**UK Shared Prosperity Fund (UKSPF)**

**West Yorkshire: GUIDANCE NOTES**

**Pillar 3 - People and Skills: Application Form**

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| **Introduction** |
| Please read this guidance thoroughly, and refer to the following documents when completing your submission:   * [West Yorkshire UKSPF Local Investment Plan](https://www.westyorks-ca.gov.uk/media/9600/core-ukspf-local-investment-plan-west-yorkshire.pdf) * [UKSPF Invitation to Bid for West Yorkshire](https://www.westyorks-ca.gov.uk/media/11384/ukspf-pillar-3-west-yorkshire-invitation-to-bid-final-271023.pdf) * [UKSPF West Yorkshire Output and Outcome Evidence Requirements](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx) |

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| SECTION 1: Project Overview and Summary Details | | | | | | |
| **1.1** | **Lead applicant / organisation name** | | | | | *The legal name of the applicant entity. Applicants must be legally constituted at the point of applying for the funding and be able to enter into a legally binding Funding Agreement with the Combined Authority. Please use the full and registered address; please do not use abbreviations.* |
| **1.2** | **Project name** | | | | | *Please select an appropriate title which may not need to be revised as the application proceeds.* |
| **1.3** | **How much UKSPF are you applying for? (£)** | | | | | *The total value of UKSPF funding sought for the application. Please ensure this is within the minimum and maximum values of the Call(s) being applied for.* |
| **1.4** | **Start Date*: (can not be before 1st April 2024)*** | *The anticipated delivery start date of the project if the application is successful. This will be the start date for incurring eligible expenditure and* ***cannot be before 1st April 2024)****.* | | **1.5** | **End Date*: (no later than 31st March 2025)*** | *The proposed delivery end date - This can be no later than the* ***31st of March 2025.***  *Please note the end date is the final point you can incur eligible expenditure.* |
| ***1.6 Which Call area (s) in the Invitation to Bid are you applying for? If you intend to submit a project that covers more than one Call area of activity, please ensure you have read the information in the guidance on multi-programme projects. Please complete the appropriate box(es)***  *Please list, against each relevant Call area, what you are looking to apply for, which interventions you will look to deliver against the Call(s). For details of these please reference the Invitation to Bid. Please also provide details on the UKSPF funding requested for each Call Area. Applicants are invited to submit applications against one or more of the three Calls, each of which is designed to meet government’s interventions. If submitting multi-programme applications, applicants should ensure that proposals are presented holistically. Notional allocations are contained within each Call area, although the actual award may vary depending on the quality of applications received. Applicants are advised that the funding available is more limited by comparison with previous support provided through the European Social Fund programmes, so the demand for funds may be high; therefore, good quality bids which meet the local priorities for investment are sought.*  *Applicants can submit a separate application against each Call; or a multi-application, which covers a proposal which takes in to account the objectives of all three Calls.* *Applicants must clearly specify the activities to be delivered and illustrate how they directly contribute to the objectives and asks of each Call area.* | | | | | | |
| **Call Programme Area** | | | **UKSPF Interventions** | | | **UKSPF requested (£)** |
| Revenue |
| Work and Health Programme | | | *Please refer to the values set out in each of the Calls – please select the most appropriate one(s).* | | | *Please ensure the amount you are bidding for does not exceed the amount available in the Call.* |
| Community Grants Programme | | |
| Youth Unemployment Programme | | |

