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**UKSPF Nottingham: Open Call 2 (OC2) – Supporting Local Businesses**

**Application for grant funding - April 2025 – March 2026**

**Important Information**

Please read **UKSPF Nottingham Open Call 2 – Supporting Local Businesses - Invitation to bid** and all the questions accompanying this application before you complete this form, taking note of the following:

* When completing the application, you must not exceed 500 words for each question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover of minimum £5,000,000, Professional Indemnity insurance of minimum £2,000,000, and your Health & Safety, Equality & Diversity and Safeguarding policies. We may seek references if we have not worked with you previously.
* Questions in Part 2 is weighted following scoring as detailed in Appendix A of the Invitation to Bid. The maximum score for each question is 5, which is then multiplied by a scoring weighting, as indicated in the dark grey box to the right of the question.
* If you have any difficulty completing this application form, please contact Nottingham City Council for technical guidance by emailing [UKSPF@nottinghamcity.gov.uk](mailto:UKSPF@nottinghamcity.gov.uk)
* All projects must be completed, and costs defrayed by 31st March 2026

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| **Summary Information** | | |
| **Name of organisation:** | Click or tap here to enter text. | |
| **For Office Use Only** | | Date/time application received: Click or tap here to enter text. |

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| **Part 1. Applicant Details** | | |
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| **Organisation name:** | Click or tap here to enter text. | |
| **Key person responsible  for the project:** | Click or tap here to enter text. | |
| **Position held:** | Click or tap here to enter text. | |
| **Contact telephone number:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **Person with overall  financial responsibility:** | Click or tap here to enter text. | |
| *Where applicable:* | | |
| **Website:** | Click or tap here to enter text. | |
| **Company registration number:** | Click or tap here to enter text. | |
| **Charity registration number:** | Click or tap here to enter text. | |
| **UKPRN Number:** | Click or tap here to enter text. | |
| **Please confirm the type of organisation:** | | |
| Local Authority  Private Sector  Voluntary Sector | | University  FE College  Other (please specify)  Click or tap here to enter text. |

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| 1.1 Economic and financial standing | |
| Please indicate and attach to your application one of the following to demonstrate your organisation’s economic and financial standing: | |
| A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |

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| 1.2 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. |
| Click or tap here to enter text. |

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| 1.3 Policies and liability insurance | | | | |
| Does your organisation have: | Yes | No | Under development | n/a |
| A written Health & Safety policy. |  |  |  | - |
| A written Equality & Diversity statement. |  |  |  | - |
| A written Safeguarding policy for vulnerable adults (if applicable). |  |  |  |  |
| A written Safeguarding policy for children (if applicable). |  |  |  |  |
| Where there will be contact with children or vulnerable adults have you ensured compliance with the Disclosure and Barring Service Checks? |  |  |  |  |
| Public and Employer Liability insurance to a minimum of £5,000,000, and Professional Indemnity insurance to a minimum of £2,000,000 |  |  |  | - |

*\*If application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.*

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| **Part 2: Delivery of projects which support local businesses** | |
| All applicants should complete Part 2 of the application form | |
| Applicants should then complete the relevant section of Part 3, dependant on which Lot(s) they are applying for. Applicants can complete more than one section in Part 3. | |
| Supporting Business Growth | *Complete Part 3 section 1* |
| Supporting the Social economy | *Complete Part 3 section 2* |
| Supporting Business Start-Ups | *Complete Part 3 section 3* |

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| 2.1 Please summarise your experience in managing, delivering, and reporting on UKSPF-funded business support projects.  Please include details of any business support projects your organisation has delivered under the UK Shared Prosperity Fund (UKSPF) since October 2022 in the table below. | | | | | | **5(x4)** | |
| Click or tap here to enter text. | | | | | | | |
| Local Authority | Project Name | Total Project Value | Start date | End date | Has this project been subject to a performance improvement or recovery plan? | | |
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| 2.2 Please describe the processes your organisation has implemented to ensure that agreed-upon profiles and targets are consistently achieved and evidenced. Additionally, describe the steps you would implement to address underperformance, including any corrective actions or support mechanisms to ensure improvement | | | | | | | **5 (x3)** |
| Click or tap here to enter text. | | | | | | | |
| Part 3 Section 1 for Lot 1 – Supporting Business Growth | | | | | | | |
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| 3.1.1 Please provide a summary of your organisation’s experience and track record in supporting businesses in Nottingham City. | | | | | | **5 (x4)** | |
| Click or tap here to enter text. | | | | | | | |
| 3.1.2 Please provide a detailed description of your proposed delivery model, including information on engagement activities, delivery locations, and the strategies you will use to support local businesses in achieving the UKSPF outputs and outcomes. | | | | | | **5 (x4)** | |
| Click or tap here to enter text. | | | | | | | |
| 3.1.3 Please describe how you will ensure that the businesses you work with are effectively referred to and supported by other business support projects and organisations, both during and after the support you provide | | | | | | **5 (x2)** | |
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| **3.1.4 List the posts / roles involved in the delivery model and key responsibilities** | **5 (x2)** |

