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UK Government Shared Prosperity Fund Community Grant Lower-Level Award Application Guidance

Data Protection

The information you provide on this form will only be used for the purposes of processing your UK Government Shared Prosperity Fund Community Grant application. To learn more about how the RCT Together Community Development Team will process personal information, please visit:

[Data Protection | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://www.rctcbc.gov.uk/serviceprivacynotice)

<http://www.rctcbc.gov.uk/serviceprivacynotice>

This guidance is to clarify and help applicants complete the application form.

| Application Section | Guidance |
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| Project Fit | <p>Must be delivered within Rhondda Cynon Taf County Borough Council boundaries.</p> <p>Projects will need to be meet the objectives of the UKSPF Communities and Place investment priority.</p> <p>The investment priority will enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level. The intention of this is to strengthen the social fabric of communities, supporting in building pride in place.</p> <p>The objectives are –</p> <ul style="list-style-type: none">• 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 access to amenities, such as community infrastructure and local green space, and community-led projects.• Building 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. <p>For further information please refer to the UK Government Shared Prosperity Fund here: https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus</p> |



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| | <p>In Rhondda Cynon Taf</p> <p>The UK Government Shared Prosperity Fund has been made available to Rhondda Cynon Taf County Borough Council (RCTCBC) by UK Government to enable places to invest in capacity building and infrastructure support to restore community spaces and relationships and create the foundations for social, environmental, economic & cultural development at the neighbourhood-level.</p> <p>RCTCBC has made a Community Grant available with the intention to:</p> <ul style="list-style-type: none"> • Restore a sense of community, local pride and belonging, especially in those places where they have been lost <p>Projects must be delivered within Rhondda Cynon Taf Local Authority area and should contribute to one, or more of the objectives identified in the Rhondda Cynon Taf Corporate Plan - 'Working with our Communities - 2024-2030'.</p> <p>The Council's Corporate Plan Rhondda Cynon Taf County Borough Council</p> <p>These are:</p> <ol style="list-style-type: none"> 1. PEOPLE AND COMMUNITIES - <i>Supporting and empowering RCT residents and communities to live safe, healthy and fulfilling lives.</i> 2. WORK AND BUSINESS - <i>Helping to strengthen and grow RCT's economy.</i> 3. NATURE AND THE ENVIRONMENT - <i>A green and clean RCT that improves and protects RCT's environment and nature.</i> 4. CULTURE AND HERITAGE - <i>Recognising and celebrating RCT's past, present and future.</i> |
| Who can apply? | RCTCBC is making a Community Grant available to not for personal profit organisations, that are within the Third Sector and Community Groups, including Community Interest Companies and Companies Limited by Guarantee that can evidence they have a Constitution or Governing Document; and a Bank Account in the name of the organisation with a minimum of 2 separate (unrelated) signatories. |
| How much can I apply for? | <p><u>Lower-Level Award - £1,000 - £10,000</u></p> <p>Projects can be capital and/or revenue.</p> |
| What are the timescales? | The Lower-Level Award application round will open on 25 th February 2025 and close on 14 th March 2025 at 5pm. |

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| <p>What can I apply for?</p> | <p>The timescale for eligible spend / activity is 1st April 2025 – 31st March 2026.</p> <p>Projects must complete all financial transactions and activity by the end of the relevant financial year.</p> <p><u>Eligible Spend – For example only:</u></p> <ul style="list-style-type: none"> • Project Resources • Equipment – e.g., small pieces of portable items such as kettle, urn, sewing machine. • Refreshments • Venue Hire • Community Engagement Activity costs - including external sessional staffing • Energy Efficiency Audits • Low level remedial energy efficiency responses – e.g. – replacing light bulbs, radiator backing sheets, draught excluders. • Organisation salaries directly related to the activity/project – full financial payroll reports will be required if funding is granted for salary costs. • Capital expenditure – Larger items – See Section 5 for further detail in relation to Capital items <p>Applications can include up to 10% organisational costs such as project management/administration, venue costs such as utilities.</p> <p>All applications will be assessed by a panel as part of a competitive process. Please refer to the Assessment Criteria document provided.</p> |
| <p>How will my application be processed?</p> | <p>You will receive an acknowledgement receipt upon submission of your application.</p> <p>All applications will be assessed following the closure of the application window by the assessment panel.</p> <p>You will be notified of the decision of the assessment panel within 10 working days.</p> |
| <p>Section 1 Contact details</p> | <p>This is the name of the person completing the application on behalf of the organisation. Address and contact details should be for the organisation, not personal data.</p> <p>This is the person who will be contacted at every stage of the application process.</p> |



