****

UKSPF YEAR 4 – Feasibility Fund APPLICATION HELP SHEET

Feasibility Fund Help Sheet

# **UKSPF Year 4 Application Help Sheet – Feasibility Fund**

**Checklist:**

|  |  |
| --- | --- |
| Sections | Completed ✔ |
| [Section 1 – Applicant information](#_Section_1_–) |  |
| [Section 2 – Senior Responsible Officer](#_Section_2_–) |  |
| [Section 3 – Organisational Details](#_Section_3_–_1) |  |
| [Section 4 – Project Details](#_Section_4_–_1) |  |
| [Section 5 – Project Cost](#_Section_5_–) |  |
| [Section 6 – Project Timescales and Risks](#_Section_6_–_1)  |  |
| [Section 7 – Project Reporting](#_Section_7_–)  |  |
| [Section 8 – Deliverability](#_Section_8_–) |  |
| [Section 9 – Insurance Levels](#_Section_9_–_1)  |  |
| [Section 10 – Declarations](#_Section_10_–)  |  |
| [Section 11 – Uploaded Attachment Check list](#_Section_11_–_1)   |  |
| [Section 12 – Senior Responsible Officer Sign Off](#_Section_12_–) |  |

**Tip:** CTRL + Click on the headings to jump to the relevant section.

**Tip**: The Help Sheet Sections are collapsible so it’s easier to find help in the parts you’re looking for!

# **Section 1 – Applicant information**

**1. Organisation Name**

Enter the full legal name of your organisation as it appears in official documents. Ensure accuracy and consistency in spelling and formatting.

**2. Lead Contact Name**

Provide the name of the primary individual who will be the main point of contact regarding the application. This person should be easily reachable and have authority to represent the organisation.

**3. Lead Contact Position**

Specify the position or role of the lead contact within the organisation. This helps establish their authority and clarifies their responsibilities in relation to the application.

**4. Contact Email Address**

Enter an email address where the organisation can reliably receive correspondence related to the application. Double-check for accuracy to avoid missing important communications.

**Please note that this email will be used for all UKSPF-related correspondence, so it is important to give an email address that is active as it will be used as main contact.**

**5. Contact Telephone**

Provide a phone number where the organisation can be reached during business hours.

**6. Contact Postal Address**

Input the physical mailing address of the organisation. Make sure to include all relevant details such as street, city, and post code.

**7. Is your organisation legally constituted?**

Indicate whether your organisation is legally established and recognised under relevant laws and regulations. Check the appropriate box for "Yes" or "No". If "No", provide an explanation if required.

**8. Do you have a bank account in the name of the organisation?**

Specify whether the organisation holds a bank account in its legal name. This is often necessary for financial transactions and grant disbursements. Check the appropriate box for "Yes" or "No". If "No", consider the steps needed to establish one if required for the application process.

# **Section 2 – Senior Responsible Officer**

This section is for the Chief Executive Officer (CEO) or Managing Director of the organisation applying for the UK Shared Prosperity Funding.

**1. SRO Full Name**

Please put the full name of the Senior Responsible Office of the organisation applying for the funding.

**2. SRO Position**

Specify the official position or role of the SRO withing the organisation applying for the fund.

**3. SRO Email Address**

Provide the email address of the SRO for communication regarding the application and project.

**4. SRO Contact Number**

Input the contact number where the SRO can be reached for any inquiries or clarifications.

**SRO Declaration:**

Provide the Name, Signature, and Date.

**Ensure all information provided in all sections is accurate, up-to-date, and consistent with any supporting documentation or legal records. If there are any uncertainties or questions about specific requirements, don't hesitate to seek clarification from the UKSPF team.**

# **Section 3 – Organisational Details**

**1. Organisation Trading Name**

Enter the name by which your organisation is commonly known in its day-to-day operations.

**2. Organisation Registered Name**

Provide the official legal name under which the organisation is registered with relevant authorities, such as what is written on companies’ house.

**3. Organisation Trading Address**

Input the physical address where the organisation conducts its business activities.