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| Post | | Key responsibilities | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 |
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|  | **\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation (e.g. 40 hours per week). | | | | | |

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| 3.1.5 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st April 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 3.1.6 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| **Part 3 Section 2 for Lot 2** **Supporting the Social Economy** |

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| 3.2.1 Please provide details of your experience of delivering business support to social entrepreneurs and businesses trading in the social economy. Please provide details of any previous projects you have delivered or been involved in in which support entrepreneurs or businesses trading in the social economy. | **5 (x4)** |
| Click or tap here to enter text. | |
| 3.2.2 Please provide a description of your proposed delivery model (including details of other organisations that will support the delivery of the project, your staffing and any specialist qualifications/accreditation held, promotional activities, events and type of support planned for social entrepreneurs and/or businesses). | **5 (x4)** |
| Click or tap here to enter text. | |
| 3.2.3 Please describe how you will attract potential social entrepreneurs and social enterprises that reflect the social and cultural makeup of the City of Nottingham to engage with your programme. | **5 (x2)** |
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| **3.2.4 List the posts / roles involved in the delivery model and key responsibilities** | **5 (x2)** |

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| Post | | Key responsibilities | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 |
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|  | **\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation (e.g. 40 hours per week). | | | | | |

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| 3.2.5 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st April 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 3.2.6 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| **Part 3 Section 3 for Lot 3** **Supporting Business Start-Ups** |

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| 3.3.1 Please provide details of your experience of delivering support to potential entrepreneurs and individuals in starting their own business. Please provide details of any previous projects you have delivered or been involved in in which support entrepreneurs or business start ups. | **5 (x4)** | |
| Click or tap here to enter text. | | |
| 3.3.2 Please provide a description of your proposed delivery model (including details of other organisations that will support the delivery of the project, your staffing and any specialist qualifications/accreditation held, promotional activities, events and type of support planned). | **5 (x4)** | |
| Click or tap here to enter text. | | |
| 3.3.3 Please describe how you will attract potential entrepreneurs and enterprises that reflect the social and cultural makeup of the City of Nottingham to engage with your programme. | | **5 (x2)** |
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| **3.3.4 List the posts / roles involved in the delivery model and key responsibilities** | **5 (x2)** |

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| Post | | Key responsibilities | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 |
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|  | **\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation (e.g. 40 hours per week). | | | | | |

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| 3.3.5 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st April 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 3.3.6 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| Part 4: Agreement |
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| The following section must be completed by the main person who is responsible for this project application on a day-to-day basis.   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Nottingham City Council . 2. If successful, we will enter into a grant funding agreement with Nottingham City Council detailing the terms and conditions of the grant. 3. We will comply with any relevant legislation affecting the way that we carry out the project. 4. Nottingham City Council can use our name and the name of the project in its own publicity. 5. We will fully complete the paperwork required for Nottingham City Council to report on progress and performance to Government, and EMMCA, and return to Nottingham City Council as required. 6. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to Nottingham City Council, if requested. 7. If we receive grant funding for a project, we understand that Nottingham City Council will not automatically grant fund any later projects. 8. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to Nottingham City Council internal and external audit, EMMCA, and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods. 9. Nottingham City Council may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:   .   * If we fail to keep and supply therecords required in 4 above. * If we do not comply with the terms and conditions of the grant. * If the application form was completed dishonestly or the project documents give false or misleading information. * If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. * If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project. * If we fail to complete the project by the date in the agreement. * If we close down, become insolvent or bankrupt.   I confirm that the organisation named in Part 1, Applicant Details, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement.  Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

**IMPORTANT**

**Nottingham City Council can only process your application if:**

* You have completed all the questions on this form.
* The correct person has signed the form.
* You enclose all the necessary documentation.

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| **Task** | **Completed** |
| We have answered all the relevant questions on the application form |  |
| We have read and signed Part 4: Agreement |  |
| We have enclosed Appendix B |  |
| We have enclosed a copy of our financial records/statements as requested for 1.1 |  |
| We have made a copy of this application for our own reference |  |

**Please use the checklist below to ensure you are sending us everything that we need to assess your application.**

Return your completed application with supporting documentation to **UKSPF@nottinghamcity.gov.uk**

Applications must be received by **23:59 on Sunday 2 February 2025**

Note: Applicants may be required to complete Due Diligence forms before approval. Support will be available from Nottingham City Council for organisations that are not familiar with this process.

**Contact Details**

Should you have any queries regarding this application, or the process please contact:

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| **Alex Reader**  Economic Development Programme Manager | UKSPF@nottinghamcity.gov.uk |