

Shared Prosperity Fund



Funded by
UK Government



Guidance Notes - Community & Place

Before completing an application form, applicants are advised to read these Guidance Notes and then get in touch with the Shared Prosperity Fund team to discuss your project idea.

sharedprosperityfund@valeofglamorgan.gov.uk

What is the Shared Prosperity Fund?

The UK Government Shared Prosperity Fund (UKSPF) supports the government's wider commitment to level up all parts of the UK and provides funding for local investment between 2022 and 2025. The primary aim of the UKSPF is to build pride in place and increase life chances across the UK. Underpinning this aim are three investment priorities. These Guidance Notes relate to the Communities and Place investment priority and is defined as;

"Communities and Place... to enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level;"

Each local authority has been given an allocation of the UKSPF. To access the allocation, each must outline its investment priorities further, and select a list of interventions relevant to the area. The interventions for the Communities and Place priority in the Vale of Glamorgan are as follows;

Vale of Glamorgan Interventions

Communities & Place

Improvements to town centres and high streets (W1)
Support for local arts, cultural, heritage and creative activities (W6)
Active travel enhancements and other small scale green transport projects (W7)
Impactful volunteering and/or social action projects (W9)
Community measures to reduce the cost of living etc (W13)
Relevant feasibility studies (W14)

All projects funded by the UKSPF in the Vale of Glamorgan, must align with one or more of the interventions listed above, and must contribute the outputs and outcomes associated with that intervention. (See Appendix A)

How do I apply?

Applicants must complete a Shared Prosperity Fund application form. Anyone considering making an application must contact the Shared Prosperity fund team before completing an application form, so that eligibility can be assessed at an early stage.

We will then provide you with an application form. Additional information will normally be required in support of your application. These may include evidence of any consents, permissions or licences needed to allow you to carry out your project and financial quotations. Incomplete applications or applications submitted without the correct supporting documentation may not be considered. All applications must be submitted to the mailbox sharedprosperityfund@valeofglamorgan.gov.uk hard copies will not be permitted.

When can I apply?

You can submit an application anytime. We aim to offer feedback on your application and advise if it is fit for assessment within two weeks of submission. Once ready for assessment, we aim to advise of the outcome within eight weeks.

Who can apply? (Communities and Place Applicants)

Community groups and voluntary organisations, including charities, social enterprises and CICs

Town and Community Councils

Consortia of the above

Public Bodies

NB: All applicants will be subject to a due diligence assessment to determine their suitability as an applicant. This may include credit checks among others, applicants will be notified before any checks take place.

How much can I apply for? (Communities and Place Projects)

Projects seeking funding of £25,001 - £100,000

For projects seeking funding for £25,000 or less, please apply to the [Strong Communities Grant Fund](#)

How long is the funding for?

All funding must be spent by March 2025 with annual costs set out over financial years.

What can the funding be used for?

This list of eligible funding is not exhaustive, and maybe subject to change following the release of further guidance from UK Government. Additionally, some investment themes may allow different eligible activity. Please remember that all project activity must relate to one or more of the interventions listed on page two.

- ✓ Feasibility studies
- ✓ Purchase and hire of equipment, machinery or other assets
- ✓ Marketing and translation costs
- ✓ Research and development
- ✓ Capital works, including refurbishment of buildings and open spaces
- ✓ Research and other consultancy costs
- ✓ Cost of staff, only where the cost relates to delivery of the project
- ✓ Training
- ✓ Travel & subsistence related to the project, including volunteer expenses
- ✓ Irrecoverable VAT
- ✓ Venue hire

What can't the funding be used for?

- Not for individual businesses (at this time, specific schemes available shortly)
- Day-to-day running costs (e.g. core staff, utility bills, council tax, rent and insurance)
- Projects that are more appropriate for support from other funding schemes
- Projects that cannot demonstrate need
- Projects costs incurred before we confirm our grant offer
- Items that mainly benefit individuals
- Religious or political activities, including campaign groups
- Hospitality e.g. Purchase of alcohol
- Routine repairs and maintenance – e.g. Boiler servicing, grass cutting
- Projects that do not take place in the Vale of Glamorgan
- Recoverable VAT

Determining project costs

All projects will be required to provide 20% of their total project cost in cash match funding.

All projects costs should be accurate and based on fact. Projects that are awarded funding cannot return and ask for additional funds because their project was not properly costed. Therefore, projects should be costed based on the recent acquisition of quotes, or recent experience. Projects will be required to provide evidence of the following tendering activity before grants will be paid, and we strongly advise that this is undertaken prior to application submission.

Estimated value	Tender Action Required
Up to £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

Outputs & Outcomes

All projects funded by the UKSPF in the Vale of Glamorgan, must align with one or more of the interventions listed on page two, and must contribute the outputs and outcomes associated with that intervention. A full list of Outputs and Outcomes can be viewed in Appendix A. Projects will be required to provide evidence that they have achieved their proposed Outputs and Outcomes; the full list of evidence required has not yet been published by UK Government.

How will the grant be paid?

The grant will be paid in accordance with the terms and conditions set out in the funding letter. The grant will usually be paid retrospectively and subject to all evidence of expenditure being submitted to the Council as well as additional evidence of project activity such as that required to prove the project Outputs and Outcomes. In exceptional circumstances where retrospective payments could cause real difficulties for small organisations, advance payments will be considered. For organisations that would find this prohibitive to delivering their project, please speak to a member of the team before submitting your application.

How will my application be assessed?

	Priority Criteria	Score
1	Strategic fit with Shared Prosperity Fund Interventions	0 – 20
2	Value for money, including a proportionate number of Outputs and Outcomes pledged for the level of funding requested.	0 – 20
3	Evidence of need	0 – 20

4	Project is fundamentally sound, well planned and has managed risks	0 – 20
5	Well-being goals and 5 Ways of Working You may find this link helpful	0 -20
	Total	/100

All projects must meet a pass rate of 70 to be considered for funding, this must include a minimum pass rate of 5 per criteria.

Appendix A Outputs and Outcomes

Communities & Place				
Intervention	Outputs		Outcomes	
W1	<ul style="list-style-type: none"> M2 public realm improved/created 	4520	<ul style="list-style-type: none"> Increased footfall Increased visitor numbers. Reduced vacancy rates. Improved accessibility. Improved perception of facilities/amenities. 	%
				5
				5
				5
				5
W6	<ul style="list-style-type: none"> Number of organisations receiving grants. Number of local events or activities supported. 	20	<ul style="list-style-type: none"> Jobs safeguarded Increased visitors (%) 	10
		2	<ul style="list-style-type: none"> Improved engagement numbers (%) 	5
W7	<ul style="list-style-type: none"> Amount of new or improved cycleways of paths M2 	1,664	<ul style="list-style-type: none"> Increased use of cycleways or paths (%) 	5
W9	<ul style="list-style-type: none"> Number of volunteering opportunities supported. Number of projects. 	50	<ul style="list-style-type: none"> Improved engagement numbers (%) 	10
		10		
W13	<ul style="list-style-type: none"> Number of organisations receiving grants. Number of households receiving support. 	36	<ul style="list-style-type: none"> Greenhouse gas reduction (%) 	10
		714		
W14	<ul style="list-style-type: none"> Number of feasibility studies supported. 	4	<ul style="list-style-type: none"> Increased number of projects arising from funded studies (%) 	2