**4. Organisation Registered Address (If different from Trading Address)**

If the registered address differs from the trading address, provide the official registered address here.

**5. Organisation Type**

Check the box that best describes the legal structure or type of organisation from the options provided. Select all that apply if relevant.

**6. If Other was selected, please specify**

If "Other" was chosen in the previous question, briefly describe the organisation's type or structure.

**7. Company Registration Number (if applicable)**

If the organisation is a registered company, provide its unique registration number.

**8. Charity Registration Number (if applicable)**

If the organisation is a registered charity, provide its charity registration number.

**9. Is the organisation VAT Registered**

Indicate whether the organisation is registered for Value Added Tax (VAT) purposes by checking the appropriate box.

**10. If your organisation is VAT Registered, please provide your VAT Registration Number**

If the organisation is VAT registered, enter its VAT registration number.

**11. Brief Description of your organisation (Max 100 Words)**

Provide a concise overview of the organisation, including its mission, activities, and any relevant details. Please limit your description to 100 words or less.

**Tip:** If unsure about your company registration number, charity number, VAT number, or other you can visit Companies House to check.

# **Section 4 – Project Details**

**1. Which of the following Priorities does your feasibility study contribute to? Please choose one.**

Choose the priority that best aligns with the focus of your feasibility study by checking the corresponding box, this needs to either **“Communities and Place”,** or **“Supporting Local Business”**.

If unsure, please see the table below for some examples and explanations that will help understand the Priorities 1 and 2.

|  |  |
| --- | --- |
| **Priority 1: Communities and Place** | This priority focuses on enhancing Medway’s local environment, facilities, and community engagement to foster pride in place. |
| **Priority 2: Supporting Local Business**  | This priority aims to help businesses grow, innovate, and contribute to a stronger local economy.  |

Under each priority are various interventions which your project must align with – the different interventions are listed below with explanations and examples.

|  |  |
| --- | --- |
| **Priority 1: Communities and Place** | **Explanation & Examples** |
| **Intervention 1:** **Delivery of new and or improved physical community infrastructure** | Projects that aim to develop and enhance infrastructure within local communities and neighbourhoods.This includes projects such as building or renovating community centres, parks, roads, sidewalks, playgrounds, or other facilities that benefit residents and contribute to the overall well-being and quality of life in the area. |
| **Intervention 2:** **Capacity building and supporting our local groups/communities** | This involves offering assistance and resources to enhance the capabilities and effectiveness of community-based organisations or local groups.This support can include funding, training, mentorship, access to facilities or equipment, and guidance on governance or organisational development. By bolstering the capacity of local groups, this intervention aims to empower communities to address their needs, tackle challenges, and achieve their goals more effectively. Ultimately, it contributes to building a more resilient and thriving community by enabling local groups to better serve their members and the broader community |
| **Intervention 3:** **Campaigns that encourage exploration and visits to Medway** | This involves creating initiatives aimed at promoting and encouraging people to visit and explore the attractions and amenities within a specific locality. Projects for this intervention could include the planning, implementation, and promotion of campaigns or initiatives that highlight the unique features, cultural heritage, events, and activities available in the area. The goal is to boost tourism, increase footfall, and generate economic benefits for local businesses and communities by showcasing the area's appeal and encouraging people to discover its offerings. |

|  |  |
| --- | --- |
| **Priority 2: Supporting Local Business** | **Explanation & Example** |
| **Intervention 4: Helping to strengthen local entrepreneurial ecosystems.** | This intervention focuses on various aspects such as providing resources, networks, and opportunities to foster the growth and success of local businesses and startups. It may include activities like offering access to funding, mentorship programs, business incubators, co-working spaces, and networking events tailored to support entrepreneurship.This intervention aims to cultivate innovation, create job opportunities, and drive economic growth within the community |

**2. Project Name**

Provide a name for your project.