SECTION 2: Lead Applicant Details

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| **2.1** | Please confirm the type of organisation if other please state  *If your organisation is a Private Sector or Not-For-Profit organisation, please complete sections 2.2 – 2.8. If it is one of the other categories, please complete section 2.9 onwards.* | ☐ Local council  ☐ Private sector  ☐ Voluntary sector  ☐ University  ☐ FE College  ☐ Other (please specify below) | |
| *Other* | |
| If your organisation is within the private sector or a not-for-profit organisation, please complete the following questions. | | | |
| **2.2** | Main activities of organisation (Max 50 words) | *Please provide a brief overview of the main activities of the applicant organisation.* | |
| **2.3** | Charity or company registration number | *Please provide as relevant.* | |
| **2.4** | VAT Registration Number | *Please provide the organisations VAT number.* | |
| **2.5** | Registered address | *The registered address of the applicant business should be the same as the information found on Companies House or on the incorporation paperwork for the organisation.* | |
| **2.6** | Delivery address of Project, if different | *Complete if different to 2.5*  *This may be different if there is a local office/branch of a larger organisation that will be delivering the project in the region.* | |
| **2.7** | Size of the organisation | Does your business employ | |
| Fewer than 50 employees |  |
| 50 – 249 employees |  |
| 250 employees or more |  |
| What is your company’s turnover/balance sheet for the last 12 months? Please provide evidence as an appendix. |  |
| Is there any personal and/or working relationship with anyone within the applicant organisation and anyone within the Combined Authority that can raise a perception of conflict of interest? Please provide details. | *Please provide name, position in the organisation and relationship to the named person.* |
| **2.8** | If you are a Non-public sector Applicant, please confirm you have attached the following documents which are subject to financial due diligence checks. | Financial accounts for the most recent 3 years | ☐ Yes ☐ No |
| Proof of existence - Certificate of Incorporation, Charities Registration, VAT Registration. | ☐ Yes ☐ No |
| Certificate or alternate form of incorporation documentation. | ☐ Yes ☐ No |
| Proof of trading - Financial Accounts/Statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets. | ☐ Yes ☐ No |
| Most recent Management Board reports or financial report of the Organisation’s Finance Director | ☐ Yes ☐ No |
| **Contact Details** | | | |
| **2.9** | Key contact name for the project | *This should be the first point of contact from the applicant organisation for any query related to this application.* | |
| **2.10** | Role within the organisation | *Primary contacts role including job title within the applicant organisation.* | |
| **2.11** | Email address | *Primary email address for the key contact.* | |
| **2.12** | Phone number | *Primary phone number for the key contact.* | |
| **2.13** | Alternative contact | *Alternative contact for the applicant organisation should the key contact not be available. This person should also have the knowledge to respond to any queries as required.* | |
| **2.14** | Alternative contact Email address | *Email address for the alternate contact.* | |
| **2.15** | Phone number | *Phone number for the alternate contact.* | |
| **2.16** | Lead Organisation’s website address. | *Main Website for the applicant organisation.* | |
| **2.17** | **Are there partners involved in the project?** If yes, please confirm you have completed a **Annex D – Partners Supporting the project Form - One form should be completed by each of the other organisations participating in the joint bid** (Gateway criteria) (Please delete as appropriate).  *(****A strategic partner will help steer the project*** *and provide advice to the lead organisation.* ***A referral partner will recommend or signpost to the project****.* ***A delivery partner will help to deliver the project activities*** *and will claim costs for the work they undertake.)* | | ☐ Yes ☐ No  *As noted in the question – 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.* |

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| **SECTION 3 :Summary of Funding Requested** | | | |
| **3.1** | Overall Cost of Project | *This should be the total of 3.2, 3.4 and 3.5 below* | |
| **3.2** | UKSPF Funding applied for  *This should reflect the funding that is needed from the Fund for your proposal to be implemented and for your objectives to be achieved. The figures provided here should be the same as those supplied in Annex A – Budget and Deliverables spreadsheet.* | **Revenue** | £ |
| **3.3** | Other *public sector* funding amounts and sources (as leverage/match funding)  *You must specify the intended source of other public funding for your project. The figures provided here should be the same as those supplied in Annex A – Budget and Deliverables spreadsheet.* | **Revenue** | *£* |
| **3.4** | Other *private sector* funding amounts and sources  *You must specify the intended source of private funding for your project. The figures provided here should be the same as those supplied in Annex A – Budget and Deliverables spreadsheet.* | **Revenue** | *£* |
| **3.5** | **Total amount of leverage/match funding to be provided** | *I.e total of public and private match i.e. 3.3 plus 3.4 - Total £ XXXX* | |
| **3.6** | **Leverage/Match funding (where it forms part of the funding package):** Confirm you have submitted a match funding form for every organisation providing match funding. If the project relies on match funding that has not yet been secured, use this form to explain when it is expected to be secured and what the impact would be if it is not secured.  *All match funding should be included in the form – approved or including that where the project relies on match funding but has not yet been secured, using this form to explain when it is expected to be secured and what the impact would be if it is not secured. Reliance on leveraged funding creates an important dependency that could result in implementation delays or in your proposal becoming unviable, should third-party funding be withdrawn.* | | |
| ☐ Yes ☐ No | | |

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| **3.7** | Is any information in this form considered exempt from release under Section 41 of the Freedom of Information (FoI) Act 2000? Please provide details. | *Please confirm whether the information is exempt from FoI requests. Please provide your reasons for why - in either case of ‘Yes’ or ‘No’.* |