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| Section 2 | This is the name and contact details of the organisation. |
| Organisation details | You should confirm if you have the relevant insurances and policies in place to undertake your project. We may ask to view these upon request so it's important that you have these readily available. |
| Section 3 | These are the bank details for your organisation. |
| Organisation bank details | You need to ensure the details here matches the evidence you submit with your application i.e. the same account number and sort code. |
| Section 4.a. | This is the name of the project you are applying for. |
| Project Name | This is usually different to your organisation's name. |
| Section 4.b. | This is your project plan. Please tell us whether this is a new initiative or sustaining an existing activity. |
| What do you want the funding for? | Your project must meet the UKGSPF objective: |
| What are you planning to do? | <ul style="list-style-type: none"> 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 access to amenities, such as community infrastructure and local green space, and community-led projects. <p>There are 10 scoring sections within the Assessment Criteria.</p> |
| | <p><u>Assessment Criteria 1. Evidence of Community Need:</u></p> <p>You should demonstrate how you know this project is needed. For example, was it identified during a Neighbourhood Network meeting or community consultation.</p> <p>Please note that community need is different from your organisation need and applications must meet a community need.</p> <p>If applying Capital monies, have you had an energy efficiency audit undertaken, for example? If so, please include this with your application.</p> |
| | <p><u>Assessment Criteria 2. Activities and Timescales:</u></p> <p>Provide details of activities that will take place and planned delivery dates.</p> <p>The timescale for eligible spend / activity is 1st April 2025 – 31st March 2026.</p> <p>You must confirm all the delivery address(es) for your project.</p> |

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| | <p>Assessment Criteria 3. Partnership Working</p> <p>Provide details of partnership working that has taken place to date and/or partnership working that will take place in relation to your project.</p> <p>Are you working in partnership? If so, you should name all delivery partners and confirm you are the lead organisation acting on behalf of that partnership.</p> |
| Section 4.c. Outcomes | <p>Assessment Criteria 4. UK Government Shared Prosperity Fund Objectives</p> <p>You should select the outputs and outcomes relevant to your project, give projections and say how you plan to keep & provide the necessary evidence.</p> <p>You do not have to select all the outcomes and outputs.</p> <p>You must select at least one output/outcome per funding stream e.g. – if applying for Capital and Revenue – select one for each. If only Capital only select from the Capital outputs/outcomes.</p> <p><i>If applying for Revenue funding, ‘Volunteering opportunities created as a direct result of support’ is a mandatory outcome. We would expect an increase in people volunteering either for your organisation or another community group as a result of the project. This could be volunteering in support of an activity or more formally as a trustee or board member, for example.</i></p> <p>We will ask you for evidence to support the delivery of the outcomes. Therefore, you need to tell us how you plan to collect evidence.</p> <p>For example, activity registers, volunteer enrolment forms, volunteer timesheets, pre-post photographs of capital works.</p> |
| 4.d. RCTCBC Corporate Plan | <p>You should review the priorities within the Council’s Corporate Plan – ‘Working with our Communities – 2025-2030 and tick any that apply.</p> <p>The Council's Corporate Plan Rhondda Cynon Taf County Borough Council</p> |
| Section 4.e. Climate Change | <p>Assessment Criteria 5. Climate Change</p> <p>You should review the priorities within the RCTCBC Think Climate: Climate Change Strategy 2022-25 and say how your organisation and project will positively contribute to climate change and reduce carbon e.g. recycling, increasing energy efficiency, ensuring plastic-free delivery etc.</p> |

