**UK Shared Prosperity Fund (UKSPF)**

**West Yorkshire**

**Pillar 3 - People and Skills: Application Form**

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| **Introduction** |
| Please read this guidance thoroughly, and refer to the following documents when completing your submission:   * [West Yorkshire UKSPF Local Investment Plan](https://www.westyorks-ca.gov.uk/media/9600/core-ukspf-local-investment-plan-west-yorkshire.pdf) * [UKSPF Invitation to Bid for West Yorkshire](https://www.westyorks-ca.gov.uk/media/11384/ukspf-pillar-3-west-yorkshire-invitation-to-bid-final-271023.pdf) * [UKSPF West Yorkshire Output and Outcome Evidence Requirements](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx) |

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| SECTION 1: Project Overview and Summary Details | | | | | | |
| **1.1** | **Lead applicant / organisation name** | | | | |  |
| **1.2** | **Project name** | | | | |  |
| **1.3** | **How much UKSPF are you applying for? (£)** | | | | |  |
| **1.4** | **Start Date*: (cannot be before 1st April 2024)*** |  | | **1.5** | **End Date*: (no later than 31st March 2025)*** |  |
| **1.6 Which Call area (s) in the Invitation to Bid are you applying for? If you intend to submit a project that covers more than one Call area of activity, please ensure you have read the information in the guidance on multi-programme projects. Please complete the appropriate box(es)** | | | | | | |
| **Call Programme Area** | | | **UKSPF Interventions** | | | **UKSPF requested (£)** |
| Revenue |
| 1. Work and Health Programme | | |  | | |  |
| 1. Community Grants Programme | | |  | | |  |
| 1. Youth Unemployment Programme | | |  | | |  |

SECTION 2: Lead Applicant Details

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| **2.1** | Please confirm the type of organisation if other please state | ☐ Local council  ☐ Private sector  ☐ Voluntary sector  ☐ University  ☐ FE College  ☐ Other (please specify below) | |
|  | |
| If your organisation is within the private sector or a not-for-profit organisation, please complete the following questions. | | | |
| **2.2** | Main activities of organisation (Max 50 words) |  | |
| **2.3** | Charity or company registration number |  | |
| **2.4** | VAT Registration Number |  | |
| **2.5** | Registered address |  | |
| **2.6** | Delivery address of Project, if different |  | |
| **2.7** | Size of the organisation | Does your business employ | |
| Fewer than 50 employees |  |
| 50 – 249 employees |  |
| 250 employees or more |  |
| What is your company’s turnover/balance sheet for the last 12 months? Please provide evidence as an appendix. |  |
| Is there any personal and/or working relationship with anyone within the applicant organisation and anyone within the Combined Authority that can raise a perception of conflict of interest? Please provide details. |  |
| **2.8** | If you are a Non-public sector Applicant, please confirm you have attached the following documents which are subject to financial due diligence checks. | Financial accounts for the most recent 3 years | ☐ Yes ☐ No |
| Proof of existence - Certificate of Incorporation, Charities Registration, VAT Registration. | ☐ Yes ☐ No |
| Certificate or alternate form of incorporation documentation. | ☐ Yes ☐ No |
| 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. | ☐ Yes ☐ No |
| Most recent Management Board reports or financial report of the Organisation’s Finance Director | ☐ Yes ☐ No |
| **Contact Details** | | | |
| **2.9** | Key contact name for the project |  | |
| **2.10** | Role within the organisation |  | |
| **2.11** | Email address |  | |
| **2.12** | Phone number |  | |
| **2.13** | Alternative contact |  | |
| **2.14** | Alternative contact Email address |  | |
| **2.15** | Phone number |  | |
| **2.16** | Lead Organisation’s website address. |  | |
| **2.17** | **Are there partners involved in the project?** If yes, please confirm you have completed a **Annex D – Partners Supporting the project Form - One form should be completed by each of the other organisations participating in the joint bid** (Gateway criteria) (Please delete as appropriate) | | ☐ Yes ☐ No |

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| **SECTION 3 :Summary of Funding Requested** | | | |
| **3.1** | Overall Cost of Project | £ | |
| **3.2** | UKSPF Funding applied for | **Revenue** | £ |
| **3.3** | Other *public sector* funding amounts and sources (as leverage/match funding) | **Revenue** | £ |
| **3.4** | Other *private sector* funding amounts and sources | **Revenue** | £ |
| **3.5** | **Total amount of leverage/match funding to be provided** | Xx% | |
| **3.6** | **Leverage/Match funding (where it forms part of the funding package):** Confirm you have submitted a match funding form **Annex E** for every organisation providing match funding. If the project relies on match funding that has not yet been secured, use this form to explain when it is expected to be secured and what the impact would be if it is not secured. | | |
| ☐ Yes ☐ No | | |