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| SECTION 4: Project details and Impact: Strategic Fit | | | | | |
| **4.1** | Project description (Max 500 words) | | | | |
| *Please provide a concise**and high-level introduction to your proposed scheme, including its aim / purpose and scope; the target audience(s) you will seek to engage; the activities that will be undertaken and the changes it is seeking to achieve.* | | | | | |
| **4.2** | Project objectives (Maximum of five SMART objectives) | | | | |
| *Please set out the objectives for your project (maximum of 5) – these must be SMART (specific, measurable, achievable, relevant, and time-bound). Alongside this you must show why change is needed, in terms of the opportunities or problems that your project will address (current situation) and the needs that arise in moving from the current situation to the realisation of your SMART objectives.* | | | | | |
| **4.3** | Please explain how your project intends to deliver the proposed activity and ensure this relates to the relevant Call area(s), clearly setting out why your proposal is the best option for addressing the Call area(s) description(s).   * This should include how your project aligns with the policy and objectives of the Call area(s) for which you are applying. * Please describe the evidence to support your proposal on likely demand for the scheme. This should include changes in market, development, and infrastructureat national, regional and scheme impact area level (Max 750 words). | | | | |
| *Applicants should also consider how the project aligns with the policy and objectives of the Call area(s) for which you are applying and describe the evidence to support your proposal on likely demand for the scheme. This could include changes in market, development, and infrastructure at national, regional and scheme impact area level.*  *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.* | | | | | |
| .**4.4** | **Please explain who the project intends to support (who will be the beneficiaries of the project ).** **Please outline how, in the design of your project, you have engaged with the beneficiaries you propose to support including any evidence of consultation (Max 500 words).** | | | | |
| *Please outline how, in the design of your project, you have engaged with the beneficiaries who you propose to support. Equality groups includes deprived communities as well as specific groups of people with Protected Characteristics as defined in the Equality Act 2010: age, gender, race, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, religion or belief and sexual orientation. This section can also demonstrate how engagement with local communities, key influence groups and stakeholders has shaped the scope of the scheme and designs to date. For example, this may include discussion forums, commissioned research, stakeholder engagement, ongoing working relationships etc.* | | | | | |
| **4.5** | **Please confirm you have completed a Stage 1 Equality Impact Assessment (Annex C)**  *Full guidance on completing this Annex C can be found* [*he**re*](https://westyorks-ca.gov.uk/media/11373/eqia-toolkit-for-funded-providers-final-v1.docx)*.*  *Applicants should check the box to confirm that* ***Annex C*** *has been completed. West Yorkshire Combined Authority is committed to adopting an exemplary approach to equality, diversity and inclusion. This involves shaping our services around the needs of under-represented groups as a means of directly tackling social and economic disadvantage. It is also reflected in our commitment to undertake Equality Quality Impact Assessments (EQIAs) whenever we, as a Combined Authority, plan to introduce a new strategy, policy, project, service or intervention as well as make investment decisions.*  *Applicants must demonstrate that the impact of any proposal has been considered in relation to groups of people with Protected Characteristics as defined in the Equality Act 2010: age, gender, race, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, religion or belief and sexual orientation. Please provide a summary of the potential impact of their scheme on people with Protected Characteristics, including any potentially discriminatory impact and any opportunities to promote greater equality. For West Yorkshires Equalities, Diversity and inclusion priorities please see* [*https://www.westyorks-ca.gov.uk/about-us/governance-and-transparency/transparency-and-freedom-of-information/equality-objectives/*](https://www.westyorks-ca.gov.uk/about-us/governance-and-transparency/transparency-and-freedom-of-information/equality-objectives/) | | | | ☐ Yes ☐ No |
| **4.6** | **Where there is other provision available or planned, what steps have you taken to ensure that your project will not duplicate this provision? Particular focus must be given to how you will not duplicate local programmes which support the same target group. (Max 500 words).** | | | | |
| *Applicants should detail how the application is complementary to the existing range of interventions that are under development (where known) or in operation locally, regionally and nationally: it must not duplicate existing initiatives and it should add value and contribute to a coherent overall response in a given policy area, with linkages and dependencies between interventions being fully considered. If your proposal relates to a project that is part of a wider programme you must show that the project forms an integral component of the programme. Projects that duplicate existing provision will be rejected.* | | | | | |
| **4.7** | **To what extent will UKSPF be used to complement an existing project – where applicable? (Max 250 words).** | | | | |
| *Please detail how this proposal will either support or enhance any existing project – clearly setting out what the name of the project you will complement is, and how your proposal adds value to - setting out the proposed benefits. Applicants should also consider any learning from any similar initiative in the delivery model being proposed and set out how this has helped shape the new/additional project as proposed. Applicants are reminded that they must avoid duplication of existing support in the West Yorkshire area.* | | | | | |
| **4.8** | **Where will the activities take place? Please ensure you describe below how you will engage with beneficiaries in each of the areas you intend to deliver in. (Max 250 words).** | | | | |
| *Applicants should state where the project will be delivered across West Yorkshire. Applicants should consult the geographical requirements in the Invitation to Bid document and those clearly set out in each Call area.  Applicants are required to state where you anticipate your target group(s) will be located and delivery will take place, including the estimated percentages. The combined percentages should total 100%. We recognise this will not be an exact science, but it will help the reader understand the planned geography of your project. The combined percentages should total 100% and be distributed across the 5 West Yorkshire districts as appropriate for the project****.*** | | | | | |
| **LOCAL AUTHORITY** | | | **PERCENTAGE OF DELIVERY** | | |
| ***Bradford*** | | | *Xxxx %* | | |
| ***Calderdale*** | | | *Xxxx %* | | |
| ***Kirklees*** | | | *Xxxx %* | | |
| ***Leeds*** | | | *Xxxx %* | | |
| ***Wakefield*** | | | *Xxxx %* | | |
| **4.9** | **Please describe how you will ensure individuals located in rural areas can access the**  **activity(ies) offered by the project (where relevant). How will you engage with these**  **individuals to take up its services? (Max 250 words).** | | | | |
| *Applicants will need to address how, and if, their provision will be accessible to individuals located in rural areas and what steps will be taken to engage with these individuals**through the proposed delivery model, including the approach to communications and promotion of the project to ensure individuals located in rural areas**are reached.* | | | | | |
| **4.10** | **Tackling the Climate Emergency- Please describe how your proposal will help the region tackle the climate emergency – setting out your approach, the proposed benefits and how it will contribute to the region’s target of net zero carbon by 2038?**  **(WY Climate and Environment Plan 2021-2024 and the Carbon Emissions Reduction Pathways). (Max 500 words).** | | | | |
| *Applicants must provide a summary of how the project will contribute to the climate emergency response and the net zero carbon target of 2038.*  *West Yorkshire Combined Authority has declared a Climate Emergency and set a target for the region to become a net zero carbon economy by 2038. The Combined Authority’s* [*Climate and Environment Plan*](https://www.westyorks-ca.gov.uk/media/7382/west-yorkshire-climate-and-environment-plan.pdf) *sets out a route towards achieving net zero. Applicants should also consult the* [*Carbon Emissions reduction Pathways.*](https://www.westyorks-ca.gov.uk/media/4277/west-yorkshire-carbon-emission-reduction-pathways-technical-report-draft-v7-1.pdf)  *All proposals must show how they will contribute to tackling the climate emergency. For example, will the project target businesses in the green economy, will it support businesses around the net zero agenda (e.g., energy efficiency) or otherwise contribute to emissions reduction? This can also include how the project itself is run – i.e. Will it be run in a sustainable way? Etc.* | | | | | |
| 4.11 | **Please set out the Key** **milestones over the lifetime of the Project.**  *Applicants must please provide a list of key project milestones and their anticipated completion dates. This should include at a minimum Project start, activity start, activity end, financial end and project dates.* | | | | |
| Milestones | | | | Target Date | |
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| **4.12** | **Please confirm you have completed and attached a logic model (Annex B) as part of your application.**  *Applicants should complete and attach the provided* ***Annex B Logic Model****. Applicants should ensure they check the Yes/ No box as appropriate.*  *To demonstrate the alignment of your proposal with the West Yorkshire Local Investment Plan and Invitation to Bid you must provide a logic model for your scheme. A logic model is a graphic which represents the theory of how an intervention produces its outcomes and impact. It shows the relationship between inputs / resources and the activities that are undertaken and outputs that are delivered. It then shows how outputs translate into outcomes and results. The use of a logic model allows scheme promoters to demonstrate more fully the strategic fit of their proposal, showing how the activities they will implement through their project will contribute to the outputs, results and outcomes set out in the LIP.*  *Please address the following points when completing your logic model:*   * + *Context – what are the opportunities and challenges the scheme seeks to address and what is the policy context in which the scheme sits? This should be explained in the context of the investment priorities contained in this Invitation to Bid. Which of the priorities will your scheme address? You can also refer to the wider policy context e.g. other local and national policies.*   + *Objectives – what is the scheme seeking to achieve? This should be grounded in the opportunities and challenges you have outlined but you should also take account of the priority areas for investment set out in the Call.*   + *Inputs – what are the resources needed to deliver the scheme? This will include this external funding which may include staff resources / capacity, material resources such as equipment for example.*   + *Activities – how will your scheme be delivered, what activities will be undertaken? There should be a clear read across between your scheme’s objectives and its activities and it should also be clear that the scheme outputs flow from the proposed activities.*   + *Outputs and Outcomes – what will your scheme deliver in practice? A list of the types of the UKSPF outputs and outcomes is set out in the Invitation to Bid and your logic model should draw on this menu of specified deliverables (interventions, leading to outputs and outcomes).* | | | | |
| ☐ Yes ☐ No | | | | | |
| **4.13** | **Confirm you have discussed your proposal with the Combined Authority’s Employment and Skills Team to ensure strategic fit and that there is no duplication of existing services?**  *Prior to submitting, applicants should consult with members of the Combined Authorities Employment and Skills Team to make sure the application will align with strategic fit and avoid duplication. The applicant should check the appropriate box to indicate if they have had these conversations and provide the name of the relevant staff member they discussed the project proposal with.* | | | | |
| ☐ Yes ☐ No | | **Name of Person spoken to** | | |  |
| **Date discussion took place** | | |  |

