

NORTH EAST LINCOLNSHIRE UK SHARED PROSPERITY FUND

APPLICATION FORM

People and Skills priorities

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# Introduction and next steps

Please email your completed application form to [ppd-communityinvestment@nelincs.gov.uk](mailto:ppd-communityinvestment@nelincs.gov.uk)

You will receive an acknowledgement that it has reached the PDT for assessment.

The application form is made up of seven sections, requiring you to provide information about your organisation(s) and the project for which you are seeking funding.

Where required, applicants should not exceed the word limits for each question. To avoid delays in processing applications, please ensure all questions are answered and supporting information is provided.

Applications will be reviewed by the PDT at NELC. A recommendation will be made to our grant panel who will make the decision whether to approve or decline the application. The PDT will keep you informed of the progress of your application.

If unsuccessful, the applicant will receive feedback on why the application was rejected. An unsuccessful decision **does not** exclude you from re-applying, but applicants must take into consideration the feedback they receive and address this in any future applications.

Please ensure that you **do not** commit to incurring any expenditure in advance of receiving confirmation that an award has been made. Any expenditure incurred prior to an award being made will not be eligible for financial support.

Please note that the decision is final and there is **no right** of appeal.

# Section 1 - Contact Information

|  |  |
| --- | --- |
| Lead organisation name |  |
| Applicant’s contact name |  |

# Section 2 - Your Organisation(s)

|  |  |
| --- | --- |
| Type of Organisation  Limited Company  Sole Trader  Partnership  Registered Charity  Community Group  Social Enterprise/Not for profit  Other (please specify) | Please tick |
| Business Size (no. of employees)  Micro <10  Small <50  Medium <250  Large >251 | Please tick |
| Number of employees (FTE equivalents) |  |
| Number of volunteers |  |
| Date organisation was formed/ incorporated? |  |
| Company/partnership/charity registration number |  |
| Is your organisation VAT registered? |  |
| VAT Number (if applicable) | GB |

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| Who will deliver the project? |
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| Are there any other organisations involved? If so, please detail and describe the nature of their involvement. |
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| What experience does the organisation(s) have delivering this type of activity? |
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# Section 3 - Project Detail

|  |  |
| --- | --- |
| Project Title |  |
| Project Location (address and postcode) |  |
| Proposed start date for this project (mm/yy) |  |
| Proposed completion date for this project (mm/yy) |  |

# Section 4 - Project Activity

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| --- |
| Summary of project activity. What will you do? (Max 200 words) |
|  |
| Why is the project required? What evidence is there of demand? (Max 200 words) |
|  |
| How does the project support local needs? (Max 200 words) |
|  |
| Please indicate which investment priority your project contributes to. |
| **People and Skills**  **E34: Courses including basic, life and career skills**  We would like to see projects that support one or more of these groups:   * Unemployed 19+. * 19+ with below level 2 qualifications. * Employed looking to upskill or retrain into priority sectors\*. * 16–18-year-olds without grade 4 at GCSE English & Maths.   Interventions should take a holistic approach and can include one, or more, element of the following support:   * Wellbeing support. * Digital Access support. * Careers, Information, Advice and Guidance. * Debt / Finance / Budget support. * Confidence / Aspiration building. * Engagement with employers / Work experience placements / Further & Higher Education providers. * Tailored support to overcome barriers such as costs, childcare, resources.   E40: Retraining – High Carbon Sectors  We would like to see projects that support one or more of these groups:   * Employed adults 19+. * Employed adults with below level 2 qualifications. * Employed adults without a level 4 qualification.   Interventions should take a holistic approach and can include one, or more, elements of the following support:   * Careers, Information, Advice and Guidance – including CV and interview support relevant for their chosen sector and / or support for applying to Further or Higher Education * Access to high quality qualifications in a priority sector\*. * Engagement with employers / work experience placements. * Tailored support to overcome barriers such as costs, childcare, resources. * Wellbeing support.   \***Priority sectors**: Health and Care, Renewables, Construction, Visitor Economy, Leisure & Tourism, Manufacturing, Chemical Processing, Ports and Logistics. |

# Section 5 - Outputs and Outcomes

Please indicate the outputs you expect to achieve. Please refer to our Output Definitions and Monitoring Requirements for guidance relating to the evidence you will be required to provide to show you have achieved these outputs.

|  |  |  |
| --- | --- | --- |
| **Priority intervention** | **Output** | **Number anticipated** |
| E34 | Number of people supported to engage in life skills |  |
| E34 | Number of people supported onto a course through provision of financial support |  |
| E34 | Number of people supported to gain a qualification |  |
| E40 | Number of people receiving support to gain employment |  |
| E40 | Number of people receiving support to sustain employment |  |
| E40 | Number of people retraining |  |
| E40 | Number of people attending training sessions |  |

Please indicate the outcomes you expect to achieve. Please refer to our Output Definitions and Monitoring Requirements for guidance relating to the evidence you will be required to provide to show you have achieved these outputs.