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| **3.7** | Is any information in this form considered exempt from release under Section 41 of the Freedom of Information (FoI) Act 2000? Please provide details. |  |

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| SECTION 4: Project details and Impact: Strategic Fit | | | | | |
| **4.1** | Project description (Max 500 words) | | | | |
|  | | | | | |
| **4.2** | Project objectives (Maximum of five SMART objectives) | | | | |
|  | | | | | |
| **4.3** | Please explain how your project intends to deliver the proposed activity and ensure this relates to the relevant Call area(s), clearly setting out why your proposal is the best option for addressing the Call area(s) description(s).   * This should include how your project aligns with the policy and objectives of the Call area(s) for which you are applying. * Please describe the evidence to support your proposal on likely demand for the scheme. This should include changes in market, development, and infrastructureat national, regional and scheme impact area level (Max 750 words). | | | | |
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| .**4.4** | **Please explain who the project intends to support (who will be the beneficiaries of the project –).** **Please outline how, in the design of your project, you have engaged with the beneficiaries you propose to support including any evidence of consultation (Max 500 words).** | | | | |
|  | | | | | |
| **4.5** | **Please confirm you have completed a Stage 1 Equality Impact Assessment (Annex C)** | | | | ☐ Yes ☐ No |
| **4.6** | **Where there is other provision available or planned, what steps have you taken to ensure that your project will not duplicate this provision? Particular focus must be given to how you will not duplicate local programmes which support the same target group. (Max 500 words).** | | | | |
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| **4.7** | **To what extent will UKSPF be used to complement an existing project – where applicable? (Max 250 words).** | | | | |
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| **4.8** | **Where will the activities take place? Please ensure you describe below how you will engage with beneficiaries in each of the areas you intend to deliver in. (Max 250 words).** | | | | |
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| **LOCAL AUTHORITY** | | | **PERCENTAGE OF DELIVERY** | | |
| ***Bradford*** | | |  | | |
| ***Calderdale*** | | |  | | |
| ***Kirklees*** | | |  | | |
| ***Leeds*** | | |  | | |
| ***Wakefield*** | | |  | | |
| **4.9** | **Please describe how you will ensure individuals located in rural areas can access the**  **activity(ies) offered by the project (where relevant). How will you engage with these**  **individuals to take up its services? (Max 250 words).** | | | | |
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| **4.10** | **Tackling the Climate Emergency- Please describe how your proposal will help the region tackle the climate emergency – setting out your approach, the proposed benefits and how it will contribute to the region’s target of net zero carbon by 2038?**  **(WY Climate and Environment Plan 2021-2024 and the Carbon Emissions Reduction Pathways). (Max 500 words).** | | | | |
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| 4.11 | **Please set out the Key** **milestones over the lifetime of the Project.** | | | | |
| Milestones | | | | Target Date | |
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| **4.12** | **Please confirm you have completed and attached a logic model (Annex B) as part of your application.** | | | | |
| ☐ Yes ☐ No | | | | | |
| **4.13** | **Confirm you have discussed your proposal with the Combined Authority’s Employment and Skills team to ensure strategic fit and that there is no duplication of existing services?** | | | | |
| ☐ Yes ☐ No | | **Name of Person spoken to** | | |  |
| **Date discussion took place** | | |  |