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| SECTION 5: Economic Dimension – Deliverables: Outputs and Outcomes  *For successful projects, a breakdown of delivery postcodes and EDI data will need to be collected and reported to the Combined Authority as part of the evidence requirements. Please ensure you read the definitions in the outputs and outcomes guidance,* [available here](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx)*, and understand the evidence requirements.* | | |
| **5.1** | **Please confirm you have completed the outputs and outcomes tabs in the Budget and Deliverables Excel file (Annex A) – Tab 3.**  *Applicants should confirm that they have completed Annex A and tick the appropriate box. Please complete the outputs and outcomes tables Tab 3 in the Budget and Deliverables Annex A.* ***Please ensure you have read the definitions in the outputs and outcomes guidance, available*** [*here*](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx)***, and understand the evidence requirements.*** *The outputs and outcomes will form part of the Funding Agreement with the Combined Authority should your proposal be successful and therefore you will need to be realistic that they can be achieved in the lifetime of the project.* | ☐ Yes ☐ No |
| **5.2** | Please explain the rationale for the output and outcome volumes proposed and explain the project’s value for money.  (Max 500 words). | |
| *Whilst there are no prescribed unit costs for UKSPF nationally or in West Yorkshire as every project will offer something different, you should include a corresponding methodology on how value for money is calculated on a per unit cost for outputs and outcomes. Assessment should be based on a blended approach of the three elements listed below, and not focus solely on unit costs or the relationship between percentages of outputs and funding. This could be drawn from direct experience of delivering similar projects or from published evidence such as evaluation reports. This will be used to judge the broad credibility and realism of your forecasts.*   * *Economy – consider the costs of the inputs to the project.* * *Efficiency- consider whether the unit costs are reasonable in the light of the activities, costs, outputs and potential outcomes./impact of the project.* * *Effectiveness – consider how the outputs will lead to the desired outcomes/impacts.* | | |

