**UK Shared Prosperity Fund in West Yorkshire
Pillar 3 Invitation to Bid**

**Frequently Asked Questions**

**Updated – 21/12/2023.**

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**1.1 How much money is available for this Pillar? And how is it being distributed?**

£65m Core UKSPF is available for delivery in West Yorkshire, of which £16.8m has been allocated to Pillar 3. For this Invitation to Bid £10m will be available, via an open, competitive Call for projects. The remaining £4.8m has been awarded to the region’s Local Authorities as part of the Hyper Local Programmes (approx. £2.8m) and £4m to the Employment West Yorkshire Programme led by the Combined Authority but delivered in partnership with the five local authorities.

**1.2** **Can you tell me more about the Calls?**

Please see the published Invitation to Bid on the West Yorkshire Combined Authority’s website: [UK Shared Prosperity Fund Pillar 3 Invitation to Bid - West Yorkshire Combined Authority (westyorks-ca.gov.uk).](https://www.westyorks-ca.gov.uk/growing-the-economy/uk-shared-prosperity-fund/uk-shared-prosperity-fund-pillar-3-invitation-to-bid/)

There are three Call areas, each with a minimum project size of grant funding:

*Call Area 1 – Work and Health Programme*

Minimum Award - £250,000

Maximum Award - £4,000,000

*Call Area 2 – Community Grants Programme*

Minimum Award - £2,000,000

Maximum Award - £4,000,000

*Call Area 3 – Youth Unemployment Programme*

Minimum Award - £2,000,000

Maximum Award - £2,000,000

**1.3 Will multiple suppliers be awarded for each Call?**

The minimum bid sizes would allow for a maximum of 16 projects to be selected under Call Area 1, two under Call Area 2 and one under Call Area 3. The number of successful applicants will depend on the quality and value of bids submitted.

**1.4 If I am only bidding for the minimum amount in a Call does my project have to cover all five districts in West Yorkshire?**

For Call 1 proposals do not necessarily need to be delivered across all five local authority districts. However, the geographic coverage of all three Call Areas is West Yorkshire, and therefore proposals that support individuals from across West Yorkshire will be prioritised. Through the selection of projects, the Combined Authority will ensure that there is good geographical coverage within the region.

For Call 2 and 3 we are looking for regional projects which do need to deliver in all five local authority areas.

**1.5 Who can apply to this Invitation to Bid?**

Please refer to *Section 11, Applicants*, of the Invitation to Bid where this is clearly set out.

**1.6 Is there a restriction on the amount of grant funding an organisation can bid for, based on turnover?**

There are no restrictions based on turnover, but non-public sector applicants will be subject to financial due diligence checks which will be looked at by the Combined Authority’s Legal and Financial teams, as detailed in *Section 12* of the Invitation to Bid.

**1.7 What is the eligible minimum age someone can be supported? Are proposals required to engage a range of individuals from an age of 16+, or can we engage 18+ cohort only?**

Across all three Call Areas, eligible individuals are those aged 16 years and over. The objectives and indicative activities of each Call should be considered, but it is for the applicant to set out who the target group is, explain the evidence of need and how the proposed delivery model will address the challenges set out.

**1.8 What is the minimum and maximum size of grant that can be issued by the lead grant giving organisation(s) through Call Area 2: Community Grants Programme?**

The lead grant giving organisation(s) should offer a range of grant sizes to ensure a range of voluntary, community and social enterprise (VCSE) organisations can access grants. The level of grant awards to VCSE organisations should not exceed £50,000 unless this can be justified, but there is no minimum grant size. However, we expect applicants to set this out in their proposal, based on evidence of need.

**1.9 Are there restrictions on the types of organisations that can receive funding from the lead grant giving organisation(s) through Call Area 2: Community Grants Programme?**

The lead grant giving organisation(s) will deliver an accessible community grants scheme for a range of small voluntary, community and social enterprise (VCSE) organisations.

The lead grant giving organisation(s) will be responsible for establishing a selection process and will ultimately determine which organisations receive funding in response to the requirements of the Call.

