# UKSPF People and Skills Herefordshire

Application Form

**Project Title – Please use an appropriate title which may not need to be revised along with the associated project**

Click or tap here to enter text.

**Section 1 – Contact details – The legal name of the applicant entity. Applicants must be legally constituted at the point of applying for the funding and able to enter into a legally binding funding agreement with the Council.**

* 1. Lead organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Registered Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company/Charity No. Click or tap here to enter text.

(if applicable)

UK Provider Reference Number:

**Insurance**

Please provide a copy of your insurance policy and confirm that your insurance meets the requirement of the grant detailed below:

1. public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project;

And

2. employer's liability insurance with a limit of indemnity of not less than five million (£5,000,000) in relation to any one claim or series of claims arising from the Project.

Can your organisation Yes  fill in number below No

recover VAT? VAT number Click or tap here to enter text.

* 1. Briefly describe your organisation’s main purpose and activities. Please include a link to your website if you have one.

Click or tap here to enter text.

Website address: Click or tap here to enter text.

**1.5** Have you had funding withdrawn due to financial irregularity or poor performance within the last 5 years? If you answer yes please provide details.

Click or tap here to enter text.

1.6 Does any aspect of the project involve the provision of subsidies? All applicants must consider how they will deliver in line with Subsidy Control as per the Government Guidance here [UK subsidy control regime: statutory guidance - GOV.UK](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance)Please describe how you have considered subsidy control

Click or tap here to enter text.

**2.** **Project Proposal Delivery**

Please provide a clear and precise description of your project.

What is the projects aims and objectives?

What needs are you addressing and why?

What specific activities will the project be undertaking? Please include course details, methods of assessment, participant support etc. as appropriate.

Describe how you will implement and deliver your project proposal, ensuring quality, include any delivery partners.

You can add as a further attachment not included in the word count a Project Delivery Plan (Gantt Chart)

Click or tap here to enter text.

**3 Participant Engagement.** Applicant should demonstrate a clear understanding of the importance of achieving the objectives. Please describe: How you intend to identify and engage with participants and employers as applicable in Herefordshire. What promotional/referral routes you will use. Please describe how you will ensure individuals located in rural areas can access the activity(ies) offered and how you will engage with individuals to take up the opportunity offered.

Click or tap here to enter text.

**3.1** Proposed location or premises where project delivery will take place including postcodes if possible

Click or tap here to enter text.

Postcode: Click or tap here to enter text.

**4 Financial Costs** Please complete Annex A Tab 2 to provide your breakdown of costs, including any identified match funding for your project where appropriate.

Total Project Cost £. Click or tap here to enter text.

Amount of grant you wish to apply for £: Click or tap here to enter text.

Amount of match funding you propose £: Click or tap here to enter text.

Any additional funding ‘in kind’ £ Click or tap here to enter text.

**5 Complementarity** **and Displacement** The applicant should have a robust awareness of the range of other government funded skills programmes in Herefordshire and ensure proposed activity does not duplicate this. Please explain how your proposal is distinct from and will add value to existing publicly funded provision in Herefordshire. Please outline how you will ensure that your proposal is complementing and not competing against other adult education provision in the county. Please detail how this proposal will either support or enhance any existing project – clearly setting out what the name of the project you will complement is, and how your proposal adds value to - setting out the proposed benefits. For example, will the project proposal meet a demand that is not currently being satisfied, or extend delivery of a current project which is meeting demand? (**Maximum 750 words)**

Click or tap here to enter text.

**6. Experience:** Please provide evidence of yours and delivery partners (where applicable) experience of delivering this type of activity/project. Please provide two examples of how you have successfully delivered similar services in a similar organisation. Please outline how you successfully delivered the service requirements and how you addressed any issues and risks in order to deliver services on time and within budget. **(Maximum 750 words)**

Click or tap here to enter text.

**Section 7 – Management, monitoring and evaluation**

**7.1** Please provide details of the project management process you will have in place to manage the funding allocation, including governance arrangements, management information, risk management and where applicable, the arrangements for managing your delivery partners. Please also summarise key risks and mitigations **(Max 500 words).**

Click or tap here to enter text.

**7.2 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).** *Applicants must demonstrate that sufficient resources are in place to develop and deliver your proposed scheme. This should include a breakdown of staffing for the project, to cover existing posts and those that would need to be recruited in order to meet the objectives of your proposal.*

Click or tap here to enter text.

**7.3** What records will you keep to be able to provide the information necessary for monitoring this project? This needs to include details of how you will include feedback from Participants in your evaluation. We will also expect you to provide case studies to show the impact of your work. **(Max 500 words)**

Click or tap here to enter text.