**3. Feasibility Study Description: Provide a description of what your Feasibility Study is for (Max 1,000 words).**

This question is here to understand what your project is and what it aims to achieve. Ensure in your description you cover the following points:

* Provide an outline of what project this feasibility study is for and describe what projects it has the potential to unlock – for example it may help a charity determine other income sources for future.
* What do you hope to achieve with this Feasibility study?
* How will the Feasibility study be delivered?
* Who will deliver the Feasibility Study?

**An example answer:**

|  |
| --- |
| **Feasibility Study: Net Zero Audit Scheme**The Feasibility Study for the Net-Zero Audit Scheme is as an essential step to advancing the green agenda and addressing climate change in Medway. This study aims to assess the viability of implementing the audit within the local economy and to uncover available resources and support mechanisms for businesses. The Feasibility Study will explore the potential impact of the audit scheme, how it can unlock opportunities for businesses to reduce their carbon footprint and, enhance their environmental sustainability practices. The study seeks to identify key projects that the Net-Zero Audit Scheme could produce, contributing to the broader goals of promoting eco-friendly initiatives and fostering a sense of Pride in Place within the community.The objectives of the Feasibility Study include evaluating the cost and time of offering free Net-Zero Audits to local businesses, determining the potential benefits and challenges associated with implementation, and outlining the necessary steps for successful execution. It will also assess the availability of funding and other resources to support the scheme.Delivery of the Feasibility Study will involve collaboration between experienced consultants with expertise in decarbonisation and sustainability practices. The consultants have previously worked on similar initiatives funded by the Regional Development Fund, and therefore their knowledge and connections will ensure a comprehensive assessment of the audit scheme's feasibility. We will conduct research, engage with stakeholders, and analyse data to produce a detailed report outlining the findings and recommendations. The feasibility study will be conducted by the consultants in collaboration with the Economic Development team. Throughout the process, the consultants will engage in proactive communication and outreach efforts to promote awareness of the Feasibility Study and solicit input from relevant stakeholders. This will include leveraging partnership links, social media platforms, and newsletters to reach a broad audience and ensure widespread engagement.**Word Count: 301.** |

**TIP:** The word count on the application is there for guidance only! Please do not feel that you must write 1,000 words – if you have provided a good answer with enough details your word count does not matter! It’s not about quantity, it’s about **quality!**

**4. Please provide a narrative as to why you need UKSPF feasibility funding to complete this work. (Max 250 words).**

For this question, please explain why the funding is needed to complete this project.

* For example, it could be that you have budget constraints within your organisation and this study will unlock key knowledge and expertise.

**5. What local opportunities and challenges do you aim to address with this Feasibility study? (Max 500 words).**

List all the local opportunities and challenges your project aims to tackle in the area. Try to provide as many challenges or opportunities as you can, but most importantly make it relevant to Medway as an area and your project.

* For example, a study that will measure footfall trends in one of the Town Centres or a community centre, a study that seeks to reduce Anti-Social Behaviour in a specific area etc.
* You don’t need to include how your project addresses these as you will be asked for that – save it for the next section!

Please don’t list opportunities and challenges that your project will face as this is not what the question is asking – this section is for opportunities and challenges in the local area.

**6. How does this Feasibility study address the local challenges and opportunities you have identified? (Max 500 words).**

Now that you have identified some challenges and opportunities, it’s time to explain how your project directly addresses the local challenges and opportunities that you have listed.

* For example, if I have listed a study that will observe footfall in a particular Town Centre, an opportunity that might be implementing policies or projects that will directly increase footfall. Like hosting a weekend summer-fest in that area to bring footfall into the area as well as other opportunities such as bringing the arts community together etc.

**7. Which people and areas will benefit from this Feasibility Study?**

Specify the demographics and geographical areas that will benefit from your project, including relevant postcodes.

* For example, 15–18-year-old teenagers from the Chatham, Luton area. Or ME4, ME7 etc.

**8. Can you provide any supporting evidence that supports the need for this project? (Max 170 words).**

This section is an opportunity to provide any evidence that you may have collected that supports your projects and demonstrates the necessity of your project. And if applicable, attach evidence.

* For example, this may be a survey that supports your project, footfall trends, a study or paper on a particular issue, feedback from the community and so on.

