

UK Shared Prosperity Fund

Application Form – Communities & Place

v. 1.0 June 2023

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UK Shared Prosperity Fund Application Form

Introduction

Thank you for your interest in applying for a grant from the UK Shared Prosperity Fund (UKSPF). The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper missions, particularly: *'By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.'*

Applying to the UKSPF

You are invited to complete this application form seeking funding from the Milton Keynes City Council allocation of the UKSPF.

This application form should be completed and submitted electronically by 14th July 2023 to ukspf.enquiries@milton-keynes.gov.uk.

We cannot consider applications received after this deadline. Please note that you must complete all sections of this form in full.

- The funding allocation for each priority can be found below in Annex 1.
- Funding of up to £50,000 is available to apply for.
- Applications for sums outside the funding allocation range in Annex 1 will not be considered.

The UKSPF prospectus can be found here:

[UKSPF Prospectus](#)

Details of the inventions can be found here:

[UKSPF Outputs and Outcomes](#)

Successful applicants will need to sign a grant funding agreement with Milton Keynes City Council and will also be required to participate in an evaluation of their project to understand whether the proposed outputs and outcomes have been met.

Should you require any clarification regarding completion of this form, please contact ukspf.enquiries@milton-keynes.gov.uk



Investment Priorities

This application form focuses on Communities and Place.

The Communities and Place investment priority covers a wide range of local interventions, including public realm projects, community-led initiatives, and cultural and heritage projects. Community and Place priorities for Milton Keynes include investment in the following themes:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural, and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe, and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.
- Health and wellbeing: promote a high quality of life for people of all ages and backgrounds in connected and healthy neighbourhoods, with a focus on prevention and early intervention.
- Environment: improve the quality of the local environment with better green and open spaces, supported by good infrastructure and community facilities.



Section 1: Applicant Information

1.1) Name of Organisation	
1.2) Name of lead applicant	
1.3) Position within Organisation	
1.4) Contact email address	
1.5) Contact telephone number	
1.6) Registered Address	
1.7) Delivery Address (if different to above)	
1.8) Organisation type	
1.9) Charity or company registration number	
1.10) VAT registration number	
1.11) Organisations that are <u>not</u> a public body, will be asked to also submit the following: <ul style="list-style-type: none"> • Proof of existence - Certificate of Incorporation, Charities Registration, VAT Registration Certificate or alternate form of incorporation documentation • 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 	

Section 2: Project Summary

2.1) Project Name	
2.2) Please provide a summary of your project? <ul style="list-style-type: none"> • What would you like to deliver? • What activities will take place and where? • How will the activities be delivered? 	



<p>2.3) What local challenges and opportunities will the project address in Milton Keynes?</p> <ul style="list-style-type: none"> • Please provide evidence of these challenges and opportunities 	
<p>2.4) Please explain how your project aligns with the UKSPF prospectus?</p>	
<p>2.5) Who will deliver the activities and how will they be delivered?</p> <ul style="list-style-type: none"> • Please provide details of all other partners who will be involved in the project 	
<p>2.6) Which of the ‘Interventions’ listed in Annex 1, apply to your project?</p>	
<p>2.7) Who will be the target beneficiary of the project?</p> <ul style="list-style-type: none"> • Who is the target audience? • Which areas within Milton Keynes will be affected? 	
<p>2.8) What UKSPF <u>outputs</u> will the project deliver?</p> <ul style="list-style-type: none"> • Please also provide a delivery target <p><i>See annex 1 for details</i></p>	
<p>2.9) How have these outputs been estimated?</p>	
<p>2.10) What UKSPF <u>outcomes</u> will the project deliver?</p> <ul style="list-style-type: none"> • Please also provide a delivery target <p><i>See annex 1 for details</i></p>	
<p>2.11) How have these outcomes been estimated?</p>	



2.12) What local support can be demonstrated for the delivery of the project, and does it link with existing programmes being delivered?	
2.13) How does the project support the delivery of the stated net zero ambitions or wider environmental considerations?	

Section 3: Project Costs

3.1) How much UKSPF funding are you applying for?	£
3.2) What is the cost of implementing your project? <ul style="list-style-type: none"> Please provide a clear breakdown of your costs 	
3.3) How does your proposal demonstrate value for money?	
3.4) If you have matched funding for this project, please provide details here, including the source of the funding and if it has been secured.	
3.5) Explain why the project could not proceed without UKSPF Funding?	