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| SECTION 6: Commercial Dimension | | |
| **6.1** | **Will the project’s activity(ies) involve procurement?**  (Please tick as appropriate) | ☐ Yes ☐ No |
| **6.2** | Please confirm you have completed **Tab 5 on the Budget and Deliverables Excel Spreadsheet (Annex A).**  *If the proposed project will be undertaking procurements, then* ***Tab 5*** *should be completed and a new row for each procurement anticipated to be undertaken by the project should be added. Applicants should complete Columns A-F with the relevant information.* | ☐ Yes ☐ No |
| **6.3** | **If the project involves procurement, detail how the contracts listed in Tab 5 on the Budget and Deliverables Excel Spreadsheet (Annex A) will be procured in accordance with the** [UKSPF guidance](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-northern-ireland-investment-plan/ukspf-additional-information-for-northern-ireland) **(Max 500 words).** | |
| *Applicants should note the full UKSPF procurement guidance* [*found here*](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8)*.*  *Successful applicants should adopt the policies and procedures that are required to ensure that value for money has been obtained in the procurement of goods or services funded by the Grant.* ***Contracted Authorities*** *should ensure that proposed investment is compliant with Public Contracts Regulations 2015* *and all other applicable legislation to activity undertaken, such as Modern Slavery Act 2015, IR35 (Intermediaries Legislation), Equality Act 2010, Subsidy Control Act 2022, etc; and The Government Grants Functional Standard with specific focus to compliance on following areas: Fraud Risk Assessment (FRA) – pages 15-19, Due Diligence - pages 20-24.*  *For* ***Non-contracted Authorities*** *you should be adopting the following minimum procedures.*   |  |  | | --- | --- | | ***Value of contract*** | ***Minimum procedure*** | | *£0 - £2,499* | *Direct award* | | *£2,500 - £24,999* | *3 written quotes or prices sought from relevant suppliers of goods, works and / or services* | | *Over £25,000* | *Formal Tender Process* | | | |
| **6.4** | Please confirm how procurement will be used to maximise social value. (Max 250 words) | |
| *Social value in procurement is about making sure that what you buy creates additional benefits for society. To get it right, you need to start thinking as early as possible about how to apply it to what you are buying. Applicants should consider how what they are proposing to buy might improve economic, social and environmental wellbeing. Applicants should have a clear understanding of what the social value ‘ask’ is in their procurement, this will help to draft specification and evaluation questions and avoid any sense that social value is arbitrary.* | | |

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| SECTION 7: Financial Budget and Control | | |
| **7.1** | Please confirm you have completed the UKSPF Budget and Deliverables (*Excel spreadsheet)* (Annex A);   * Tab 1 Expenditure Summary * Tab 2 Granular Budget Summary   **Please ensure the spend profile correlates with the scheme’s delivery programme timescales and meets any known spend timescale restrictions.**  *Applicants should ensure spend and project start, and end dates are aligned. Financial completion for the West Yorkshire UKSPF is 31st March 2025. Start dates on the financial spreadsheets must agree with that set out above in 1.4 and 1.5.* | ☐ Yes ☐ No |
| **7.2** | Only VAT that cannot be recovered from HMRC as part of the VAT system is eligible. Will VAT be included in the expenditure of your project – please explain you answer? (Max 200 words) | |
| *Applicants should state if the project will include VAT expenditure in the project’s finances and what the VAT status is of the organisation.* | | |
| **7.3** | Please provide evidence of steps taken to ensure robustness of costs (Max 500 words).   * Please describe key assumptions and exclusions. * Please describe the Sensitivity Analysis carried out. * Please discuss how inflation has been accounted for and justification for this. | |
| *To demonstrate that your costings and financial profile are realistic, please set out your approach to calculating them and describe any assumptions employed. You should also provide details of the basis for your assumptions, including benchmarks from published reports or direct experience from past project delivery.* | | |
| **7.4** | **Please describe any income the project will generate and how it impacts scheme affordability and the sharing of monetary gains (Max. 250 words).** | |
| *Should a proposed project generate income please set this out, including if it affects project affordability and how the income (monetary gains) will be shared with the public sector. Grant will be paid net of any income generated.* | | |