**9. Can you provide supporting evidence to demonstrate community support for this project? (Max 170 words).**

Indicate whether you have community support for this project by ticking the “yes” or “no” boxes provided and if available, attach any evidence showcasing support.

You can include:

* letters of endorsement
* surveys
* notes and consensus from public meetings
* social media engagements and more.

# **Section 5 – Project Cost**

**1. Total Project Cost**

It is important to be as accurate as possible in this section and to provide as much detail as possible.

* Please put in the total amount of the project cost in the table provided, as seen below:

|  |  |
| --- | --- |
| **Total Project Costs (£)** |  |

**2. Amount of UKSPF Funding Sought**

For this section you will need to fill out the table as shown below. But before you do, please make sure you know the difference between Capital and Revenue funding. For definitions see the illustration below:

**Capital:**

A capital expenditure is money spent on a physical asset that lasts for more than a year. For instance, buying supplies for events you'll use over and over, or physical upgrades to buildings.

**VS**

**Revenue:**

Revenue expenditure that can be used to fund day-to-day operational costs such as resourcing and can be used to contribute towards events or activities.

* In this next table please provide how much money you are asking as part of your UKSPF application and remember to separate revenue from capital, if applicable.
* In this table you will also need to mention how much match funding or other funding you will have to support your project. If the amount is zero, please put ‘£0’ in the relevant sections.
* See below table and answers highlighted for an example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Funding**  | **Capital (£)** | **Revenue (£)** | **Total (£)** |
| UKSPF Funding | £0 | £5,000 | £5,000 |
| Match Funding | £0 | £3,000 | £3,000 |
| **Total Project Cost** | **£0** | **£8,000** | **£8,000** |

**3. Provide some narrative to support the match funding associated with your application, if applicable (Max 250 words).**

If you are providing match funding as part of your application, please provide some narrative to support/explain this.

* For example, you can talk about where this match funding is coming from, whether you already have it confirmed or if it promised and still pending, when will it be confirmed etc.

**4.** **How much funding is required at outset to begin the start of project works?**

Please provide information as to how much funding you will need to get your project started off. Please also include any other information on this if required.

* For example, you may need £5,000 as seed money to get supplies and materials for a creative workshop as part of your project.

**5. Project Start and End**

Please put in when you plan for the project to start – please consider the estimated time it is likely for you to hear back from us and other possible changes. Also provide a date for when you expect the project to end and consider the UKSPF delivery deadline (31st March 2026).

**6. What will the UKSPF funding pay for?**

 In this section you will need to provide a breakdown of the funding you are asking for as part of your application – please be as accurate and detailed as possible.

* Some of the cost headings may include, staff time, licensing, consultant fees etc
* See below table as an example – please remember that this is an example only and the amounts have been made up for demonstration purposes.

|  |  |
| --- | --- |
| **Cost Heading** | **Amount (£)** |
| Staff training x 2 | £2,000 |
| Consultancy fees | £2,000 |
| Travel  | £200 |
| Licensing for event | £800 |
|  |  |
|  |  |
| **Total** | £5,000 |

**7. Explain how the above costs have been estimated. (Max 250 words).**

Give us a description for how you reached the costs you outlined in the table above.

* For example, if one of the costs is an AC unit, tell us how you have reached this figure – it could be by comparing the cost of an AC unit on 3 different websites.
* Or if you have put in a fee for a consult or artist, you may have already asked for a quote.

# **Section 6 – Project Timescales and Risks**

**1. List key milestones in the delivery of your project.**

In the table provided, make a list of all the key milestones of your project and include dates too. See the table below for an example of an appropriate response:

|  |  |
| --- | --- |
| **Milestone** | **Estimated Target Month(s)** |
| Arrange visit with consultants  | September 2025 |
| Organise meetings with various stakeholders | September – December 2025 |
| Gather all feedback and data working with consultants  | January 2026 |
| Use findings to write final report for feasibility of project | February 2026 |
| Submit report and get work started on findings for future work | March 2026 |

|  |
| --- |
| **Important Note**Please remember that this is only an example to show what kind of milestones could be considered and their respective target months.  |

**2. What are the key risks in delivering your project and how will you mitigate these?**

In this table you will need to show us that you have thought about the potential risks in delivering your project and what you will do to mitigate the risks. This section is all about showing that you have put thought and are prepared for any unforeseen circumstances and to proactively address potential challenges. Please do not worry about including every single risk you can think of – the purpose of this question is to help minimise disruptions, help with preparedness and ensure success.