Section 4: Project Management

4.1) Please provide details of the project management process you will have in place to manage the grant.

This may include governance arrangements, management information, and where applicable, the arrangements for managing your delivery partners.

4.2) Please set out 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).

4.3) Please provide details of any previous experience your organisation has managing and delivering similar programmes.

4.4) Please provide details of any previous experience your organisation has delivering projects within the Milton Keynes.

4.5) Please describe the key risks you envisage could affect the delivery of your project.

4.6) Within the timeframe for your project, we are keen to understand how it will be set-up, delivered and monitored. Please include key activities and dates.

Proposed Activity

Target Date



4.7) Describe how the project will be evaluated in terms of how it will be delivered and potential impact.	
4.8) Please confirm you have read, and will comply with, the UKSPF branding and publicity guidance .	Yes No
<p>4.9) If your project/organisation is working with young people we need your organisation to have the Milton Keynes Youth Provision Safe Practice Mark, do you have the Mark?</p> <ul style="list-style-type: none"> • The Safe Practice Mark is awarded to organisations providing youth services. It provides assurance to those using the services that correct safeguards are in place. • If you do not currently, have it, we can still consider your project as long as you have the mark before any contract / agreement is signed if successful with your application. • For more information go to: Milton Keynes Youth Provision Safe Practice Mark 	Yes No Not applicable

Section 5: Declarations

Data Protection and General Data Protection Regulation (GDPR)

Milton Keynes City Council has been designated as a 'Lead Authority' for the UKSPF and will be a Data Controller for all UKSPF related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data.

The Department for Levelling Up, Housing and Communities (DLUHC) will also be a Data Controller for all UKSPF-related Personal Data collected in this application and submitted to DLUHC, and for the control and processing of Personal Data.

The Lead Authority and DLUHC will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together "the Data Protection Legislation (as amended from time to time)").

As a Processor of UKSPF-related Personal Data your organisation and the Lead Authority must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).

By proceeding to complete and submit this form, you consent that the Lead organisation and its contractors, where relevant may process the Personal Data that it collects from you. Also, to use the information provided as part of the reporting to DLUHC for funding from the UKSPF in accordance with its privacy policies. For the purposes of assessing your bid, the Lead Authority



and DLUHC may need to share your Personal Data with other government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

For further information about how Milton Keynes City Council use your data please use the following [link](#).

Subsidy Control

Subsidy shall have the meaning given to it in the Subsidy Control Act (SCA) 2022.

When the Council is considering the award of a financial assistance or a grant, the subsidy control regime governed by the SCA 2022 must be considered and the full principles and requirements adhered if applicable.

Some subsidies could be deemed exempt from many of the substantive requirements of the SCA 2022 if they are granted as Minimal Financial Assistance (MFA) by the Public Authority. MFA has a financial threshold of £315,000 over an applicable period. The applicable period is the period comprising the current financial year to date and the two financial years immediately preceding the current financial year. If the recipient of the subsidy has received more than £315,000 (this includes the subsidy proposed) MFA will not be applicable and the substantive requirements of the SCA 2022 shall apply (i.e. full consideration of the Principles under the Act as required).

Before awarding an MFA subsidy, Milton Keynes City Council as a Public Authority must provide the intended recipient enterprise with an 'MFA notification'. An MFA notification means a written statement: explaining that the public authority is proposing to give to the enterprise a subsidy by way of MFA, specifying the gross value amount of the assistance, and requesting written confirmation from the enterprise that the MFA threshold of £315,000 will not be exceeded by the enterprise receiving the proposed assistance.

The Council can only award the subsidy as an MFA when it has received this confirmation.

For more information on the Subsidy Control Act 2022, please use the following [link](#)

Project Statement

I declare that I have the authority to represent the lead applicant in submitting this application.

I understand that acceptance of this application form by Milton Keynes City Council (MKCC) does not in any way signify that the project is eligible for funding under the UKSPF or that any such funding has been approved towards it.

