



## UK Government Shared Prosperity Fund Community Grant

### Medium Award

### Guidance for Applicants

#### **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
Project Fit	<p>Projects/Activity must be delivered within Rhondda Cynon Taf County Borough Council boundaries.</p> <p>Projects will need to 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"><li>• 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.</li><li>• 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.</li></ul>



	<p>For further information please refer to the UK Government Shared Prosperity Fund here:  <a href="https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus">https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus</a></p> <p><b>In Rhondda Cynon Taf</b></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 &amp; 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"> <li>• Restore a sense of community, local pride and belonging, especially in those places where they have been lost.</li> </ul>
Who can apply?	<p>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.</p>
<p>How much can I apply for?</p> <p>What are the timescales?</p> <p>What can I apply for?</p>	<p><b><u>Medium-Level Award - £10,001 - £45,000</u></b></p> <p>Projects can be capital and/or revenue.</p> <p>The Medium Award application round will open on 25<sup>th</sup> February 2025 and close on 14<sup>th</sup> March 2025 at 5pm.</p> <p>The timescale for eligible spend / activity is 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026.</p> <p>Projects must complete all financial transactions and activity by the end of the relevant financial year.</p> <p><b><u>Eligible Spend – For example only:</u></b></p> <ul style="list-style-type: none"> <li>• Project Resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Equipment – e.g., small pieces of portable items such as kettle, urn, sewing machine.</li> <li>• Refreshments</li> <li>• Venue Hire</li> <li>• Community Engagement Activity costs - including external sessional staffing.</li> <li>• Energy Efficiency Audits</li> <li>• Low level remedial energy efficiency responses – e.g. – replacing light bulbs, radiator backing sheets, draught excluders.</li> <li>• Organisation salaries directly related to the activity/project – full financial payroll reports will be required if funding is granted for salary costs.</li> <li>• Capital expenditure – Larger items – See Section 5 for further detail in relation to Capital items</li> </ul> <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 at the end of the application window as part of a competitive process. Please refer to the Assessment Criteria document provided.</p>
How will my application be processed?	<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>
Section 1 Contact details	<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>
Section 2 Organisation details	<p>This is the name and contact details of the organisation.</p> <p>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.</p>



Section 3  Organisation bank details	These are the bank details for your organisation. 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.  Project Name	This is the name of the project for which you are applying.  This is usually different to your organisation's name.
Section 4.b.  RCTCBC Corporate Plan	You should review the priorities and tick any that apply.  To see a copy of the RCTCBC Corporate Plan; Working With Our Communities 2025-30 please go to <a href="http://www.rctcbc.gov.uk">www.rctcbc.gov.uk</a> or click <a href="#">The Council's Corporate Plan   Rhondda Cynon Taf County Borough Council</a>
Section 5. Financial Overview	Insert the total overall cost and the total grant request for which you are applying.  Separate Revenue and Capital costs.  A full financial breakdown is required within your Project Plan. Template. See Assessment Criteria 10 within <b><u>Project Plan Template Guidance</u></b> below.
Section 6.  Project Plan Template	You must upload / attach your completed Project Plan Template.  See <b><u>Project Plan Template Guidance</u></b> – Appendix A
How your grant will be paid	If your application is approved, you will receive an email notification containing the offer of the grant.  You will need to accept the grant offer in principle by return email.  On receipt of the email acceptance, you will be asked to sign a Grant Agreement with Rhondda Cynon Taf County Borough Council.  A bespoke payment schedule will be shown on your offer letter which will include a partial payment (pro rata'd) for the length of your project that will be made to your organisation in arrears.  Payment will be made into the bank account shown in the application form upon receipt of an invoice for the agreed amount of your payment schedule.

	<p>You will need to provide a quarterly Progress/Highlight report and case study every on the online templates provided. At the end of the project, we will require a highlight report for the whole project.</p> <p>Please be aware the grant may be reclaimed by the Council should the organisation or planned activity fail to comply with the Grant Agreement and/or fail to deliver or evidence the outputs required and agreed.</p>
Section 7 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 8 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 9 Checklist	<p>This section is for you to ensure you have included all the necessary information before submitting your application.</p> <p>This is a competitive process. Please adhere to the word limit per section. Please provide all the information.</p> <p>Missing, inaccurate information, or exceeding word limits could your application being declined.</p>
<b>Appendix A</b>	
<b>PROJECT PLAN TEMPLATE GUIDANCE</b>	
Where to access Project Plan Template	<p>The Project Plan Template is available for download in Word format via the RCT Together website.</p> <p>Complete all sections of the Project Plan Template</p> <p>Please adhere to the word limits on the Project Template. If you exceed the word limit any additional information will not be considered.</p> <p>Please also refer to the Assessment Criteria Document.</p>