* See below table for some examples of potential risks and mitigation:

|  |  |
| --- | --- |
| **Risk** | **Mitigation proposed** |
| **Limited community engagement**  | Regular communications using all possible channels like in-person meetings, social media, and local newsletters to encourage participation and feedback. Also engage with community leaders to help spread awareness. |
| **Bad weather**  | Plan project timelines to account for seasonal conditions and potential disruptions. Implement flexible scheduling and have contingency plans for outdoor activities.  |
| **Limited participation** | Conduct targeted outreach to diverse community groups to ensure broad participation. Offer flexible scheduling and incentives to encourage participation. Use other channels to get word of event heard i.e. community leaders, council etc. |

# **Section 7 – Project Reporting**

**1. Does your project align with the UKSPF intervention 5 detailed below?**

Please take some time to consider whether you project align with Intervention 5. Please tick “yes” or “no”.

* Remember Intervention 5 is related to the development of a relevant feasibility study that supports pride in place in Medway.

**Explanation & definition for Intervention 5:** A Feasibility study helps assess whether a proposed project or intervention is practical, sustainable, and beneficial to the local community.

**2. Explain how your project meets the UKSPF intervention 5. (Max 500 words).**

Explain how your project meets intervention 5.

**An example answer**:

|  |
| --- |
| The Net-Zero Audit Scheme – **Intervention 5: Development of a relevant Feasibility study that support Pride in Place in Medway.**The Net-Zero Audit Scheme is closely aligned with Intervention 5 as it entails the development of a Feasibility Study that bolsters the green agenda and climate change in Medway, which happens to be one of the cross-cutting themes in the Medway 2041 strategy. The feasibility study will explore if the audit is viable for the local economy and explore what is currently available to businesses. This initiative aims to offer local businesses free Net-Zero Audits, providing them with a decarbonisation advisor who will collaborate with them to pinpoint areas for improvement in their environmental sustainability practices. The focus lies on reducing carbon emissions and embracing eco-friendly practices. By exploring the options to provide free audits for businesses in Medway and potentially encouraging businesses to adopt environmentally responsible measures, this project actively contributes to the economic landscape in Medway as well as Medway's sustainability objectives, both of which reinforces Pride in Place in the community.**Word Count: 173** |

**3. Output and Outcome Reporting
Please provide an estimate for how many Outputs and Outcomes you believe your feasibility study will achieve.**

In the table as seen below, please provide an estimate for the Output(s) and outcome(s) you believe your feasibility study will achieve.

The likely **Output** for your application will be one as you will produce one feasibility study, as highlighted in the table below.

For your **Outcomes** please base your estimate on a prediction of the potential impact you believe your feasibility study would have in the long term (1-5 years’ time) if it was successfully implemented. For each output and outcome detailed provide an estimated figure as a numerical value.

* Examples of outcomes could include increase in number of jobs, improved perception of facilities, improved engagement numbers, increased footfall etc., as a result of the project created from the feasibility study proposed.

All successful projects will be required to report against the outcomes as set out in the table below.