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| SECTION 8: Subsidy Control | |
| **8.1** | Subsidy Control - All applicants must consider how they will deliver in line with Subsidy Control as per the [Government Guidance here](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7).  Please describe how you have considered subsidy control (or Special Drawing Rights) in the designing of your project and how you will ensure you will comply with the Subsidy Control Act 2022. (Max 500 words).  Where applicants do not adequately demonstrate that the proposed project is compliant with the UK Subsidy Control regime it may be considered ineligible and your application could be rejected. |
| *All applicants must consider how they will deliver in line with Subsidy Control as per the Government Guidance here.* [*https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7*](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7)  *Where applicants do not adequately demonstrate that the proposed project is compliant with the UK Subsidy Control regime it may be considered ineligible, and your application could be rejected.*  *All bids that have the potential to be a subsidy must consider how they will deliver in line with subsidy control principles, as per UK Government guidance. All applicants must establish if the direct award of funds could constitute a subsidy. It is vital that all applicants complete this section of the application form.*  *If the activity(ies) would involve the award of subsidies explain how this will be managed in line with the UK’s obligations. For example - small scale awards can be managed under the threshold for Minimal Amounts of Financial Assistance. If the activity(ies) provides support to businesses but you feel this does not constitute a subsidy or State Aid explain why.* | |
| **8.2** | Please list all the organisations (where known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding. (Max 250 words). |
| *Applicants should name beneficiary organisations directly and in full where they are known, including its type e.g. Joe Blog Community Organisation/Private Training Provider. Where details are not known, applicant can refer to a group of beneficiary organisations e.g., small voluntary and community organisations.* | |
| **8.3** | Please describe the system you have in place to report and monitor on any subsidies provided by the project. (Max 250 words). |
| *Applicants should provide detail on the subsidy control measures they will have in place, or existing processes, for the project in relation to subsidy control. Applicants should consider the following:*   * *The need to comply with UK Subsidy Control Rules.* * *The need to, at request, provide written evidence that there is no Unlawful Subsidy.* * *The need to ensure manage subsidy and take steps to monitor this – including with project delivery partners.* * *Be aware that if the provision of Grant or any other relevant public sector subsidy constitutes an Unlawful Subsidy then The Combined Authority is entitled to recover the amount of such Unlawful Subsidy together with such interest as it is required by any Applicable Laws to recover.* * *The need to repay such amounts to CA within the timescales required by the Applicable Laws.*   *Full guidance on Subsidy Control can be found here* [*UK Shared Prosperity Fund: subsidy control (7) - GOV.UK (www.gov.uk)*](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7) | |
| **8.4** | Please confirm you have attached a legal opinion on the compliance to the new Subsidy Control Act 2022. |
| ☐ Yes ☐ No  *Applicants should attach a legal opinion on the compliance to the new Subsidy Control Act 2022. This should take the form of a Subsidy Control report produced by a suitably qualified professional (i.e., lawyer/accountant)..*  *While this can be advice from an internal Legal or Financial department it is recommended to seek expert external advice on Subsidy control through a qualified professional organisation.* ***Please note the Combined Authority will be using its legal department and/or an external law firm to support the assessment of the applications in relation to subsidy control guidance and this information will be shared with this appointed third party for this purpose only as required.*** | |