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| --- | --- | --- |
| **Priority intervention** | **Outcome** | **Number anticipated** |
| E34, E40 | Number of people in employment, including self-employment, following support |  |
| E34 | Number of people in education/training following support |  |
| E34 | Number of people with basic skills following support |  |
| E34 | Number of people experiencing reduced structural barriers into employment and into skills provision |  |
| E34, E40 | People gaining a qualification or completing a course following support |  |

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| Briefly describe any other specific outputs or outcomes you will achieve that are not listed in the above (e.g., you may be able to achieve some of the outputs within the Community and Place or Supporting Local Business priorities). |
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| Please describe the systems you have in place to monitor the progression of project participants towards or into work, and to measure the ‘softer’ impacts of the support provided e.g., increased confidence, motivation, aspiration etc. (If you do not currently have a system in place, please explain how you will establish a system and the timescale for doing so). |
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| Please describe how you intend to target and engage participants for your project. |
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# Section 6 – Risks and Project Milestones

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| --- |
| Summarise the key risks to the project and how you will monitor/mitigate those risks? |
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| Project milestones. Please use the table below to show timescales from project inception to completion, including when the outcomes and outputs will be realised. |

|  |  |
| --- | --- |
| **Activity** | **Date Completed** |
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# Section 7 - Project Costs

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| --- | --- | --- |
|  | **Revenue** | **Secured?** |
| Total project cost (net cost, unless you are unable to reclaim the VAT) | £ | Y/N |
| Match funding (applicants own funds) | £ | Y/N |
| Grant funding request from NEL UK Shared Prosperity | £ | Y/N |
| Other public sector funding (please state source below) | £ | Y/N |
| Other private sector funding (please state source below) | £ | Y/N |

|  |
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| Please give details here on other funding secured, including the source. |
|  |
| If match funding is being provided in the form of office overheads, staff secondments, voluntary time, please include a breakdown and the value of these costs below. |
|  |
| If your project is seeking revenue for salaries and running costs, how will you maintain these costs after the end of the funded project? |
|  |
| If the project includes irrecoverable VAT, what is the value of this? |

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| Please include a full breakdown below of all expenditure. |

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| --- | --- |
| **Activity** | **Cost (£)** |
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**Expenditure timescales**

Please use the section below to detail when you expect to spend. Please ensure totals agree with your total project costs above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Q1 (Apr-June) 24/25** | **Q2 (July-Sept) 24/25** | **Q3 (Oct-Dec) 24/25** | **Q4 (Jan-Mar) 24/25** | **Total** |
| £ | £ | £ | £ | £ |

# Section 8 - Additional Details

Undertaking In Difficulty

|  |  |
| --- | --- |
| You acknowledge that you or any partner organisation detailed in the application are not considered an undertaking in difficulty as defined by the General Block Exemption Regulation 2014. For further information on the definition of an undertaking in difficulty, please see: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878276/DCMS_5GTT_-_General_Guidance_for_Grant_Applicants.pdf> |  |

Subsidy Control

If successful, the acceptance of this grant **must not** result in your business breaching Subsidy Control Law. It is the Lead Applicant’s responsibility to ensure it does not exceed these limits, and if the limit is exceeded the grant may be required to be repaid. For further information and updates relating to subsidy control please see link below.

<https://www.gov.uk/government/consultations/statutory-guidance-on-the-subsidy-control-act-2022>

|  |
| --- |
| To assist us in assessing if additional Subsidy Control advice is required, please list below any financial subsidies or grants received in this financial year and the previous 2 years (please do not include any Covid-19 business grants). |

|  |  |  |
| --- | --- | --- |
| **Grant / Subsidy** | **Source** | **Value (£)** |
|  |  |  |
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Privacy Notice

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time.

However, where possible we will anonymise your data so that you cannot be identified. Where we do not need to continue to process your personal data, it will be securely disposed of. For further information on your rights please visit: <https://www.nelincs.gov.uk/your-council/information-governance/privacy-notice/>

Declaration

Acceptance of this application does not guarantee or confirm a grant will be offered through the UKSPF. Any pre-application expenditure committed or incurred prior to determination of a full application is done so at your own risk.

|  |
| --- |
| **Declaration:** |
| 1. I have the authority to represent the organisation/s detailed in this application form and to the best of my knowledge, where required, confirms that the information in this form is correct and complete and is provided as an application to the UKSPF programme. 2. I agree that NELC reserve the right to undertake further checks to confirm eligibility for the grant and will contact me directly should this be required or if there are any matters that need to be discussed regarding this application. 3. I consent to NELC processing, within its own organisation and the department for Levelling Up, Housing and Communities in accordance with relevant Data Protection Legislation any information that I have provided to them to process my claim successfully. 4. I declare that my organisation is not in (or likely to enter) administration, liquidation, receivership, or dissolution. 5. I agree and accept that NELC does not guarantee any funding in respect of this application and that there is no right to appeal. 6. This grant is Government funded. If successful, acceptance of this grant will not result in the organisation(s) breaching Subsidy Control Law. 7. I understand that any grant can only be paid into the bank account of a registered business or organisation, and not an individual. 8. I understand that the organisation is responsible for ensuring participants are eligible and that they have the right to work in the UK. |

I have read, understood, and agree to this declaration and agree that I have authority to sign/ act on behalf of the applicant company.

|  |  |
| --- | --- |
| Name: |  |
| Position in organisation: |  |
| Date: |  |

|  |
| --- |
| Please submit your completed application by email in either Word or PDF format, to [ppd-communityinvestment@nelincs.gov.uk](mailto:ppd-communityinvestment@nelincs.gov.uk) with the following documents. Failure to attach these documents may result in a delay in processing your application. |

|  |  |  |
| --- | --- | --- |
| **Application Checklist (Please Tick)** | **Yes** | **No** |
| Organisations latest accounts & bank statement |  |  |
| Letters of support/evidence of consultation |  |  |