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UK Shared Prosperity Communities and Place Fund Application Guidance

This document provides guidelines for organisations applying for UK Shared Prosperity Funding (Communities and Place Priority Only) from Aberdeen City Council. It is structured into three sections:

1. Key information to consider before you decide to apply
2. Completing your application
3. What happens after you submit your application

1. Key information to consider before you decide to apply:

Please find further information and application form on ACC website (UK shared prosperity fund website link)

For further information or to speak with a member of staff, please contact us on externalfunding@aberdeencity.gov.uk

It is encouraged that applicants contact the funding team prior to submission to discuss project ideas and application.

(a) Who can apply for UK Shared Prosperity Communities and Place Funding?

Applications will be considered from Organisations who:

- Are based in Aberdeen City.
- Have not for profit status, such as being a registered charity, social enterprise, or community interest group.
- Are from a local council service.



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- Have an ability to deliver high quality projects within the city.
- Have an equal opportunities statement or policy (or are willing to adopt ACC's). Applications are welcome from underrepresented organisations.
- Have a clear proposal that meets the Communities and Place Priority and relevant intervention(s).
- Can demonstrate that their proposal meets local priorities.

(b) How much UK Shared Prosperity Funding is available?

Aberdeen City Council was allocated £7.1m of UK Shared Prosperity Funds (UKSPF) from 2022-2025. The Communities and Place priority has the opportunity to fund a project over more than one financial year and can be spent on capital or revenue. We are currently only accepting capital applications.

(c) Who allocates the funds?

The funding will be for local authorities to allocate, working collaboratively with local communities, along with business and the third and public sectors, to support shared local plans and aspirations. Final decision on the allocation rests with Aberdeen City Council and decisions will be by made by Aberdeen City Council Finance and Resources committee.

(d) Who will see my information?

Please see link for information [Your data: External funding opportunities for organisations | Aberdeen City Council](#)



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2. Completing your application

Section 1 – Applicant details

Please provide information about the organisation requesting the funding. If the application is from a partnership, you must have one organisation fulfilling the role of Lead Applicant applying on behalf of the partnership, with a partnership agreement in place that specifies the role and responsibilities each partner will fulfil.

A 'due diligence' check will be carried out on the Lead Applicant organisation, and we ask for some organisational background information to enable this.

Section 2 – Project

2.1 Project Description

Please name your project. The project name should be different from the applicant organisation's name. Please also confirm the other required information.

2.2 Project Milestones

Grant funding for approved projects will be made on a pre-agreed milestone basis. The Council may consider advance payment of works in some circumstances if applicants can evidence this is required to facilitate delivery of the project. Please provide milestones and values for payments to be released if your application is successful. In line with Following the Public Pound requirements, please ensure there are at least four milestones provided per financial year, if the UKSPF ask is over £15,000

Example:

Milestone	Grant Value
Grant agreement signed	£5,000
Contracts for work signed	£10,000
Order placed for materials	£10,000
Full completion of works	£10,000



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2.3 Project Summary

Please provide a description of the project in less than 500 words including: 1. What activities will take place, where and when; 2. Who will deliver the activities; 3. How will the activities be delivered; 4. Who will benefit from the project.

2.4

Please explain why SPF funding is required to deliver this activity and when designing your project, what other funding options you have considered

Section 3 – Project Funding

3.1 Expenditure

Please provide a full breakdown of expenditure for the project.

Please include last audited accounts or management accounts (as appropriate).

3.2 Need for Grant

Please explain what would happen to the project without SPF funding and why you have chosen the response you have given.

All applicants should be aware that they will be required to demonstrate evidence of all costs incurred and failure to provide satisfactory evidence of costs incurred and adherence to public procurement rules may result in a deduction of grant.



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Section 4 – Strategic Alignment

In this section, describe how your project aligns with both Local Priorities and the UK Shared Prosperity Communities and Place Funding objectives.