1. **Match Funding**

**2.1 Is match funding mandatory?**

Match funding, to a minimum of 10% of the total programme cost, is a requirement for Call Areas 1 and 3 and is a pass/fail requirement as part of the Gateway checks. There is no Match Funding Requirement for Call Area 2, which is 100% grant funding, although leverage is encouraged throughout to improve value for money.

*Worked example:* Under Call 1 – Work and Health Programme:

The Minimum amount of match/leverage funding required is 10% of the total programme cost (e.g., £1,000,000 UKSPF fund plus minimum £111,111)

This makes the total value of the project £1,111,111, including £1,000,000 UKSPF funding (90%) + £111,111 match funding (10%).

(To calculate the minimum amount of match funding you must provide for any given funding requested, use the following calculation: (‘*UKSPF funding required’* / 0.9) – *‘UKSPF funding required’* (e.g., (£1,000,000 / 0.9) - £1,000,000 = £111,111).

**2.2 If I provide more match funding, will it be advantageous to my application?**

As set out in *Section 10, Prioritisation – Additional Considerations*, of the Invitation to Bid, prioritisation will be given to those schemes which are able to lever in additional match funding – maximum intervention rates are as set out in the Call Specifications above. Applicants are encouraged to maximise the leverage of other funding. However, we recognise not all projects or applicants will be able to secure match funding. Applicants should note value for money will be a selection consideration as it has several benefits, including enhanced alignment with other provision and efficient delivery which increases value for money. Therefore, the overall funding package for each project, including any match funding, will be considered.

**2.3 What sources are eligible for match funding?**

There are no exclusions on match funding under UKSPF. If prospective applicants would like to discuss proposed funding, then please feel free to email the UKSPFWestYorkshire inbox.

**2.4 Can Adult Education Budget (AEB) funding from the Combined Authority constitute match funding?**

While there are no exclusions to the source of match funding using AEB would only be acceptable where provision does not duplicate that funded by AEB. UKSPF must be for additional activity.

**2.5 Can premise costs constitute match funding?**

Premise costs are eligible, assuming they can be clearly evidenced in financial accounts.

**2.6 As a private organisation we are unable to generate match funding. In this case, are we still eligible to submit a bid for ‘Call Area 1 – Work and Health Programme’?**

Under Call 1 and 3 bidders are required to bring a minimum 10% match funding. If an organisation is not able to do this then unfortunately it would fail the gateway and not be deemed eligible. However, if you are looking to work in partnership with others, it may be that other partners are able to contribute the match rather than yourself directly and the bid then would be able to proceed.

1. **Applications**

**3.1 Can we provide additional appendices beyond the ones that are listed as optional?**

As set out in *Section 14, Selection Process*, the appraisal, and any prioritisation, will be undertaken using only the information supplied as part of the application process. We cannot accept further detail outside of this process although we may, as part of the Gateway checks, seek clarity where a discrepancy appears.

As set out in the guidance, the only exception is at 4.3 of the application which states: “*CUSTOMER JOURNEY DIAGRAM – If the applicant chooses to, they can submit a Customer Journey Diagram as a further annex to help explain areas of the project in further detail.”*

**3.2 Can an organisation submit more than one application?**

Yes, an organisation can submit more than one application across the three Calls – each will be assessed on its own merit.

**3.3 Is there a clarification question deadline?**

The Combined Authority will be available to respond to enquiries throughout the period that the Invitation to Bid is open. Should you have any queries in respect of this Invitation to Bid please direct all enquiries via the following mailbox ukspfwestyorkshire@westyorks-ca.gov.uk. However, it is your responsibility to submit your application in good time to ensure the closing deadline of 12.00 noon, Friday 5th January 2024, is met. We encourage you to submit any queries you have as early in the process as possible.

**3.4 Please advise why we cannot submit PDFs?**

West Yorkshire Combined Authority expects you to submit the Application Form and Annex A and E in their original formats (i.e., Word or Excel) as we extract information for various reporting. Annual accounts can be submitted as PDFs.

