wider environmental considerations? (This is not a requirement for proposals under the People and Skills theme)

[3e] How does the project demonstrate innovation in service delivery?

[3f] Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

PART 4 – FINANCIAL

4a] How much UK Shared Prosperity Fund investment is sought?

Please also complete Annex A – T3 Funding Profile and T4 Expenditure Profile

4b] Does the funding package include any match funding? If so, how much?
When will any funding that is not in place be secured?

4c] What will the funding package be spent on? Briefly summarise your planned expenditure here and complete Annex A with full breakdown.

Source of funding	Amount £

4d] How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?

4e] Please indicate how value for money will be achieved through the delivery of this project.

PART 5 – PROCUREMENT

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

5a] Please outline any elements of the project that you are likely to procure?

As part of your response please note also:

- Indicate the procurement strategy and route that you will follow.
- Note guidance on SPF Procurement Route & Thresholds for private sector.
- Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments.
- Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators.

PART 6 – PROJECT MANAGEMENT & APPLICANT EXPERIENCE

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

6a] How will you manage the project? If this is a multi-agency project, how will this be managed effectively?

6b] Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes.

6c] What experience does the organisation have of delivering this type of activity?

As part of your response please also:

- Describe the resources and relevant expertise that the organisation has available now to deliver the project
- If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay.

PART 7 – PROJECT RISK MANAGEMENT
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[7a] Summarise the key risks to the project below and describe the process and that will be used to monitor risk. Please also complete Annex A – T6 Risk Register

PART 8 – EVALUATION
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[8a] It is important that projects are robustly evaluated, and that learning is shared with others. Please outline your approach to project evaluation, including:

- How the project will be evaluated, in terms of how it was delivered and its impact on clients
- How the findings of the evaluation will be disseminated
- The amount spent on the Evaluation should be proportionate to the size of the project.

PART 9 – EXIT STRATEGY
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

Currently the UK Shared Prosperity Fund is operating to 31st December 2024

[9a] Please outline your exit strategy. Consider what, if any, activities will continue and how these will be funded.

--

PART 10 – SUBSIDY CONTROL

All bids must also consider how they will deliver in line with subsidy control (or State Aid for aid in scope of the in Northern Ireland Protocol) as per UK Government guidance:
<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

[10a] Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/No
-----------------------------------------------------------------------------------------	--------

[10b] If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.

--

PART 11 – DATA PROTECTION

Please note that the Ministry for Housing Communities and Local Government (the Department) will be a Data Controller for all UK Shared Prosperity Fund-related Personal Data collected with this form and submitted to the Department, and the control and processing of Personal Data.

Each Lead Authority has been invited to run a local bidding process and will be a Data Controller for all UK Shared Prosperity Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the Department for consideration.

The Lead Authority (in Great Britain) and the Department will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).

As a Processor of UK Shared Prosperity Fund-related Personal Data your organisation and the Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).

By proceeding to complete and submit this form, you consent that the Lead Authority (in Great Britain) and its contractors where relevant, and the Department, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided

as part of the application to the Department for funding from the UK Shared Prosperity Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

You can find more information about how the Department deals with your data here:

<https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

PART 12 – PROJECT APPLICANT STATEMENT

I declare that I have the authority to represent the project applicant in making this application.

I understand that acceptance of this application form by the Lead Authority (in Great Britain) or the Ministry for Housing Communities and Local Government (the Department) does not in any way signify that the project is eligible for funding under the UK Shared Prosperity Fund or that any such funding has been approved towards it.

On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) and the Department that:

- the project applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to the Lead Authority (in Great Britain) and the Department that:

I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;

I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority's Privacy Policies (in Great Britain) and the Department's Privacy Policies;

I shall inform the Lead Authority (for Great Britain projects) if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal;

For Northern Ireland projects, I shall inform the Department if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the proposal;

Any match funding that has been set out in part 3 will be in place prior to any award of UK Shared Prosperity Funding; and

I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation's own risk and may render the project ineligible for support.

For and on behalf of the project applicant Name:			
Position		Date	