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| | <p>Tell us what you do to practically to reduce negative climate impacts and increase positive climate impacts.</p> <p>"Think Climate" RCT CBC Climate Change Strategy 2022 - 2025</p> |
| <p>Section 4.f.</p> <p>Equality, Diversity & Inclusion</p> | <p><u>Assessment Criteria 6. Equality, Diversity & Inclusion</u></p> <p>You should say how your project will promote equality, diversity & inclusion, with specific reference to accessibility. E.g. providing <i>Easy Read</i> versions of information, sign language, provision of accessible toilet/changing places, ease of access and egress for people with disabilities.</p> |
| <p>Section 4.g.</p> <p>Welsh Language</p> | <p><u>Assessment Criteria 7. Welsh Language</u></p> <p>You should say how your project will welcome participants in Welsh, e.g. providing bilingual signs; having Welsh speaking staff on site; ensuring publications are bilingual, activities delivered in Welsh etc.</p> |
| <p>4.h.</p> <p>Proven Track record</p> | <p><u>Assessment Criteria 8. Proven Track Record</u></p> <p>We need to be confident that any grants awarded are going to be spent, delivered and evidenced promptly and accurately.</p> <p>You should tell us about previous experience of delivering grant funded projects successfully.</p> |
| <p>4.i.</p> <p>Sustainability , Exit Strategy & Legacy</p> | <p><u>Assessment Criteria 9. Sustainability, Exit Strategy & Legacy</u></p> <p>It is important that the impact of your project goes beyond the lifetime of the UKG SPF RCTCBC Community Grant funding.</p> <p>You should describe how your organisation intends to continue the development or activities/project for at least 12 months after March 2026.</p> |
| <p>4.j.</p> <p>Permissions</p> | <p>We need to know that you have the necessary permissions in place to deliver your project. These need to be in place before you make your application.</p> <p>For example, if you currently lease a facility; do you have permission from your landlord to undertake the activity or make the planned changes?</p> <p>You will need to submit evidence of any permissions as an attachment with application form e.g., written confirmation from your landlord.</p> |

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| | <p>If you are undertaking capital works, you will need to check if you require Planning Consent and Building Control approval as these may add extra costs to your proposal.</p> <p>Click on link to check - Planning, Property and Building Control Rhondda Cynon Taf County Borough Council</p> |
| <p>Section 5</p> <p>Project Costs</p> | <p><u>Assessment Criteria 10. Project Costs.</u></p> <p>In this section you need to provide a summary of costs for the financial year.</p> <p>Projects must demonstrate value for money.</p> <p>Capital and Revenue expenditure are both allowed.</p> <p>Capital expenditure relates to expenditure of a long-term nature, (the expenditure has value over a number of years), where assets are purchased, constructed or enhanced upon</p> <p>3 written quotes or prices sought from relevant suppliers of goods, works and / or services over £2,500.</p> <p>Revenue expenditures are typically ongoing operating expenses that are used in the running of your project.</p> <p>The total cost may be greater than the total grant for which you are applying.</p> <p>If that is the case, you will need to say where the additional funding is coming from on the second financial table.</p> <p>A maximum of 10% can be included to support organisational core costs. However, the overall grant request must not exceed £10,000.</p> <p>If your organisation is VAT registered, you will not be able to claim VAT.</p> <p>If your organisation is not VAT registered, then VAT is an eligible project cost.</p> <p>Applications that include an element of match funding will be scored more highly than those that do not. Please refer to the Assessment Criteria.</p> |
| How your grant will be paid | <p>If your application is approved, you will receive an email notification and an offer letter with the detail of the grant and its Terms and Conditions. If you wish to accept the grant you will need to review,</p> |



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| | <p>sign and return the Terms and Conditions. A payment will then be made into the bank account shown in the application form upon receipt of an invoice for the agreed amount of your offer letter.</p> <p>Payment will be made to your organisation in advance. Please be aware the grant may need to be refunded to the Council should the organisation or planned activity fail to comply with the Terms and Conditions and/or fail to deliver or evidence the outputs required and agreed.</p> |
| Section 6 State Subsidy Control | <p>You will need to confirm whether you meet the definition of an enterprise. If the answer is yes to a) or b), you meet the definition of an Enterprise. Please read, complete and sign the declaration in the Subsidy Control – Minimal Financial Assistance section on the application form. If the answer is c) none of the above, you do not meet the definition of an Enterprise - please go to Section 7.</p> |
| Section 7 Authorisation | <p>The person completing your application plus one other authorised person from your organisation must sign and date the application before it is submitted.</p> |
| Section 8 Checklist | <p>This section is for you to ensure you have included all the necessary information before submitting your application.</p> <p>This must include providing a formal constitution or governing document (current and signed) and confirmation that your organisation has a Governing Body (e.g. management committee, Board) with at least 3 members.</p> <p>This is a competitive process. Please adhere to the word limit per section. Please provide all the information before 14th March 2025.</p> <p>Missing, inaccurate information, or exceeding word limits could result in your application being declined.</p> |

If there are any further queries not covered in this guidance, please email spfrctcbccommunitygrant@rctcbc.gov.uk or call 01443 425368.