On behalf of the lead applicant and having carried out full and proper inquiry, I confirm to MKCC that:

- the lead applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to MKCC that:



- I have informed all persons, whose personal information I have provided in this application, of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies and the DLUHC’s Privacy Policies.
- I shall inform the Lead Authority if, prior to any UKSPF being legally committed to the lead applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority in deciding whether to fund the proposal.
- Any match funding, if applicable, that has been set out in this application will be in place prior to any award of UKSPF.
- I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that should the grant fall within MFA, I shall provide the written confirmation as outlined in the MFA Notification. I understand that the Council can only award the subsidy as an MFA when it has received this confirmation.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

I confirm that I understand that if the lead applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support.

Signed for and on behalf of the organisation		Date
Name		
Position		



Annex 1

Intervention	Funding Available	Indicative Outputs	Indicative Outcomes
E6: Local arts, cultural, heritage & creative activities	£8,000	Number of local events or activities supported Number of volunteering opportunities supported	Number of community-led arts, cultural, heritage and creative programmes as a result of funding Improved perception of events
E10: Local sports facilities, tournaments, teams & leagues,	£50,000	Number of facilities supported / created Number of tournaments / leagues / teams supported	Increased users of facilities / amenities
E12: Community engagement schemes, local regeneration,	£90,000	Number of local events or activities supported Number of volunteering opportunities supported Number of people reached	Improved engagement numbers

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Application Form – People & Skills

v. 1.0 June 2023

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Introduction

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Applying to the UKSPF

You are invited to complete this application form seeking funding from the Milton Keynes City Council allocation of the UKSPF.

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Investment Priorities

This application form focuses on People and Skills.

The People and Skills investment priority covers a wide range of local interventions to help boost core skills and supporting adults to progress in work, supporting disadvantaged people to access the skills they need, supporting local areas to fund local skills needs, reduction in levels of economic inactivity by supporting those furthest from the labour market.

People and Skills priorities for Milton Keynes City Council include investment in the following themes:

- Boosting core skills and support adults to progress in work, by targeting adults with no or low-level qualifications, and upskill the working population, yielding personal and societal economic impact.
- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision.



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1.2) Name of lead applicant	
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<p>2.9) How have these outputs been estimated?</p>	
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Proposed Activity

Target Date



4.7) Describe how the project will be evaluated in terms of how it will be delivered and potential impact.	
4.8) Please confirm you have read, and will comply with, the UKSPF branding and publicity guidance .	Yes No
4.9) If your project/organisation is working with young people we need your organisation to have the Milton Keynes Youth Provision Safe Practice Mark , do you have the Mark? <ul style="list-style-type: none"> • The Safe Practice Mark is awarded to organisations providing youth services. It provides assurance to those using the services that correct safeguards are in place. • If you do not currently, have it, we can still consider your project as long as you have the mark before any contract / agreement is signed if successful with your application. • For more information go to: Milton Keynes Youth Provision Safe Practice Mark 	Yes No Not applicable

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the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.

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Project Statement

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On behalf of the lead applicant and having carried out full and proper inquiry, I confirm to MKCC that:

- the lead applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to MKCC that:



- I have informed all persons, whose personal information I have provided in this application, of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies and the DLUHC’s Privacy Policies.
- I shall inform the Lead Authority if, prior to any UKSPF being legally committed to the lead applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority in deciding whether to fund the proposal.
- Any match funding, if applicable, that has been set out in this application will be in place prior to any award of UKSPF.
- I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that should the grant fall within MFA, I shall provide the written confirmation as outlined in the MFA Notification. I understand that the Council can only award the subsidy as an MFA when it has received this confirmation.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

I confirm that I understand that if the lead applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support.

Signed for and on behalf of the organisation		Date
Name		
Position		



Annex 1

Intervention	Funding Available	Indicative Outputs	Indicative Outcomes
E33 Employment support for economically inactive people	£35,000	Number of people supported to access basic skills Number of people supported to engage in job-searching	Number of people in employment, including self-employment, following support
E34 Courses including basic, life & career skills	£35,000	Number of people supported to engage in life skills	Number of people with basic skills (English, maths, digital and ESOL)
E38 Local areas to fund local skills needs,	£30,000	Number of people receiving support to gain a vocational licence	Number of people in employment, including self-employment, following support