

# **UKSPF Application Guidance**

## Introduction

The UK Shared Prosperity Fund is a central pillar of the government's levelling up agenda and provides £2.6 billion of funding for local investment by March 2025. The fund aims to improve pride in place and increase life chances across the country. The ambitions are based around:

### National Primary goals

- Improve Pride in Place
- Increasing life chances of individuals

### Investing in

- Communities and Place
- Supporting local business
- People and Skills

North Yorkshire Sport have been commissioned to manage a fund for Sport, Physical Activity and Active Travel. Open now and will run until March 2025.

North Yorkshire Council have made almost £750k of funding available to extend and create opportunities to be physically active, play sport and improve connectivity through active travel. We want to invest in the best ideas that will make the most difference in the county. North Yorkshire Sport are managing this fund and will work with potential applicants to support them to develop and nurture their ideas. Some areas to consider are:

- Improved access to green/blue space - by funding projects that support people to engage with green/blue space at a local level.
- New and improved sports and leisure facilities.
- Active travel measures – by funding projects that focus on behaviour change, enabling people to undertake active travel.
- Campaigns / projects to promote healthy lifestyles. Providing opportunities for people to become more active and enjoy the benefits of a healthier lifestyle. Or Enabling groups and organisations to better engage with local and national campaigns that promote health and wellbeing and physical activity.

## Who can apply:

Organisations will need to have a governing document (constitution etc)

Sole traders may be eligible if delivered in partnership with a non-profit organisation?

## How much is available:

- We are typically looking to fund ideas ranging between £3k and £20k.
- Having some match funding is helpful but definitely not essential. We don't feel this fund is appropriate as match for larger scale applications.

## Scope of the fund

What is the focus?

We know that access is not equal for all, and we want to do more to engage and reach those who are more likely to be physically inactive. Our experience and insight tells us these groups are:

- Those on low income or living in areas of deprivation
- Children and young people
- Those living with long term health conditions
- People with a disability
- Those living in rural areas
- Culturally diverse communities
- Women and Girls

This funding can be spent on revenue or capital projects, or a mix of both.

Requests for capital projects should have planning permission (where required) in place as the work will need to be complete by March 2025. In most cases we will also need to see evidence of 2 quotations for the work.

A capital item could be something that is built and is fixed, such as a bike shelter or an outdoor gym.

Revenue items could be equipment, training, promotional events.

One example we use to differentiate is that a fixed basketball post cemented into the ground would be a capital expense, and a portable basketball net would be a revenue expense.

We can fund ideas that are predominately physical activity, sport or active travel related, or any combination. There are no restrictions on this split.

## Exclusions

We have put together some suggestions of things that are unlikely to meet the principles of the fund:

- Projects that benefit school's curriculum.
- Continuation of existing projects - We are happy to build on existing ideas or pilots, but don't want to be funding extra time on existing projects.
- Projects that have already begun, prior to a funding award.
- Projects that are purely commercial (sole traders may apply in conjunction with a not-for-profit group).
- Projects that offer poor value for money.
- Projects that are more suited to an alternative funding mechanism to achieve key outputs and outcomes, i.e., fundraising, private investment, a loan, or another source of grant funding.
- Projects that seek to cover core running costs of the organisation.
- Will give an organisation an unfair advantage over its competitors in the market. However, if the project can demonstrate a positive impact greater than the negative impact on market competition, then it will still be considered for UKSPF funding.
- Funds to cover management fees for the project

## How to apply

Form filling can be difficult, especially if you have never done it before. We are committed to making the application process as straight forward as it can, however this is public funding and there are some things that we have to collect and monitor. We also want to find out enough information about what you want to do to enable us to make the best decisions on what to fund.

Our commitment is to ask you to complete **one** application form and that form is below. We ask that you complete as much information on this form that you can, but don't worry if you don't have the answers to every question. The mandatory ones that we need from you have a red Asterix as that will enable us to capture your details and get a sense of what it is you are looking to do. We may then follow up with you to find out more.

*What you input into your application is not static and can be changed as you work with your case manager.*

## The application form.

(all questions with a red Asterix are mandatory)

### *Name of Applicant\**

The legal name of the person submitting the application.

### *Contact email\**

This should be your organisational email address, if you have one

### *I understand and agree\**

Please tick the box to confirm that you understand that North Yorkshire Sport are managing this fund on behalf of North Yorkshire Council and that your data will be used for the purposes of this application and to manage all aspects relating to the granting of funds under this programme. You understand that details of this application may be shared with relevant partners at North Yorkshire Council to help make the best-informed decision and that you understand that you can access a copy of North Yorkshire Sport's GDPR policy via our website.