**3.5 Will funding be allocated to those projects that have previously performed well and achieved above and beyond on outcomes?**

UKSPF is a new fund. There is no guarantee that projects which have previously received domestic, or EU funding will be supported through the UKSPF. The assessment process for all bids is as set out in *Section 14 of the Invitation to Bid*.

**3.6 If we apply, when can we start our project?**

As set out in the Invitation to Bid projects are expected to start delivery from 1st April 2024.

**3.7 If we apply, but are unsuccessful, can we try again later?**

The funds allocated to this Invitation to Bid represent the remaining unallocated Pillar 3 funds. It is therefore highly unlikely there will be a further opportunity under this current programme unless the Combined Authority were not able to allocate all of its funding.

1. **Assessment**

**4.1 How will applications be assessed?**

As set out in *Section 14* of the Invitation to Bid bids will be assessed against the gateway and core assessment criteria and the extent to which bids support the delivery of the local priorities and meet the objectives of the UK Shared Prosperity Fund.

**4.2 How are the selection criterion weighted?**

As set out in *Section 14, Selection Criteria*, and Annex 2 of the Invitation to Bid, the selection criteria are weighted as follows:

* Strategic Alignment: 20
* Economic efficiency and benefits: 25
* Deliverability: 20
* Climate Emergency: 10
* Inclusive Growth and Tackling Inequalities and Supporting Diversity: 25

The total prioritisation score for the project is the sum of the weighted scores of the different

criteria out of 100. The assessment method and evidence requirements are explained in Annex 2 of the Invitation to Bid.

**4.3 How is alignment with the priorities set out by the local authorities considered in the scoring of applications, and how will we know whether a proposal will duplicate activity at a local level?**

Applicants are required to discuss their proposal with the Combined Authority’s Employment and Skills team to ensure strategic fit and that there is no duplication of existing services. This will be checked at Stage 1 – Gateway Assessment.

*Section 10, Prioritisation – Additional Considerations*, of the Invitation to Bid states that projects will be prioritised where they complement, and, fundamentally, do not duplicate, conflict or displace existing activity (national policy or local strategies). Bidders are encouraged to speak to local councils to ensure provision is appropriately targeted at those individuals and communities in greatest need; and where possible work with local community organisations who have established outreach mechanisms to support delivery.

As the Lead Local Authority, West Yorkshire Combined Authority officers will assess all bids submitted, with the support of officers within the Local Authorities. Clear ethical walls are in place to prevent any undue influence being exerted that distorts the bidding process in favour of any applicant or in a way that prejudices any applicant taking account of any conflicts of interests.

**4.4 When will applicants be notified of the outcome of their bid?**

As set out in *Section 17* of the Invitation to Bid, both successful and unsuccessful applicants will be informed by the end of February 2024.

1. **Joint/consortia bids**

**5.1 Is there a list of interested partner organisations (for the purpose of joint proposals) available to review, and what email address do we send the partner finder spreadsheet to?**

Any interested parties should complete and return the Partner Finder document to the UKSPFWestYorkshire@westyorks-ca.gov.uk mailbox ahead of its circulation around Friday 17th November 2023.

**5.2 If I want to form a consortium, will the West Yorkshire Combined Authority help me find partners?**

The West Yorkshire Combined Authority team which manages UKSPF is not able to offer a brokerage service. It is for applicants themselves to identify appropriate partners. A partner finder was circulated through our mailing list in early October following partner requests to enable interested parties to engage. The current iteration is available on the West Yorkshire Combined Authority [Pillar 3 Invitation to Bid Website](https://www.westyorks-ca.gov.uk/growing-the-economy/uk-shared-prosperity-fund/uk-shared-prosperity-fund-pillar-3-invitation-to-bid/).

**5.3 What does the Combined Authority do with the Partner Finder information?**

The Combined Authority is only responsible for helping to coordinate and facilitate – that is, to populate all the received partner finder information and recirculate it. The Combined Authority will neither edit nor check the allocated information provided. It is the potential applicants or partner’s responsibility to provide enough information they wish to share with other partners.