	You can upload / attach your completed Project Plan Template in Word or PDF format.
Name of organisation and Project	<p>Insert the name of organisation.</p> <p>Insert the name of your project.</p>
<b><u>Assessment Criteria 1.</u></b> <b>Evidence of Community Need</b>	<p>Describe how you know your project is needed in your community.</p> <p>Please tell us whether this is a new initiative or sustaining an existing activity.</p> <p>You should demonstrate how you know this project is needed. For example, was it identified during a Neighbourhood Network meeting or through a recent survey 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 for Capital monies, have you had an energy efficiency audit undertaken, for example? If so, please include this with your application.</p>
<b><u>Assessment Criteria 2.</u></b> <b>Activities and Timescales</b>	<p>Provide details of activities that will take place and planned delivery dates.</p> <p>The timescale for eligible spend / activity is 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026.</p> <p>You must confirm the delivery address(es) for your project.</p>
<b><u>Assessment Criteria 3.</u></b> <b>Partnership Working</b>	<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>
<b><u>Assessment Criteria 4.</u></b> <b>UK Government Shared Prosperity</b>	<p>You should select the outputs and outcomes relevant to your project, give projections and say how you plan to keep &amp; provide the necessary evidence.</p> <p>You <b><u>do not</u></b> have to select all the outcomes and outputs.</p>



<p><b>Fund Objectives</b></p>	<p>You <b>must</b> select at least one output/outcome per funding stream eg – 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 <b>mandatory outcome</b>.</i> We would expect an increase in people volunteering for your organisation 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.</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>
<p><b><u>Assessment Criteria 5.</u></b> <b>RCTCBC Corporate Plan</b></p>	<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 2024-2030; <i>Working with Our Communities</i>. These are:</p> <ol style="list-style-type: none"> <li><b>1. PEOPLE AND COMMUNITIES</b> - <i>Supporting and empowering RCT residents and communities to live safe, healthy and fulfilling lives.</i></li> <li><b>2. WORK AND BUSINESS</b> - <i>Helping to strengthen and grow RCT's economy.</i></li> <li><b>3. NATURE AND THE ENVIRONMENT</b> - <i>A green and clean RCT that improves and protects RCT's environment and nature.</i></li> <li><b>4. CULTURE AND HERITAGE</b> - <i>Recognising and celebrating RCT's past, present and future.</i></li> </ol> <p><a href="#">The Council's Corporate Plan   Rhondda Cynon Taf County Borough Council</a></p> <p>You must describe how your project positively contributes towards the RCTCBC Corporate Plan.</p>
<p><b><u>Assessment Criteria 6.</u></b> <b>Climate Change</b></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. increasing energy efficiency, ensuring plastic-free delivery etc.</p>

	<p>Tell us what you do to practically to reduce negative climate impacts and increase positive climate impacts.</p> <p><a href="#">"Think Climate" RCT CBC Climate Change Strategy 2022 - 2025</a></p>
<p><b><u>Assessment Criteria 7.</u></b></p> <p><b>Equality, Diversity &amp; Inclusion</b></p>	<p>You should say how your project will promote equality, diversity &amp; 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><b><u>Assessment Criteria 8.</u></b></p> <p><b>Welsh Language</b></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><b><u>Assessment Criteria 9.</u></b></p> <p><b>Proven Track Record</b></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, including any previous UKG SPF RCTCBC Community Grant delivery.</p>
<p><b><u>Assessment Criteria 10.</u></b></p> <p><b>Sustainability, Exit Strategy &amp; Legacy</b></p>	<p>It is important that the impact of your project goes beyond the lifetime of the funding.</p> <p>You should demonstrate how the community will benefit from the activity/project/development. You should describe how your organisation intends to continue the development or activities/project for at least 12 months after March 2026.</p> <p>You should include a clear exit strategy which should include funding security for continuation and/or closure plan</p>
<p><b><u>Assessment Criteria 11.</u></b></p> <p><b>Project Costs.</b></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><b>Capital expenditure</b> 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 £2,500 - £24,999.</p> <p>Contracts to the value of £25,000 or over, a formal tender process evidence is required.</p> <p><b>Revenue expenditures</b> 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>For Capital medium award applications, we would expect that organisations approach other funding sources, (if eligible). For example, the Welsh Church Act Fund (<a href="#">Welsh Church Act Fund   Rhondda Cynon Taf County Borough Council</a>). UKG SPF RCTCBC Community Grant can be used to provide the match funding required in such cases.</p> <p>For Medium level awards we would expect every effort to have been made to secure a minimum of 10% match funding.</p> <p>Applications that include match funding will be score more highly than those that do not. Please refer to the Assessment Criteria.</p> <p>Total project costs must be between £10,001 - £45,000.</p> <p>A maximum of 10% can be included to support organisational core costs. However, the overall grant request must not exceed £45,000.</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>
<b><u>Consent</u></b>	<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> <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 - <a href="#">Planning, Property and Building Control   Rhondda Cynon Taf County Borough Council</a></p>
<b><u>Project Risks</u></b>	<p>You should outline any risks associated with your project.</p> <p>Successful applicants will be given a Risk Log Template to complete quarterly.</p>
<b><u>Authorisation</u></b>	<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>

If there are any further queries not covered in this guidance, please email [spfrctbcccommunitygrant@rctcbc.gov.uk](mailto:spfrctbcccommunitygrant@rctcbc.gov.uk) or call 01443 425368.