A full list of the UK Shared Prosperity Communities and Place objectives can be found in the table below along with guidance on each intervention.

Link the project to aims and objectives in the local outcome improvement plan (LOIP). For example, explain and provide evidence on how the project will address climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate. Provide figures on predicted emission reduction, how that figure was calculated, what impact it would have on the community and how it connects to the UK Shared Prosperity Communities and Place Priority. LIOP can be found following the link: [Final-Draft-LOIP-Refresh-21.pdf \(communityplanningaberdeen.org.uk\)](https://communityplanningaberdeen.org.uk/Final-Draft-LOIP-Refresh-21.pdf)

Please provide evidence of community engagement and support for the project. This could be in the form of questionnaires, social media polls, letters from local community etc, if required.



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4.1

Please specify which intervention(s) your project will deliver on. The project can deliver on one or more of these, but it is recommended to have a maximum of two with one main intervention and a secondary one. Please also refer to the Communities and Place objectives below.

Communities and Place Objectives

- To Strengthen our social fabric and foster a sense of local pride and belonging, through investment in activities that enhance physical, cultural, and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- To build resilient, healthy, and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.

Communities and Place Interventions	Example Projects
S1: Place based investments for regeneration and town centre improvements, which could include better accessibility for disabled people, including capital spend and running costs	<ul style="list-style-type: none"> • Regenerating a town square. • Public realm improvements, for example street art, street furniture or other decorative improvements.



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	<ul style="list-style-type: none"> • Regenerating a town square. • Public realm improvements, for example street art, street furniture or other decorative improvements. • Regenerating a town square or high street. • The delivery of outreach/engagement/participatory programmes for community spaces, including youth centres and public libraries.
<p>S2: Support and improvement of community assets and infrastructure projects, including those that increase communities' resilience to natural hazards, such as flooding, and support for decarbonisation of facilities, energy efficiency audits, and installation of energy efficient and renewable measures in community buildings (including capital spend and running costs).</p>	<ul style="list-style-type: none"> • The delivery of events programmes for community spaces, including youth centres and public libraries.
<p>S5: Support for sport, arts, cultural, heritage and creative activities, projects, facilities, and institutions.</p>	<ul style="list-style-type: none"> • Funding for cultural, heritage, and art and craft events. • Funding for maker spaces. • Funding for local art galleries/museums/libraries for exhibitions.



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	<ul style="list-style-type: none"> • Support for displays for artists to showcase work. • Locally led music and theatre performances, tours, author events and film screenings. • Funding for cultural, heritage and creative events. • Support for outreach/engagement/participatory programmes as part of wider local arts, cultural, heritage and creative activities. • Support for the establishment/development of cultural/heritage collaborative networks to share knowledge locally. • Funding for maker spaces.
<p>S7: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area.</p>	<ul style="list-style-type: none"> • Local tourism campaigns. • Campaigns promoting the local area and its culture/heritage/leisure/visitor offer to residents and visitors. • Campaigns to encourage visitors from further afield to visit and stay in the region, collaborating with other places, where appropriate.
<p>S9: Investment in capacity building, resilience (including climate change resilience) and infrastructure support for local civil society and community groups</p>	<ul style="list-style-type: none"> • Funding for community spaces, such as village halls, libraries or community centres for local civil society and community groups to use.



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	<ul style="list-style-type: none"> • Training programmes to support local civil society and community group leaders.
S11: Funding to support relevant feasibility studies.	

4.2

Please describe how the proposed project delivers on the UKSPF Communities and Place interventions and the impact on the local community.

4.3

Please demonstrate the demand and support for this project and how this links to local policies and strategies in particular the Local Outcome Improvement Plan. Where there is evidence of community engagement, please provide this.

Section 5 - Equality and Diversity

Provide information about how your project is open and encourages diversity, and how it removes potential barriers, allowing for equal opportunity. Describe ways in which your organisation considers and seeks to improve the impact on the people connected with the project. This could include employees, customers, suppliers, and the wider community.