**7.4** What are the key activities and expected timescales for your project? Please provide project start date and end date:

(Please add additional lines if needed)

1Click or tap here to enter text. Click or tap to enter a date.

2Click or tap here to enter text. Click or tap to enter a date.

3Click or tap here to enter text. Click or tap to enter a date.

**7.5** Outputs and Outcomes - With Reference to UKSPF - The achievements produced by a product are it’s ‘outputs’

You only need to include the outputs and outcomes that are relevant to your project. Please complete Annex A outputs and outcomes spreadsheet, detailing against each output the expected number of participants/learners to be engaged and the associated outcomes

Activity description Outputs

Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.

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Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.

**7.6** Please explain the rational for the Output and Outcome volumes proposed and explain the project’s value for money. Value for money should be based on both direct delivery and impact. As appropriate please include comparable evidence against previous or similar projects (**Max 500 words).**

Click or tap here to enter text.

**7.7** Please can you explain the process you will undertake to ensure:

(i) Participants/learners are eligible to participate on this programme and receive UKSPF funding (refer to eligibility guidance)

(ii) Confidential information complies with General Data Protection Regulations (GDPR) and is kept secure and retained**. (Max 300 words)**

Click or tap here to enter text.

**7.8** 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).**

Click or tap here to enter text.

**8. Cross Cutting Themes**

**8.1 Sustainable Development** How does the project support the Government’s Net Zero ambitions or wider environmental considerations? [Climate and ecological emergency – Herefordshire Council](https://www.herefordshire.gov.uk/climate-2) **(Max 250 words).**

Click or tap here to enter text.

**8.2 Equality and Diversity** Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts. What will the project do to promote equality and prevent discrimination based on racial or ethnic origin, religion or belief, disability, age or sexual orientation? What will the project do to ensure people with disabilities can access the project? **(Max 250 words).**

Click or tap here to enter text.

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| **9.0 Fraud statement** |
| By completing the application or accepting funding, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.  Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.  The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:  <https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice> |

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| **10.0 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, Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the UKSPF Funding Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a funding agreement with you or to take steps preparatory to such an agreement.  Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office https://ico.org.uk/  We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.  Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.  We may also advise you of other council services, which may benefit you. Please tick here if you do **not** consent to your details being kept on a database for this purpose. |

**Checklist:**

Have you completed all of the sections?

Have you enclosed and completed Spreadsheet Annex A

**Declaration**

1. We confirm that all the information in this form is correct to the best of our knowledge.
2. We confirm that if UKSPF funding is awarded, it will only be used for the purpose given and according to any conditions specified by the The Ministry of Housing, Communities and Local Government formerly Department for Levelling Up, Housing, Communities.
3. We agree to provide any additional documentation on request that is relevant to this application (in particular insurance certificates, course outlines and programmes of activities, evaluation).
4. We understand that any funding awarded will be released in instalments subject to performance and meeting the monitoring requirements detailed in the funding agreement.
5. We agree that this project will not use other sources of funding (i.e. double funding) for the same cost elements described in this application form.
6. We understand that we will be liable to pay back the grant in full if it is found that any of the information supplied is incorrect, or if any grant funds awarded are not used as indicated in this application form and grant offer letter.
7. The Ministry of Housing, Communities and Local Government formerly Department for Levelling Up, Housing and Communities and Herefordshire Council can use our name and the name of the project in its own publicity.
8. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to Herefordshire Council, if requested.
9. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to Herefordshire Council internal and external audit and The Ministry of Housing, Communities and Local Government formerly The Department for Levelling Up, Housing and Communities. We understand that this does not release us from our legal responsibility to keep records for longer periods.
10. Herefordshire Council may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:

* If we fail to keep and supply ***all*** records as stated.
* If we do not comply with the terms and conditions of the funding grant and/or UKSPF programme.
* If the application form was completed dishonestly or the project documents give false or misleading information.
* If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
* If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project.
* If we fail to comply with UKSPF funding rules requirements
* If we fail to complete the project by the date in the agreement.
* If we close down, become insolvent or bankrupt.

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the CEO/Principal/Director/Chair plus one other senior member e.g. Director of Finance/Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

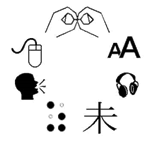
Signature 2  Date: Click or tap to enter a date.

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved you will need to provide the following documents:**

* Copies of any relevant licences/permissions or insurances
* A copy of your equality policy
* A copy of your Safeguarding and Prevent policy

The Council may require additional information prior to agreeing any funding and reserves the right to negotiate changes with the applicant. The Council reserves the right to annul the application process at any time prior to contract award, without incurring any liability to the responding parties



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email:**

**To:** [**ukspfskills@herefordshire.gov.uk**](mailto:ukspfskills@herefordshire.gov.uk)