**5.4 Will consortia/joint-bid applications be prioritised over applications from single providers, particularly for Call Area 1: Work and Health Programme?**

*Section 10, Prioritisation – Additional Considerations*, of the Invitation to Bid states that projects will be prioritised where they are developed in partnership and can demonstrate clear established.

links with partners across the region to enable delivery at pace. Applications are encouraged from consortia or other similar types of partnership arrangements. However, the application must be completed and submitted by a lead organisation on behalf of the partnership/consortia. The lead applicant must have the financial capacity to meet the required Due Diligence criteria and, if funding is awarded, this organisation will then become the lead Grant Recipient, accountable for delivery of the overall project.

**5.5 Can the Combined Authority provide a definition for ‘partner’ in this Call?**

As set out in *Section 2.17 of the Guidance*, partners can be strategic or be delivery partners and may incur costs as part of the project– please ensure all organisations are supportive of the detail of this application before signing the partner form*.*

**5.6 When submitting the application do I provide accounts and financial documents for all delivery partners?**

As set out in *Section 12, Due Diligence*, non-public sector Applicants will be subject to financial due diligence checks. Applicants are required to submit accounts, and to clarify financial or other organisational information as required as part of the appraisal process.

**5.7 Will it be the lead bidders’ responsibility to ensure all outputs/outcomes are achieved by the grant recipients?**

Yes, ultimately the lead bidder will be the contract holder – the lead bidder has the responsibility of ensuring outputs and outcomes are achieved in line with the grant funding agreement, assuming a successful application.

**5.8 Will the lead bidder/provider face any penalties (financial or otherwise) where grant recipients fail to achieve planned targets?**

Please refer to the [Draft Grant Funding Agreement](https://www.westyorks-ca.gov.uk/media/11377/draft-ukspf-grant-agreement-final-27223-300323-1.docx).

1. **Monitoring, reporting, and evaluation**

**6.1 What management information (MI) and financial information will be required from an applicant on a quarterly basis?**

Details of monitoring requirements are outlined in the Draft Grant Funding Agreement at section 11 and the draft claim form can also be found in the linked documents.

**6.2 What are the definitions and evidence requirements for outputs and outcomes?**

Full definitions and evidence requirements of all outputs and outcomes are available in the [Output and Outcome Evidence Requirements](https://www.westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx) document.

**6.3 Can outcomes be captured which fall beyond 31st March 2025?**

Final returns from projects will be due into the Combined Authority approx. third week in April 2025 which will give projects approx. three weeks to capture and evidence any intended outcomes to 31st March 2025.

**6.4 What happens where the grant recipient has delivered the service yet hasn’t achieved 100% of the intended outputs/outcomes?**

Please refer to the [Draft Grant Funding Agreement](https://www.westyorks-ca.gov.uk/media/11377/draft-ukspf-grant-agreement-final-27223-300323-1.docx).

**6.5 Will applicants be paid by results or on actual expenditure incurred?**

Payments will be made in arrears quarterly to the Lead Organisation (i.e., the Applicant) following submission of accurate and completed quarterly claims as set out in the Grant Funding Agreement.

Applicants may develop a different payment model with partners as they see fit if all the contractual obligations can be met.

**With regard to the Community Grants Programme, and where there is a need for a lead bidder to pay out grants to others, advance payments may be considered. This will be considered on a case-by-case basis taking into account financial stability of an organisation and in line with due diligence checks.**

**6.6 Is the West Yorkshire Combined Authority expecting providers to include an external, independent evaluation for each project?**

The Combined Authority requires projects to be evaluated but the scale and size of that will be determined by the project. Generally, this is anticipated to be external evaluation but, unlike European Funding this could potentially be done inhouse. An evaluation framework for the West Yorkshire UKSPF programme will be developed later this year which all successful projects will be required to evaluate their project in accordance with. Please also refer to section 12 of the draft Grant Funding Agreement for further detail.