* For examples of what you may put, see answers below highlighted in yellow:

|  |  |  |
| --- | --- | --- |
| **Intervention**  | **Output** | **Target Number**  |
| **Intervention 7** - Development of a relevant Feasibility study that supports Pride in Place in Medway. | How many Feasibility studies will be supported through this USKPF application. | 1 |

|  |  |  |
| --- | --- | --- |
| **Intervention**  | **Outcome** | **Target Number**  |
| **Intervention 7 -** Development of a relevant Feasibility study that supports Pride in Place in Medway. | Non-financial support for local businesses. | 5 |
| **Intervention 7 -** Development of a relevant Feasibility study that supports Pride in Place in Medway. | Financial support for local businesses. | 5 |
| **Intervention 7 -** Development of a relevant Feasibility study that supports Pride in Place in Medway. |  |  |

**5. Are there any additional project Outputs and Outcomes that you believe your project will achieve, not captured in the table above. (Max 250 words).**

This section provides an opportunity to put in any Outputs and Outcomes you believe your project will achieve but is not listed in the tables above. You can also leave this section blank if you think you have provided all the possible Outputs and Outcomes.

* For example: a Feasibility study looking to test the impact of Net-Zero Audits in Medway, some of the other Outputs to come out of the study may be, financial savings, return on investment, reduction in carbon emissions that is quantifiable and community impact (improved air quality, conservation of natural resources).

**6. Please detail how you will measure all the Outputs and Outcomes you have estimated. (Max 250 words).**

Tell us how you will measure the Outputs and Outcomes that you have mentioned. This section will be different for each project and intervention however, some examples may include:

* Attendance via ticket sales
* Footfall counters to provide the necessary data for increase in footfall
* Surveys measuring perceptions
* Interviews
* Reports that track data
* Funding bid
* Evaluation report

**7. Would you be able to do any post project evaluation? If so, please provide some narrative to detail this here. (Max 200 words).**

Let us know if you have the capacity to do any post project evaluation – give us details on what you can do and how.

* For example, you may be able to do a short survey to measure perceptions and feedback from those who attended your event or workshop.

# **Section 8 – Deliverability**

|  |
| --- |
| **Financial** |

**1. Please upload or attach a copy of your organisation's latest Financial accounts to support your application.**

You will need to provide financial information as part of your application. The financial checks are part of the due diligence process the UKSPF team conduct.

**2. If you are unable to provide accounts, please provide some narrative to support this here.**

If you cannot provide financial accounts for any reason, please use the box provided to let us know why.

**3. If you have provided accounts and would like to provide additional supporting narrative, please do so here. (Max 250 words).**

If you think you need to provide more information/narrative to support your financial accounts, please use this box to do so.

|  |
| --- |
| **Technical and Professional** |

**4. What experience does your organisation have of delivering this type of feasibility study? (Max 500 words).**

Please think about what type of experience your organisation has in delivering a project that is similar to the one you are asking for funding. This can be any project that your organisation has done in the past or is currently doing.

In your answer include:

* A brief description of specific types of feasibility studies your organisation has completed, or any projects like a feasibility study.
* Outline the process you followed to conduct the studies – the scoping, research, and analysis that you did for example and how you did these.
* Mention any collaborations with stakeholders and consultations.
* Mention any experience and skills like, project management, industry specific skills etc.

**5. Describe the resources your organisation has, to deliver this project. (Max 250 words).**

Provide a description of the resources that your organisation has that will help deliver the project and can be used to your advantage. You can list a number of things like:

* Experienced/skilled staff and their specialisms/expertise i.e. project manager, community engagement officer, builders etc.
* Access to external consultants, community leaders.
* Existing partnerships.
* Previous successful projects, lessons learned.

**6. Case Study – Please provide a description of the case study you have chosen, what the project achieved, how it was delivered and your role in delivering the project. (Max 1,000 words).**

Provide a title for you chosen case study.

When writing about your case study, here is a list of points you can include:

* Provide an overview of your case study including its purpose and the objectives.
* Include a description of your chosen project including its goals, target audience, and scope.
* Explain why the project was initiated.
* Highlight the key achievements and outcomes of the project.
* Explain the steps taken from planning and design to implementation and evaluation.
* Discuss any collaboration or partnerships involved in the project, including the roles of different stakeholders and the coordination efforts required.
* Clearly outline your role and responsibilities in the project. Describe how you contributed to its planning, execution, and management.