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| SECTION 5: Economic Dimension – Deliverables: Outputs and Outcomes  *For successful projects, a breakdown of delivery postcodes and EDI data will need to be collected and reported to the Combined Authority as part of the evidence requirements. Please ensure you read the definitions in the outputs and outcomes guidance,* [*available here,*](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx) *and understand the evidence requirements.* | | |
| **5.1** | **Please confirm you have completed the outputs and outcomes tabs in the Budget and Deliverables Excel file (Annex A) – Tab 3.** | ☐ Yes ☐ No |
| **5.2** | Please explain the rationale for the output and outcome volumes proposed and explain the project’s value for money.  (Max 500 words). | |
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| SECTION 6: Commercial Dimension | | |
| **6.1** | **Will the project’s activity(ies) involve procurement?**  (Please tick as appropriate) | ☐ Yes ☐ No |
| **6.2** | Please confirm you have completed **Tab 5 on the Budget and Deliverables Excel Spreadsheet (Annex A).** | ☐ Yes ☐ No |
| **6.3** | **If the project involves procurement, detail how the contracts listed in Tab 5 on the Budget and Deliverables Excel Spreadsheet (Annex A)will be procured in accordance with the** [UKSPF guidance](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-northern-ireland-investment-plan/ukspf-additional-information-for-northern-ireland) **(Max 500 words).** | |
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| **6.4** | Please confirm how procurement will be used to maximise social value. (Max 250 words) | |
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| SECTION 7: Financial Budget and Control | | |
| **7.1** | Please confirm you have completed the UKSPF Budget and Deliverables (*Excel spreadsheet)* (Annex A);   * Tab 1 Expenditure Summary * Tab 2 Granular Budget Summary   Please ensure the spend profile correlates with the scheme’s delivery programme timescales and meets any known spend timescale restrictions. | ☐ Yes ☐ No |
| **7.2** | Only VAT that cannot be recovered from HMRC as part of the VAT system is eligible. Will VAT be included in the expenditure of your project – please explain you answer? (Max 200 words) | |
|  | | |
| **7.3** | Please provide evidence of steps taken to ensure robustness of costs (Max 500 words).   * Please describe key assumptions and exclusions. * Please describe the Sensitivity Analysis carried out. * Please discuss how inflation has been accounted for and justification for this. | |
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| **7.4** | **Please describe any income the project will generate and how it impacts scheme affordability and the sharing of monetary gains (Max. 250 words).** | |
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| SECTION 8: Subsidy Control | |
| **8.1** | Subsidy Control - All applicants must consider how they will deliver in line with Subsidy Control as per the [Government Guidance here](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7).  Please describe how you have considered subsidy control (or Special Drawing Rights) in the designing of your project and how you will ensure you will comply with the Subsidy Control Act 2022. (Max 500 words).  Where applicants do not adequately demonstrate that the proposed project is compliant with the UK Subsidy Control regime it may be considered ineligible and your application could be rejected. |
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| **8.2** | Please list all the organisations (where known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding. (Max 250 words). |
|  | |
| **8.3** | Please describe the system you have in place to report and monitor on any subsidies provided by the project. (Max 250 words). |
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| **8.4** | Please confirm you have attached a legal opinion on the compliance to the new Subsidy Control Act 2022. |
| ☐ Yes ☐ No | |

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| SECTION 9: Management, Governance and Scheme Implementation | | |
| If your application is successful, you may be asked to provide organisational policies relating to, for example, anti-fraud, whistleblowing, conflict-of-interest, and procurement. | | |
| **9.1** | **What experience does the applicant and partners (where applicable) have of delivering**  **this type of activity or project? (Max 750 words)** | |
|  | | |
| **9.2** | **Describe the resources (e.g. staff) the project will have to deliver the activity(ies) including whether staffing is already in place or whether recruitment will need to take place?** This should include 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). **(Max 750 words).** | |
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| **9.3** | Please provide details of the project management process you will have in place to manage the grant, including governance arrangements, management information, and where applicable, the arrangements for managing your delivery partners. (Max 500 words). | |
|  | | |
| **9.4** | Please confirm that all statutory and regulatory approvals required for scheme delivery have been secured e.g. approval to proceed etc. Should approvals still be outstanding, please highlight the approach that is to be taken to secure these approvals ahead of the main delivery programme starting. (Max 250 words) | |
|  | | |
| **9.5** | Please confirm that the Risk Register Annex A tab 6, UKSPF Budget and Deliverable (*Excel spreadsheet),* has been completed. | ☐ Yes ☐ No |
| **9.6** | **Describe the process that will be used to monitor and manage project risks. (Max 250 words).** | |
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| **9.7** | Please confirm you have an active Anti-Fraud policy and/or statement in place that will be adopted by the project. (Please delete as appropriate). | ☐ Yes ☐ No |
| **9.8** | Please confirm you have an active conflict-of-interest policy, and a conflict-of-interest register will be established for the project. (Please delete as appropriate). | ☐ Yes ☐ No |
| **9.9** | Please describe your approach to evaluation including the resource required. If selected applicants will be required to submit a full evaluation and monitoring plan. (Max 500 words). | |
|  | | |
| **9.10** | **Please confirm you have read, and will comply with, the** [UKSPF branding and publicity guidance.](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6) | ☐ Yes ☐ No |