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| SECTION 9: Management, Governance and Scheme Implementation | | | |
| If your application is successful, you may be asked to provide organisational policies relating to, for example, anti-fraud, whistleblowing, conflict-of-interest, and procurement. | | | |
| **9.1** | | **What experience does the applicant and partners (where applicable) have of delivering**  **this type of activity or project? (Max 750 words)** | |
| *The applicant should detail any experience it has, and its partners, in delivering projects of a similar style or size, drawing on learning, best practice and demonstrating evidence of success or areas for improvement in the design of this project.* | | | |
| **9.2** | | **Describe the resources (e.g. staff) the project will have to deliver the activity(ies) including whether staffing is already in place or whether recruitment will need to take place?** This should include the roles and responsibilities of staff who will be involved in the delivery of your project (including staff managed by your delivery partners, if applicable). **(Max 750 words).** | |
| *Applicants must demonstrate that sufficient resources are in place to develop and deliver your proposed scheme. This should include a breakdown of staffing for the project, to cover existing posts and those that would need to be recruited in order to meet the objectives of your proposal. This should include the roles and responsibilities of staff who will be involved in the delivery of your project (including staff managed by your delivery partners, if applicable). Please note preference will be given to projects which are deliverable from the outset given the tight delivery timescales for UKSPF.* | | | |
| **9.3** | | Please provide details of the project management process you will have in place to manage the grant, including governance arrangements, management information, and where applicable, the arrangements for managing your delivery partners. (Max 500 words). | |
| *You should show that you have appropriate project governance arrangements in place and describe how the project will be managed, for example the role of a competent and representative project / steering board, including any escalation processes to keep the project on track. This also includes how you will work with and manage any delivery partner(s), where relevant, including how you will comply with the requirements of the UK Shared Prosperity Fund.*  *Systems and processes should be described to manage the project including the finances and submission of claims for payment to the Combined Authority e.g. accounting for eligible spend, assurance and sign off arrangements etc. Systems should also be in place to allow the verifying and claiming of the interventions and the resultant outputs and outcomes.*  ***Please ensure you have reviewed the draft Grant Funding Agreement for UKSPF in West Yorkshire when designing your management and governance arrangements.*** | | | |
| **9.4** | | Please confirm that all statutory and regulatory approvals required for scheme delivery have been secured e.g. approval to proceed etc. Should approvals still be outstanding, please highlight the approach that is to be taken to secure these approvals ahead of the main delivery programme starting. (Max 250 words) | |
| *Applicants should note what, if any, requirements have been secured for the project. Should approvals still be outstanding, please set out the approach and timing to ensure these approvals are secured ahead of the main delivery programme starting. Without these being in place the Combined Authority will be unable to enter into a Funding Agreement.* | | | |
| **9.5** | | Please confirm that the Risk Register Annex A tab 6, UKSPF Budget and Deliverable (*Excel spreadsheet),* has been completed.  *Applicants must document the risks you have identified for your proposal, including, likely impact, probability and mitigation of each risk and the owner of each risk.*  *You must take account of risks that are internal to your project team (including availability of resources) as well as external factors / barriers that could impact on your proposal.*  *You should include dependencies that arise from reliance on third-party funding in this section. If your proposal depends on the success of an application to a separate funding body to proceed this should be indicated here. You should also specify any formal contractual requirements attached to this funding which may impact on your ability to deliver the proposal you have set out in this application.* | ☐ Yes ☐ No |
| **9.6** | | **Describe the process that will be used to monitor and manage project risks. (Max 250 words).** | |
| *Applicants must outline their proposed methods of managing risks. This may include such things as project steering groups, working with the Combined Authority and providing updates through regular reporting.* | | | |
| **9.7** | | Please confirm you have an active Anti-Fraud policy and/or statement in place that will be adopted by the project. (Please delete as appropriate). *We may request to see a copy if your application proceeds.* | ☐ Yes ☐ No |
| **9.8** | | Please confirm you have an active conflict-of-interest policy, and a conflict-of-interest register will be established for the project. (Please delete as appropriate). *We may request to see a copy if your application proceeds.* | ☐ Yes ☐ No |
| **9.9** | | Please describe your approach to evaluation including the resource required. If selected applicants will be required to submit a full evaluation and monitoring plan. (Max 500 words). | |
| *Evaluation is important as it facilitates transparency, accountability, and development of the evidence base, can be used to improve current interventions and it expands learning of ‘what works and why’ to inform the design and planning of future interventions.*  *Monitoring and evaluation typically use a mixture of qualitative and quantitative methodologies to gather evidence and understand different aspects of an intervention’s operation. Monitoring and evaluation of objectives should be aligned with the proposal’s intended outputs, outcomes, and the internal processes, although they may also be wider. It is therefore critical that the SMART objectives developed (strategic dimension) are objectively observable and measurable. Without verifiable and measurable objectives success cannot be measured, proposals will lack focus and be less likely to achieve Value for Money. These should be the same as outlined at section 4.2.*  *Applicants should describe how the project will be evaluated. Evaluation should consider both the impact of the project and lessons from the process of how the project was delivered. Applicants should describe how the evaluation will be used to inform future activity and how it will be shared with others.*  *Evaluators should generally be independent of the project and have appropriate evaluation expertise. However, in the case of smaller projects this may not be necessary or cost effective and an evaluation could be undertaken in-house, in which case it should still be undertaken by someone with the necessary skills and be subject to independent review.*  *The approach to evaluation will vary depending on the scale and nature of each project but all evaluations are expected to consider the following themes appropriateness of initial design;* *progress against targets;* *delivery and management; outcomes and impact; value for money and lessons learnt.*  *Applicants should consider the resourcing required and ensure the costs are included in the project budget. If the bid is successful applicants will be required to align evaluation to the Combined Authority’s framework (to be confirmed at contracting) and the Governments approach for UKSPF monitoring and Evaluation which* [*can be found here*](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-evaluation/ukspf-evaluation-strategy) | | | |
| **9.10** | **Please confirm you have read, and will comply with, the** [UKSPF branding and publicity guidance.](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)  *Branding and publicity play a key role in ensuring effective promotion and acknowledgement of the wider Levelling Up agenda and as part of that the UK Shared Prosperity Fund. The requirements detailed in the Branding and Publicity Guidance relate to all communications materials and public facing documents relating to funded activity – including print and publications, through to digital and electronic materials. Applicants are asked to confirm that they have read and will abide by the requirements detailed in the* [*UKSPF branding and publicity guidance.*](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6) *The Combined Authority has also developed a Branding and Publicity toolkit for successful applicants available* [*here*](https://admin.westyorks-ca.gov.uk/media/10211/publicity-guidelines-ukspf-multiply.pdf)*.* **Please note as the Combined Authority has just rebranded itself and by the time projects have been selected this guidance will have been updated.** | | |

