**Herefordshire UKSPF**

**Cultural Programming Grant Scheme 25-26**

Application form

Applicants should consult the guidance notes before completing the form. All applications that are received that do not meet the eligibility criteria will be discounted.

**Subsidy Control Act 2022 Minimum Financial Assistance (MFA)**

It is considered that this grant scheme complies with the minimum financial assistance requirements of the Subsidy Control Act 2022. This allows you to receive small amounts of financial assistance from public bodies not exceeding £315,000 in the current financial year and the two proceeding financial years.

Please confirm that if you are awarded this grant that you will not exceed the MFA threshold.

**YES** [ ]

**NO** [ ]

Note: We may ask you for further information for audit purposes.

**Project Title**

**Section 1. Contact Details**

* 1. **Name of Organisation**

**1.2 Primary contact’s details**

Contact name:

Contact position:

Address:

Postcode:

Daytime telephone:

Mobile telephone:

Email address:

What is the status of your organisation or group? (Please tick all boxes that apply)

1. Registered Charity[ ]  Number:

2. Company Limited by guarantee [ ]  Number:

3. Social Enterprise [ ]

4. Community Group [ ]

5. CIC [ ]

6. CIO [ ]

7. Other [ ]  Please state:

**1.3 Briefly describe your organisation’s main purpose and when it was formed**

Can your organisation recover VAT?

Yes [ ]  VAT number:

No [ ]

Does your group have a constitution or other appropriate legal governing document?

Yes [ ]  (You will be asked to supply evidence if your application is successful)

No [ ]

**Section 2. Project Details**

2.1 Proposed Start Date: Click or tap to enter a date.

2.2 Proposed Completion Date: Click or tap to enter a date.

**2.3 Proposed location/s that your project will take place including postcode (this must be within Herefordshire).**

**2.4 Who will manage the project?**

**2.5 Tell us about your project, the activities you hope to do, and the groups involved.**

(Max 500 words)

Is your project aimed specifically at children or vulnerable adults? Yes [ ]  No [ ]  If so, do you have appropriate safeguarding policies and DBS checks for the organisation and people involved in place? Yes [ ]  No [ ]  N/A [ ]

Do you need any licences, permission or insurance for the project? Yes ☐ No ☐

Please list:

If so, have these been secured? Yes [ ]  No [ ]  N/A [ ]

**Section 3. Project Impact**

**3.1 Tell us who you expect to benefit from the project and the overall outcomes you hope to achieve?**

**3.2 The funding issued under this grant scheme must achieve certain outputs provided by Government. Please fill in what output numbers you hope to achieve as part of the project.**

| **Output description** | **Current number (baseline)**Place a zero in the box if your project is new | **Additional number you expect to achieve through the project**  |
| --- | --- | --- |
| Number of activities or programmes |  |  |
| Increase in number of visitors, participants or people engaged |  |  |
| 3.2.1. Please explain how the baseline figures have been calculated. Outputs will need to be evidenced as part of your final claim: |

**3.3 How would investment from UKSPF allow you to deliver a project that could not otherwise happen, enable the project to happen sooner, be larger, or of greater quality?**

**3.4 If you plan for the project to continue beyond the grant period, how will it be sustained?**

**Section 4. Project Costs**.

**4.1 Please itemise your individual project costs in the Project Costs form**. The Project Costs form is a separate excel document and can be downloaded from the grant scheme guidance webpage. All included costs must be revenue items. For items over £2,500 please provide quotes along with your submission. Receipts, invoices and other evidence of costs must be submitted as part of any project claim.

a) Total Project Cost: £

b) Amount of UKSPF grant you wish to apply for: £

c) Match funding (if any): £

Please indicate the organisation’s main source of income. You will be asked to provide a **current** bank statement if successful:

If the amount is less than the project total, please tell us how the balance of the project cost will be funded:

**Section 5. Management and monitoring**

**5.1 How will you measure and monitor the project?** What records will you keep to evidence the project success? How will you keep a record of what resources and funds were needed to deliver the project? You will be required to provide these as evidence with your claim.

**Section 6. Risk Management**

**6.1 Are there any risks that could impact on the project being delivered before 20 February 2026?**

All approved projects are required to adhere to the GOV.UK UK Shared Prosperity Fund Branding and Publicity requirements.

<https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>

**Fraud statement**

By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, 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 a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given 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>

**Data protection**

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 UK Shared Prosperity Fund (UKSPF) Grant 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 contract with you or to take steps preparatory to such a contract.

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 10 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.

**Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. 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.

Email address

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.

Email address

**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 before an offer is made:**

* A copy of your organisation’s constitution
* Supporting evidence that other funding is in place (where relevant)
* Copies of any licences/permissions or insurances (where relevant)
* A recent bank statement

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

We may also advise you of other council services, which may benefit you. Please tick here if you consent to your details being kept on a database for this purpose. [ ]



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:** **delegatedgrants@herefordshire.gov.uk**