**An example answer:**

|  |
| --- |
| **Case Study: Economic Development Strategy**The Economic Development team appointed SQW to undertake an intensive programme of strategy refresh and development in the fields of regeneration, economic development, and skills. The objective of this feasibility study was to update and enhance the existing strategies to address local economic challenges and take advantage of emerging opportunities and maximise potential in Medway like boosting innovation and inward investment and exploring opportunities for growth.The project's goals included:* Refreshing and updating existing economic development strategies.
* Identifying new opportunities for regeneration and economic growth like employment, inward investment, green/sustainable growth, and innovation.
* Enhancing skills development initiatives to meet evolving workforce needs.
* Engaging stakeholders and fostering collaboration to support implementation.

The target audience included local businesses, local business networks like Medway for Business and Medway Business meetup, workspaces, community organisations, business organisations like Locating in Kent and Kent Invicta Chamber of Commerce, Town Centre Forums, local educational institutions, Local Enterprise Partnerships (SELEP) and economic development groups (KEDOG, BAB). Key achievements of the project included:* Updated and enhanced economic development strategies to reflect current needs and priorities.
* Identification of new opportunities for regeneration and economic diversification.
* Strengthened partnerships and collaboration among stakeholders to support implementation efforts.
* Enhanced skills development initiatives to address emerging workforce demands.
* Improved community engagement and buy-in for economic development initiatives.

The Economic Development team appointed SQW to lead the strategy. This partnership involved close collaboration between SQW consultants, local government officials, business leaders, community representatives, and other stakeholders. Coordination was essential to ensure accurate research and an alignment of goals, pooling of resources, and effective implementation of strategies.The study began with thorough research and analysis conducted by SQW to assess current economic conditions, identify trends, and gather stakeholder input which was essential for the development of the strategy and action plan. Both SQW and the economic development team coordinated stakeholder meetings, workshops, and consultation sessions to gather feedback and refine strategies. Regular monitoring and evaluation were conducted by the economic development team to assess progress, measure outcomes, and steer the study as needed.The team involved in the study included the Town centres and economic development programme manager, the principal ED officer, and the ED Coordinator. * **Town Centres and Economic Development Programme Manager:** Provided strategic direction and oversight for the project, liaised with senior management and external partners, and ensured alignment with organisational objectives.
* **Principal Economic Development Officer:** Led the research and analysis phase, coordinated stakeholder engagement activities, and facilitated the development of updated economic development strategies.
* **Economic Development Coordinator (applicant role):** Supported the project team in administrative tasks, coordinated stakeholder meetings and workshops, facilitated communication among stakeholders, and assisted in monitoring progress and evaluating outcomes.

**Word Count: 446.** |

**7. If you are unable to provide a case study project – please explain why. (Max 500 words).**

If you cannot provide a case study example, please explain why you are unable to provide one.

# **Section 9 – Insurance Levels**

Ensure to carefully review the insurance requirements in the table provided and give accurate information based on your organisation's current status and ability to meet these requirements.

* If you have any uncertainties or questions regarding specific insurance policies or requirements, seek clarification from the UKSPF team.
* Please also make sure that you sign and date the Insurance Levels Declaration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance Type** | **Required Coverage** | **Status** | **Policy Start Date**  | **Policy End Date** |
| Public Liability Insurance | £5,000,000 | Have [ ] Can Obtain [ ]  Unable to Obtain [ ]  |  |  |
| Employer’s Liability Insurance (Compulsory) | £10,000,000 | Have [ ] Can Obtain [ ] Unable to Obtain [ ] Not required (Sole Trader) [ ]  |  |  |
| Professional Indemnity Insurance | £1,000,000 | Have [ ] Can Obtain [ ]  N/A [ ]  |  |  |

# **Section 10 – Declarations**

**1. Declarations**

**Purpose of this Section:** This section is crucial as it outlines the commitments and legal obligations your organisation agrees to when applying for funding. By signing, you confirm adherence to various guidelines and policies, ensuring transparency and compliance.