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If your organisation has an equality and diversity statement or policy, please attach this in your application submission or refer to Aberdeen City Councils Diversity and Equality Policy.

Section 6 - Project Deliverability

6.1

We need to know that the project as described is deliverable and has a good chance of success. Please provide a summary of how the project will be delivered and confirm and provide details of your capacity and capability.

6.2

It is important that you have robust processes, especially around project finance that allow you to submit reports which only include eligible project costs. Please describe how you will approach this.

6.3

We also need to know what your governance structure is and how you manage the project. Please detail how you will measure progress, manage risk and deal with issues arising. Don't forget to outline your management and governance structure in terms of who is involved and frequency.

6.4

If you have previously delivered similar activity, especially any activity that was publicly funded, please describe what went well and what you have learnt.

For capital projects, information is required with regard to consent and permissions (e.g., planning approval or building regulations). Is the project in ownership of the delivery organisations or are the relevant approvals in place for the project to commence.

6.5



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Tick the location(s) in Aberdeen where the project will be taking place.

Section 7 – Targets

This is based on the UK Government interventions and outputs and outcomes, and the separate Outputs and Outcome spreadsheet must be completed.

These indicators are what the project will achieve during, and as a result of, the activity proposed. They largely indicate whether the project is delivering good value for money.

Please include only those that you are confident of achieving and measuring.

Outputs are expected to be achieved before 31 March 2025 and during the lifetime of the project. Outcomes can be achieved up to 2030.

You must read the government's definitions for each indicator carefully before populating the spreadsheet: UK Shared Prosperity Fund: outputs and outcomes definitions.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068876/UKSPF_Scotland_outputs_and_outcomes.pdf

It is unlikely that all indicators are relevant to every project, so you are not expected to respond to all those listed.

Also please note that every output per intervention needs to have an associated outcome.

Section 8 – Risks

Please describe what you perceive to be the main risks to your project and what mitigation plans you have in place.



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At a minimum we are expecting each project to consider the following risks:

- Cost Increases
- Time Delays
- Recruitment

Section 9 – Documents and Statements

Alongside your application form, you can submit the following documents and confirm on the application that you have done so:

- Equality and Diversity Policy
- Latest Annual Accounts
- Current Business Plan/Constitution
- Support Material - info about your Organisation, staff CVs, a marketing plan, any consultation, stakeholders/partners information or evaluation of previous projects.
- Risk Assessment

Section 10 – Procurement

Please see link below providing information on procurement and thresholds

[How to do business with Commercial & Procurement Shared Services | Aberdeen City Council](#)

Section 11 – Public Subsidy

Provide a breakdown of all public funding received by the organisation in the last 3 years. This is to ensure the public subsidy threshold has not been exceeded. An example is shown in the table below.

For more information on subsidy control follow the link [Overview of the subsidy control regime – a flexible, principles-based approach for the UK - GOV.UK \(www.gov.uk\)](#)



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Public Body	Amount	Date
Aberdeen City Council	£50,000	14/06/2020
Scottish Government	£100,000	03/09/2021

Section 12 - Declaration and Use of Your Information

Please read the Data Protection statement and declaration carefully and sign and date the form before submitting by emailing externalfunding@aberdeencity.gov.uk

3. What happens after you submit your application?

- Applications can be submitted at any time. The table below shows the cut-off dates for applications and which committee dates the applications will be included in.
- Aberdeen City Council will produce a shortlist of eligible projects by considering application which responded to a need identified in the guidance.
- The shortlist of bids will be taken to relevant committee for final decision on fund allocation.
- Applicants will be notified in the week following committee.
- Grant agreements will be issued to successful applicants as soon as possible.

Application deadline	Committee date
23/11/2023	30/01/24



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12/01/2024	13/03/2024
04/03/2024	08/05/2024