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| Section 10: Data Protection |
| For UK Shared Prosperity Fund related personal data required by the Department for Levelling Up, Housing and Communities (DLUHC), DLUHC is a data controller. For more information on the DLUHC’s processing of personal data for the UKSPF, please read their full [privacy notice](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-privacy-notice/uk-shared-prosperity-fund-privacy-notice).  For all other personal data processed for applications to funding from the UKSPF, the data controller is West Yorkshire Combined Authority (ICO registration # ZA051694). The Combined Authority processes this data under the basis of ‘public task’ for the purpose of administering the UKSPF. This may include the Combined Authority sharing your personal data with other West Yorkshire local authority partners for the purpose of assessing the bid. We will retain your personal data for up to seven years, in alignment with retention policy for DLUHC.  Further information, including contact details for the Data Protection Officer and information on your rights under the UK GDPR, can be found on the Combined Authority’s [privacy notice](https://www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy/). |

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| SECTION 11: Declaration and Submission | |
| Declaration 1: Senior Responsible Officer (SRO)/Finance Director (FD) with authority to complete the declaration below to confirm that the information provided in this application has been reviewed by the named person and is to the best of their knowledge, correct at the time of writing and is content with the detail provided in this application.  *Your submission must be signed by the Senior Responsible Officer who is identified in your application. The SRO or FD is the person, who on behalf of the applicant organisation, owns the application. Please note, the named person will need to sign for authorisation of the application. Without authorisation from the SRO the West Yorkshire Combined Authority will not accept applications as valid.* | |
| **Name** |  |
| **Organisation** |  |
| **Department** |  |
| **Position in the organisation** |  |
| **Signature** | (Please insert digital signature) |
| **Date of approval** |  |

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| SECTION 12: List of any attached documents |

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| **List of Appendices** | |  |
| **Appendix** | **Title** | **Submission confirmed?** |
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***Additional Guidance - Completing ANNEX A – Budget and Deliverables Excel Spreadsheet***

***TAB 1 – EXPENDITURE SUMMARY***

* *Section 1*
  + - *Applicants must complete a high-level summary of the anticipated project expenditure –quarterly by financial year.*
    - *The first section is broken down by Interventions (E Numbers) - E Numbers can be selected form Drop Down Menus in column A.*
    - *Applicants should complete columns C through H with the Intervention, Call Area, Delivery Timescales, Total Intervention Costs and Postcode with the relevant information.*
* *Section 2* 
  + - *Please set out the source of any leverage/match funding – where it is to be from different sources then please enter each as a separate line.*
    - *Applicants should complete columns C through H with the Intervention, Call Area, Delivery Timescales, Total Intervention Costs and Postcode with the relevant information.*
    - *Match Funding values should be set out quarterly by financial year.*
* *Section 3*

*This section is automated and will calculate the total value of the project – no applicant information needed.*

***TAB 2 – GRANULAR BUDGET***

* *Applicants should complete the granular budget to demonstrate detailed project spend and allocation. This section is broken down by headings in column B. Brief descriptions of costs should be put in column D with monetary values to be set out quarterly by financial year.*

***Note****: This should be completed for each category of expenditure.*

***Note****: Additional rows are to be added as required.*

* *Totals are calculated at the bottom of the form. No applicant information needed.*

***TAB 3 – OUTPUTS AND OUTCOMES***

* *Applicants should provide details on the outputs and outcomes for the project. These are divided against each Intervention category.*

***Note****: Some outputs and outcomes appear over multiple interventions. Applicants should ensure that the selected Interventions match the relevant Calls they are applying to. Applicants should refer to the* [*Output and Outcome Evidence Requirements*](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx).

* *For outputs applicants should complete columns F-I and K-M for each relevant row.*
* *For outcomes applicants should complete columns Q-T for each relevant row.*
* *Summary table for all interventions calculated automatically using the individual intervention tables. This is the total number of each output and outcome you will be contracted to deliver across all interventions if your bid is successful.*

***TAB 4 – INTERVENTION SUMMARY***

* *Please use this tab to cross check the proposed interventions, outputs, and outcomes.*
* *If you are delivering an intervention, you must provide a profile for expenditure, outputs, and outcomes (columns C to E must all be "Yes").*
* *- If you are not delivering an intervention, columns C to E must all be "No".*
* *- Where columns C to E do not match, you will be prompted to amend profiles correspondingly until they are either all "Yes" or all "No".*

***TAB 5 – PROCUREMENT***

* *Applicants* *should complete one row for each procurement anticipated to be undertaken by the project. Applicants should complete columns B-H with the relevant information.*

***TAB 6 – RISK REGISTER***

* *Applicants should complete one row per risk and complete columns B-G with the relevant information. columns E and F contain drop downs to ensure consistency with risk probability and impact selections.*