**UK Shared Prosperity Fund**

**Community Support Grant 2025-2026-**

**Community Engagement**

Application Form

Applications will be assessed subject to completion of full application form and supporting documentation.

|  |  |
| --- | --- |
| **Section 1 – About your organisation** | |
| Organisation name |  |
| Type of organisation | Charitable Incorporated Organisation  Community Interest Company  Charitable Incorporated Organisation  Company Limited by Guarantee  Social Enterprise  Registered charity  Public body which delivers or hosts community projects  Constituted body  Other – please specify:   |  | | --- | |  | |
| Has your organisation been in operation for more than 12 months? | Yes/No |
| Has your organisation delivered community engagement activities in Nottingham City similar to those proposed in this application in the last 12 months. | Yes/No |
| Do you have Public Liability Insurance to a minimum of £5,000,000? (If yes, please include a copy of your certificate) | Yes/No |
| Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |  |
|  | |
| Lead Contact name |  |
| Position within organisation |  |
| Organisation address |  |
| Postcode |  |
| Telephone number |  |
| Email |  |
| Website (if applicable) or social media link |  |

|  |
| --- |
| **Section 2 – Your Organisation and the proposed use of the grant** |
| **Questions to be answered by all applicants** |
| **Q1 - Please provide a summary of your Organisation, including how you engage with the local community within Nottingham City**  (Score weighting x2)  *Please include:*   * *When and why your organisation was founded / needed* * *Demographic / groups / communities your organisation engages with* * *Previous Community Engagement events / activities delivered (include details of dates, venues, approximate numbers attending)*   (Max 200 words) |
|  |
| **Q2 - Please provide details of the community engagement events or activities you are proposing to deliver using this grant funding**    (Score weighting x4)  *Please include:*   * *Description of the events and activities* * *Planned dates / duration of events and activities* * *Target audience for the event and activities* * *No. of people you anticipate will attend or participate in the events and activities before 31st March 2026.*   *The description included in this response should have a clear link to the outputs and outcomes you propose to deliver in section 3 and the costs you have included in section 4*    (Max 400 words) |
|  |
| **Q3 – Please explain which of the following grant scheme’s aims will be achieved through the delivery of your events and activities**   * to increase the number of people engaging in community events and activities * to celebrate the heritage of the City * to encourage people to engage in creative activities * to promote and celebrate the City’s diverse cultures * to encourage community cohesion * to engage the most vulnerable in our communities and those who feel excluded or isolated due to their labour market status, age, gender, ethnicity, health or sexuality. * to increase the use of community facilities and amenities * to create local volunteering opportunities   (Score weighting x4)  (Max 400 words) |
|  |
| **Q4 - Please provide details of how you will promote these events and activities to maximise the number of people who engage / attend**  (Score weighting x2)  (Max 200 words) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3 – Which UKSPF Outcomes will this project help delivery?** | | | |
| Please complete the table below, indicating proposed number against each outcome | | | |
| **Outputs\*** | **Measurement** | **Proposed no. delivered by project** | |
| **July – Nov 2025** | **Dec 25 – March 2026** |
| Number of local events or activities supported | Number of events/activities |  |  |
| Number of people reached | Number of people |  |  |
| Number of volunteering opportunities supported | Number of opportunities |  |  |
| **Outcomes\*** | **Measurement** | **Proposed no. delivered by project** | |
| **June – Oct 2025** | **Nov 25 – March 2026** |
| Increased users of facilities/amenities | Number of users |  |  |
| Improved engagement numbers | Number of people |  |  |
| Number of community-led arts, cultural, heritage and creative programmes as a result of support | Number of programmes |  |  |
| Jobs created as a result of support | Number of Full time equivalent (FTE) |  |  |
| Jobs safeguarded as a result of support | Number of full time equivalent (FTE) |  |  |

*\* UKSPF Outcome definitions can be found* [*here*](https://assets.publishing.service.gov.uk/media/67bdd6c844ceb49381213c62/UKSPF_Indicators_25-26_.xlsx)*. Please read carefully before you input proposed numbers.*

|  |  |
| --- | --- |
| **Section 4: Project Budget** | |
| 1. **Salary Costs**   These can include on costs (such as employer contributions to National Insurance and Pension contributions) and a contribution to other overheads associated with employing the staff working on the project. Please note VAT must not be applied to the costs relating to salaries | |
| **Post / Job Title** | **Contribution to salary costs** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Total Contribution to Salaries** | **£** |
| 1. **Volunteers Expenses (if applicable)** | **£** |
| 1. **Marketing and Promotion (if applicable)** | **£** |
| **4. Other costs associated with event / activity delivery (if applicable)**  Please provide details below  Please note –  If applicants intend to use the grant funds to purchase goods, services or equipment costing more than £2,499 from a single supplier – details of the preferred supplier and two additional quotes sought must be included in a table in Appendix A at the end of this form  *Organisations that were previously awarded a UKSPF Creative, Cultural and Heritage Capital Grant by Nottingham City Council are not able to use this grant to purchase any equipment which costs more than £2,499* | |
| **Description of goods / services / equipment** | **Total Cost** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Total contribution to other costs** | **£** |
| **Summary of Project Budget** | **Total contribution** |
| 1. **Salary Costs** |  |
| 1. **Volunteers’ Expenses** |  |
| 1. **Marketing & Promotion** |  |
| 1. **Other costs associated with event / activity delivery** |  |
| **Total Grant Requested** |  |