### *Contact phone number\**

This should be the number for the main project contact

### *Name of Organisation\**

This should be the full name of your organisation (who will be holding any funds received)

### *Status of organisation\**

We collect this information to better understand the types of providers we're working with. If your organisation is more than one (e.g., both a registered charity and a company limited by guarantee), please use the one you feel is the most appropriate (e.g., registered charity).

### *Please describe what you are looking to achieve\* (maximum 200 words)*

- Tell us why your project is needed, who will benefit and how will they benefit?
- Are you targeting a particular community or group?  
Tell us about them and how your project meets their needs.
- Tell us about any community engagement you have conducted.
- What will your project achieve over and above numbers or participants?  
How will your project increase the life chances of individuals and/or improve pride in place?
- What will the impact be - on participants, the community, families.  
The potential difference it could make to their ability to do other things.
- If we visited your project six-months after providing funding, what would we see? What has changed as a result of the funding - individuals, the group, the organisation.

### Does your project focus on

Please select the area that best fits with your project even if it focuses on more than one of the options.

### Is your submission for

Please select the area that best fits with your project even if it focuses on more than one of the options.

### What is the **TOTAL** cost of the project?

Include any other match funding that will be part of this project (please only use numbers in this box)

### How much are you asking for from this fund?

Please detail the level of funding you are requesting from this fund (do not include any match funding)

### Where in North Yorkshire will this take place?\*

Please insert the postcode of the main venue of your project. If the project will be delivered in multiple places, please choose a lead place.

### Tell us what your project will look like

Please think about the following when answering this question:

- Are you working with other organisations?
- Will any training take place?
- How will the funding be used?
- How will match funding be used?
- What timescale are you looking to stick to?
- What needs to be in place to ensure success?
- Describe any activities that will take place.
- How will your project see an increase in people being more physically active?

### Which of the following groups will be targeted?

Please select all that apply.

### How do you know there is a need for this project?

Please demonstrate why this project is needed and how you have consulted with target audiences. Please see Community Engagement Framework document on website.

### Please tell us what steps will be taken to ensure your project is inclusive

To all members of the community and confirm that consideration is given to people with protected characteristics (identified in the Equality Act 2010)

Refer to <https://www.gov.uk/guidance/uk-shared-prosperity-fund-equalities-9> for more guidance.

### How will you build capacity & capability of people?

This could be training staff members.

Recruitment of new staff

Workforce plans

Collaborations

Volunteers

How will you invest in people to make a sustainable difference?

Think of the community as well as your organisation / project.

### How will you know what difference you have made?

This is your chance to share what the impact of your project will be and how you will capture it.

- What does success look like? (Increase in membership numbers, Increase membership diversity, increased capability and or confidence of staff)
- What difference will you have made to your target community and or individuals

### Development support needs

Use this box to detail what support your organisation may need with this project.

This could include things like governance, business planning, marketing etc.

### Environmental Impact

Please show how your project will:

- a) Minimise any negative environmental impact from your project.

OR

- b) Create a positive environmental impact from your project.

### Safeguarding policy\*

Please select the statement which applies to your organisation (you do not need to provide evidence at this stage)

### Please upload a copy of your constitution or governing document (if you have one) and your budget

Please ensure the files are labelled with the name of the applicant organisation. Sharing these now saves us asking for them later.

## The budget sheet.

For your application to be deemed as completed correctly, and therefore be eligible for assessment, you must complete the budget spreadsheet fully.

You then need to upload this Excel spreadsheet onto your application AND transfer key elements of the spreadsheet onto the online application form.

These costs should be for your WHOLE delivery, not just UKSPF-funded costs.

ALL inputs onto the spreadsheet must use a formula, e.g. =X\*X\*X, not just the total. This is to understand how you arrived at your proposed expenditure.

Column D in the spreadsheet provides specific guidance to each question.

***Please ensure that you do not include any management costs within your bid as these can't be covered by this fund.***

## What happens after I apply?

Following your application, you will hear from your allocated case manager within 10 working days. They may be in touch to find out more about your idea, run through some of the next steps with you and move towards determining if your idea is likely to get funded.

We want to make sure the best ideas get funded. If you don't have much experience of writing funding applications don't worry, as we will work with you in a supportive way to nurture the ideas.

We will host a monthly panel to make the final decisions on approved projects and you will hear shortly afterwards. The panel will consist of other members of our project team for the fund, with your case manager bringing forward your application to the rest of the panel.

## What will I need to report on?

- Number of people reached (and their demographics)  
e.g. age, gender, ethnicity, education, employment
- Training undertaken (any impact from this)
- What challenges did you face and how did you overcome them
- What has gone well, what could be improved (your organisation and NYS)
- What impact has the funding had on your organisation
- What impact has the funding had on your target audience
- How was your experience of working with us/ would you work with us again
- what environmental impacts have you seen if any
- Is your project sustainable / what additional support might you need

- Reflecting on your journey how would you say your organisation has developed through this project.