1. **Eligible expenditure**

**7.1 What is considered eligible and ineligible expenditure under UKSPF?**

Eligible and ineligible expenditure under the UKSPF is laid out in the Draft Grant Funding Agreement available on the Combined Authority [website](https://www.westyorks-ca.gov.uk/growing-the-economy/uk-shared-prosperity-fund/uk-shared-prosperity-fund-pillar-3-invitation-to-bid/).

**7.2 Is VAT an eligible cost?**

If you are VAT registered and can recover VAT for grant funded projects, then please ensure VAT is **not** included in your costs. VAT which you cannot recover is eligible.

**7.3 Are there any rules around how much overhead can be claimed or is it included in the total project cost?**

Overhead costs will be calculated based on 15% of all staff costs. For example, if your total staff costs are £100,000 then overheads will be £15,000. This flat rate simplifies often complex apportionment methodologies and simplifies the checking of evidence.

This calculation will automatically be worked out when you complete Tab 2 of Annex A.

**7.4 You mention that we cannot apply for premises costs. However, if we have rooms that we would need to rent, for example, to run workshops, can we include the cost?**

Organisations running costs, which sometimes include premises costs, should be covered by the 15% overhead charge. If, however, the project needs to rent rooms to host events this cost would be eligible, assuming a full audit trail is in place and relevant procurement rules have been followed.

**7.5 Can projects generate income?**

A project can generate income, and this should be set out in the submitted application. However, income generated is likely to be offset against the grant request. This would be looked at on a case-by-case basis.

**7.6 For the purposes of costing, are elements like laptops, phones and small purchases classed as revenue rather than capital expenditure?**

Yes, these would be classed as revenue costs. However, please check with your organisation’s financial policy on how it accounts for capital and revenue, which you may need to adhere to.

1. **Miscellaneous**

**8.1 Can you provide further guidance on multi-Call projects?**

Some applicants may wish to bid to all three Calls but submit one application vs three. This is permissible providing the project is holistic and joined-up, not a series of separate and distinct (‘bolted-on’) elements which could potentially make the application very difficult to assess.

If submitting a multi-Call application, then the values should match the minimum/maximum values set out in *each* Call.

**8.2 Can you provide the full grant terms and conditions that will apply to UKSPF in West Yorkshire?**

Please refer to the [Draft Grant Funding Agreement](https://www.westyorks-ca.gov.uk/media/11377/draft-ukspf-grant-agreement-final-27223-300323-1.docx). To note that the general clauses in the agreement are non-negotiable.

**8.3 What are the publicity requirements?**

Please refer to the West Yorkshire Combined Authority UKSPF Branding and Publicity toolkit requirements [available on the West Yorkshire Combined Authority website](https://www.westyorks-ca.gov.uk/growing-the-economy/uk-shared-prosperity-fund/uk-shared-prosperity-fund-pillar-3-invitation-to-bid/).

**8.4 Can details of all the other West Yorkshire UKSPF Projects be made available?**

A project repository will become available shortly on the Combined Authority’s website: [UK Shared Prosperity Fund (UKSPF) | West Yorkshire Combined Authority - West Yorkshire Combined Authority (westyorks-ca.gov.uk)](https://www.westyorks-ca.gov.uk/growing-the-economy/uk-shared-prosperity-fund/). All bidders will be notified when this document is live.

1. **Contact Information**

**9.1**

**How do I contact the West Yorkshire Combined Authority?**

Please email UKSPFWestYorkshire@westyorks-ca.gov.uk

**9.2 How do I contact the UKSPF leads in each Local Authority?**

Contact details are available via:

* [Contact us now | Bradford Council](https://www.bradford.gov.uk/contactus)
* [Contact us | Calderdale Council](https://new.calderdale.gov.uk/contact)
* [Contact the council | Kirklees Council](https://www.kirklees.gov.uk/beta/contact-the-council.aspx)
* [How to contact us | Leeds City Council](https://news.leeds.gov.uk/contact-us/how-to-contact-us)
* [Contact us - Wakefield Council](https://www.wakefield.gov.uk/contact-wakefield-council/contact-us/)

For any questions that are not covered here, please contact UKSPFWestYorkshire@westyorks-ca.gov.uk

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**West Yorkshire Combined Authority**