|  |  |
| --- | --- |
| **Section 5 - Subsidy Control** | |
| The new UK subsidy control regime commenced from 4 January 2023. The new regime enables public authorities, including devolved administrations and local authorities, to deliver subsidies that are tailored for local needs. Public authorities giving subsidies must comply with the UK’s international subsidy control commitments. The subsidy control legislation provides the framework for a new, UK-wide subsidy control regime. Further information about subsidy control can be found on the gov.uk website at: <https://www.gov.uk/government/collections/subsidy-control-regime> | |
| Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years | Yes  No |

|  |
| --- |
| **Section 6 – Payment of grant** |

|  |  |
| --- | --- |
| Are you currently registered as a supplier on the NCC finance system | Yes  No |

|  |  |
| --- | --- |
| **Section 7 – Declarations** | |
| * I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge * I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contacts to the suppliers who have quoted for the work. * I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Ministry of Housing, Communities & Local Government (MHCLG) East Midlands County Combined Authority (EMCCA), and Nottingham City Council. * I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council. * I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme * I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime. * I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business. * I confirm that the information provided in this application is a true and accurate description of the intended use of the grant. | |
| **Data protection** | |
| The Community Support Grant project is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Nottingham City Council.  The Community Support Grant project has contractual obligations to record outputs and outcomes associated with this funding. Further details on the collection of this information will be included in the Grant Agreement should this application be successful.  For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:   * The Lead Authority, Nottingham City Council   See the Privacy Notice on the Nottingham City Council UKSPF webpage for more information (www.nottinghamcity.gov.uk/ukspf). | |
| **Name** |  |
| **Signature** |  |
| **Position in business** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Section 8 – Application checklist.**  **Please use this checklist to ensure that you send us everything that we need to assess your application.** | |
| You have answered all the relevant questions on this application form | Yes  No |
| You have enclosed a proof of Public Liability Insurance | Yes  No |
| You have read and signed Section 7: Declarations | Yes  No |
| You have completed a table in Appendix A, if you are requesting grant funding to purchase equipment, goods or services from a single supplier which costs more than £2,499 | Yes  No |

|  |
| --- |
| **Next Steps** |
| Please email the completed form and supporting documents to:  [**ukspf@nottinghamcity.gov.uk**](mailto:ukspf@nottinghamcity.gov.uk) **by** **23:59 on Sunday 8th June 2025.**  On receipt of a fully completed application, your application will be acknowledged as received and a decision made within 2 weeks of receiving the application. The volume of applications may affect this timescale.  Completing this application form does not guarantee the awarding of a grant. An offer letter will be sent to you if your application is approved. |

**Appendix A: Goods, Services and equipment whose costs exceeds £2,499**

*\*Please note: If your organisation is able to reclaim VAT, you must be able to cash-flow the value of this VAT until it is reimbursed / reclaimed, as the UKSPF grant will only cover the costs of the goods and services excluding VAT.*

|  |  |  |
| --- | --- | --- |
| *Appendix A Table 1* | | |
| *Please Note: in the event that your application is successful, you will be asked to submit copies of all supplier quotes, or requests for quotes, referenced in this section to Nottingham City Council.* | | |
| **Details of costs to be funded by the grant** (only complete for purchases from a single supplier which cost more than £2,499) | | |
| **Description of goods /service / equipment to be purchased** |  | |
| **Name of chosen supplier** |  | |
| **Date of supplier quote** |  | |
| **Cost (£) excluding VAT:** | **£** | |
| **Cost (£) including VAT** | **£** | |
| Is your organisation able to reclaim VAT?  Delete as appropriate  (if yes, the grant awarded will be for the amount excluding VAT) | YES | NO |
| **Supplier Address (if applicable)** | | |
| **Address Line 1:** |  | |
| **Address Line 2:** |  | |
| **Post Code:** |  | |
| **Supplier website (if applicable)** |  | |
| **Reasons for choosing this supplier:**  For example - price, supplier expertise, track record, quality |  | |
| If costs of these goods / services are more than £2,499, details of two additional suppliers whose quotes have been sought must be included below | | |
| **Name and address of 2nd supplier asked to provide quote** |  | |
| Date quote provided (if applicable) |  | |
| If quote was provided: Supplier quote £ (exc VAT) |  | |
| If quote was provided: Supplier quote £ (inc VAT) |  | |
| Reason for not choosing this supplier |  | |
| **Name and address of 3rd supplier asked to provide quote** |  | |
| Date quote provided (if applicable) |  | |
| If quote was provided: Supplier quote £ (exc VAT) |  | |
| If quote was provided: Supplier quote £ (inc VAT) |  | |
| Reason for not choosing this supplier |  | |

*Please copy and paste in additional versions of Appendix A Table 1 below this table if required. Rename Appendix A Table 2 etc*