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| Section 10: Data Protection |
| For UK Shared Prosperity Fund related personal data required by the Department for Levelling Up, Housing and Communities (DLUHC), DLUHC is a data controller. For more information on the DLUHC’s processing of personal data for the UKSPF, please read their full [privacy notice](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-privacy-notice/uk-shared-prosperity-fund-privacy-notice).  For all other personal data processed for applications to funding from the UKSPF, the data controller is West Yorkshire Combined Authority (ICO registration # ZA051694). The Combined Authority processes this data under the basis of ‘public task’ for the purpose of administering the UKSPF. This may include the Combined Authority sharing your personal data with other West Yorkshire local authority partners for the purpose of assessing the bid. We will retain your personal data for up to seven years, in alignment with retention policy for DLUHC.  Further information, including contact details for the Data Protection Officer and information on your rights under the UK GDPR, can be found on the Combined Authority’s [privacy notice](https://www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy/). |

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| SECTION 11: Declaration and Submission | |
| Declaration 1: Senior Responsible Officer (SRO)/Finance Director (FD) with authority to complete the declaration below to confirm that the information provided in this application has been reviewed by the named person and is to the best of their knowledge, correct at the time of writing and is content with the detail provided in this application | |
| **Name** |  |
| **Organisation** |  |
| **Department** |  |
| **Position in the organisation** |  |
| **Signature** | (Please insert digital signature) |
| **Date of approval** |  |

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| SECTION 12: List of any attached documents |

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| **List of Appendices** | |  |
| **Appendix** | **Title** | **Submission confirmed?** |
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***Additional Guidance - Completing ANNEX A – Budget and Deliverables Excel Spreadsheet***

***TAB 1 – EXPENDITURE SUMMARY***

* *Section 1*
  + - *Applicants must complete a high-level summary of the anticipated project expenditure –quarterly by financial year.*
    - *The first section is broken down by Interventions (E Numbers) - E Numbers can be selected form Drop Down Menus in column A.*
    - *Applicants should complete columns C through H with the Intervention, Call Area, Delivery Timescales, Total Intervention Costs and Postcode with the relevant information.*
* *Section 2* 
  + - *Please set out the source of any leverage/match funding – where it is to be from different sources then please enter each as a separate line.*
    - *Applicants should complete columns C through H with the Intervention, Call Area, Delivery Timescales, Total Intervention Costs and Postcode with the relevant information.*
    - *Match Funding values should be set out quarterly by financial year.*
* *Section 3*

*This section is automated and will calculate the total value of the project – no applicant information needed.*

***TAB 2 – GRANULAR BUDGET***

* *Applicants should complete the granular budget to demonstrate detailed project spend and allocation. This section is broken down by headings in column B. Brief descriptions of costs should be put in column D with monetary values to be set out quarterly by financial year.*

***Note****: This should be completed for each category of expenditure.*

***Note****: Additional rows are to be added as required.*

* *Totals are calculated at the bottom of the form. No applicant information needed.*

***TAB 3 – OUTPUTS AND OUTCOMES***

* *Applicants should provide details on the outputs and outcomes for the project. These are divided against each Intervention category.*

***Note****: Some outputs and outcomes appear over multiple interventions. Applicants should ensure that the selected Interventions match the relevant Calls they are applying to. Applicants should refer to the* [*Output and Outcome Evidence Requirements*](https://westyorks-ca.gov.uk/media/11313/ukspf-west-yorkshire-output-and-outcome-evidence-all-pillars-v3-150923-final-2.docx).

* *For outputs applicants should complete columns F-I and K-M for each relevant row.*
* *For outcomes applicants should complete columns Q-T for each relevant row.*
* *Summary table for all interventions calculated automatically using the individual intervention tables. This is the total number of each output and outcome you will be contracted to deliver across all interventions if your bid is successful.*

***TAB 4 – INTERVENTION SUMMARY***

* *Please use this tab to cross check the proposed interventions, outputs, and outcomes.*
* *If you are delivering an intervention, you must provide a profile for expenditure, outputs, and outcomes (columns C to E must all be "Yes").*
* *- If you are not delivering an intervention, columns C to E must all be "No".*
* *- Where columns C to E do not match, you will be prompted to amend profiles correspondingly until they are either all "Yes" or all "No".*

***TAB 5 – PROCUREMENT***

* *Applicants* *should complete one row for each procurement anticipated to be undertaken by the project. Applicants should complete columns B-H with the relevant information.*

***TAB 6 – RISK REGISTER***

* *Applicants should complete one row per risk and complete columns B-G with the relevant information. columns E and F contain drop downs to ensure consistency with risk probability and impact selections.*