* Carefully read and understand each declaration.
* Ensure your organisation is willing and able to comply with all stated requirements.
* Sign and date the declaration to confirm your agreement.
* By signing the declaration, you agree to adhere to all requirements and policies stated in the declaration.

**Key Points to Understand:**

**1. Procurement Guidelines and Fraud Risk Assessment:**

|  |  |
| --- | --- |
| **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** |

* Your organisation must follow specific procurement guidelines – the guidelines that MHCLG and Medway Council follow is as outlined in the table provided above.
* Participation in any required Fraud Risk Assessment is mandatory.
* Non-compliance can lead to withdrawal or repayment of funding.
* If successful, the UKSPF team will provide a more detailed guidance for the procurement process and assistance will be provided if needed.

**2. Grant Funding Agreement:**

All applicants that are successful will need to enter a Funding Agreement with Medway Council prior to the transfer of any funds.

* A formal agreement with Medway Council is required before funds are transferred.
* Full terms and conditions will be provided after the evaluation process.
* Failure to meet reporting requirements may result in funding withdrawal.

**3. Trade and Cooperation Agreement (TCA) and Subsidy Control Act 2022:**

These regulations are designed to ensure fair competition and prevent unfair advantages in the market, promoting transparency and accountability in the allocation of public funds.

* The grant may be subject to restrictions under these regulations.
* Your organisation must comply with relevant guidance and legislation and your cooperation with the Council is essential.
* [Find detailed information and documents related to the TCA on GOV.UK](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments)
* [Find detailed information and guidance on the Subsidy Control Act 2022 on GOV.UK](https://www.gov.uk/government/publications/subsidy-control-rules-key-requirements-for-public-authorities/subsidy-control-rules-quick-guide-to-key-requirements-for-public-authorities)

**4. Public Sector Equalities Duty:**

This duty ensures that public bodies make decisions that are fair and inclusive, considering the needs of all individuals.

* Your organisation must confirm compliance with this duty, ensuring equality and non-discrimination.

For more detailed information, you can visit the [UK Government's guidance on Public Sector Equality Duty](https://www.gov.uk/government/publications/public-sector-equality-duty-guidance-for-public-authorities/public-sector-equality-duty-guidance-for-public-authorities)

**5. Supporting Documentation:**

* Medway Council may request financial and insurance documentation at any stage.
* Be prepared to provide these documents when requested.

If you have any questions or need further clarification, please contact the UKSPF team at medwayUKSPF@medway.gov.uk

# **Section 11 – Uploaded Attachment Check list**

This section here to make sure that you have provided and attached all the relevant documents when submitting your application.

# **Section 12 – Senior Responsible Officer Sign Off**

**Purpose of this Section:** This section must be completed and signed by the Senior Responsible Officer (SRO) to confirm the accuracy and validity of the information provided in the application. It ensures accountability and compliance with the funding requirements.

* Carefully read and understand each declaration.
* Ensure that all information provided is accurate and truthful.
* Sign and date the declaration to confirm your agreement.

**Key Points to Understand:**

**Truth and Validity of Declarations:**

* The SRO must confirm that all declarations made in the application are true and valid.
* This ensures that the information provided is accurate and reliable.

**Stability of the Organisation:**

* The SRO must confirm that no substantial changes to the nature of the organisation are anticipated during the UKSPF funding period.
* This helps in assessing the stability and continuity of the organisation.

**Performance History:**

* The SRO must confirm that the organisation has not faced any action or clawback from funders for poor or underperformance in the past two years.
* This declaration is crucial for evaluating the organisation's track record and reliability.

**Accuracy of Information:**

* The SRO must confirm that the information provided in the application is correct to the best of their knowledge.
* This ensures the integrity and accuracy of the application.

**Data Protection Compliance:**

* The SRO must acknowledge that Medway Council is the data controller and will collect personal data to process the UKSPF application.
* The data will be used for assessing, administering, monitoring, analysing, and targeting the funding application.
* The data may be shared with Central Government as required under the UKSPF award terms.

[For more detailed information, you can visit the UK government's official page on the Data Protection Act 2018](https://www.gov.uk/data-protection) .