 

**UK Shared Prosperity Fund**

**Pembrokeshire Application Form**

This form is for project applicants, applying for funding from the UK Shared Prosperity Fund in Pembrokeshire.

**When completing this form please refer to the General Guidance document. Please also complete Annex A – Outputs, Funding and Planning Workbook.**

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| **PART 1 – APPLICANT INFORMATION (ELIGIBILITY CHECK)** | | | | |
| 1a) Project Name: | | |  | |
| 1b) Lead Applicant Organisation: | | |  | |
| 1c) Start date of project: |  | End date of project: |  | |
| 1d) Project Costs and Funding | | | SPF Grant Request: | £ |
| Match Funding: | £ |
| Total Project Cost: | £ |
| 1e) Lead Applicant Name and position: | | |  | |
| 1f) Lead Applicant Contact telephone number: | | |  | |
| 1g) Lead Applicant Email address: | | |  | |
| 1h) Lead Applicant Postal address: | | |  | |
| 1i) Secondary contact name and position: | | |  | |
| 1j) Secondary contact telephone number: | | |  | |
| 1k) Secondary contact email address: | | |  | |
| 1l) Secondary contact postal address: | | |  | |
| 1m) Website: | | |  | |
| 1n) Company or Charity Registration Number | | |  | |
| 1o) VAT Registration Number | | |  | |
| 1p) Please confirm the type of organisation:  Local authority  Private sector  Voluntary sector  University  Further Education College  Other (please specify) | | | If other …. | |
| 1q) Is this a joint partnership bid? | | | ☐ Yes ☐ No | |
| *If yes, please complete a joint partnership bid form for every partner involved in the bid* | | | | |
| 1r) All applicants to confirm that:  *N.B. If you cannot fulfil these requirements below, your application will be rejected.* | | | | |
| (i) The project will be delivered by a corporate body that has ability or permission to receive public funds’. | | | ☐ Yes | |
| (ii) You have submitted a fully completed application, including Annex A. | | | ☐ Yes | |
| (iii) No funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the prospectus: [UK Shared Prosperity Fund: prospectus - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#the-funds-parameters). | | | ☐ Yes | |
| (iv) You have read and will comply with all aspects of the UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) | | | ☐ Yes | |
| (v) Joint bids:  You have submitted a joint bid form (where applicable) for each organisation involved in the project. That all consortium members have confirmed their support for the project, including any match funding they are providing. | | | ☐ Yes  ☐ Not Applicable (not a Joint Bid) | |
| (vi) Match funding (where it forms part of the funding package):  You have submitted a match funding form for every organisation providing match funding, including income from beneficiaries. 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  ☐ Not Applicable (no match funding) | |

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| (vii) Private and Voluntary Sector Applicants:  Please confirm you have attached copies of the 2 most recent full financial year’s accounts and the current year’s management accounts for the lead applicant. | ☐ Yes  ☐ Not Applicable (not a private or voluntary sector applicant) |
| (viii) Please confirm that within the past 5 years your organisation or any person who has powers of representation, decision or control within the organisation, has not been convicted anywhere in the world of the offences listed below:   * Participation in a criminal organisation * Corruption * Fraud * Terrorist offences or links to terrorist activity * Money laundering or terrorist financing * Child labour or any form of trafficking human beings | ☐ Yes (no convictions) |

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| **PART 2 – PROJECT SUMMARY** |
| 2a) Brief summary of activities or services you propose to deliver? (100 words max) |
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| 2b) Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project?  Open Call Closing date:  Anchor Project |
| 2c) Please confirm below which investment priority is being covered by this project. Please select all that apply.  Communities and Place  Supporting Local Business  People and Skills  Multiply |
| 2d) Please list all UK Shared Prosperity Fund interventions your project will deliver and **highlight the primary intervention in bold**.  Refer to Annex A Workbook 1) Outputs, 2) Outcomes) for *a list of interventions under each of the three investment priorities or see link below.*  [Interventions, Objectives, Outcomes and Outputs – Wales (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068877/UKSPF_Wales_outputs_and_outcomes.pdf) |
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| 2e) Please provide a detailed description of the proposed activities and services.  Your answer should explain ***what*** you propose to deliver, ***how*** activities will be delivered to meet the interventions listed in 2d, ***who*** the beneficiaries will be and ***where*** delivery will take place. If your application is being submitted in response to a need identified in an open call grant funding window, please specify how your proposed activities will address this need.  (1500 words max) |
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| 2f) Please provide a list of your delivery partners and their role in the project |
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| 2g) Please explain how your proposed activities aligns to the Regional Investment Plan for South-West Wales and how it delivers the objectives and interventions outlined by the UK Government. (750 words max) |
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| 2h) How does the proposal align with local needs and long-term strategic plans for local growth? (500 words max) |
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| 2i) Where there is other provision available or planned, what steps have you taken to ensure that your project will not duplicate this provision? (500 words max) |
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| 2j) Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words) |
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| 2k) Which places will benefit from the activity? |
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| 2l)] What are the key milestones for the implementation of the project?  Please complete Annex A – 5) Delivery Milestones |
| 2m) **Capital Projects only:**  All capital projects should consider the following:   * Community engagement in design * Designing out crime * Accessibility * Sustainable maintenance of any asset developed / extended * The use of volunteering to embed the asset in the local community * The social benefits that will be generated   Please briefly describe how these principles will be considered as part of proposed activities |
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| **PART 3 – PROJECT DETAILS AND IMPACT** |
| For questions 3a-3e, please describe in 500 words or less. Please be as concise as possible. |
| 3a) What UK Shared Prosperity Fund Outputs and Outcomes will the project deliver? In your response please also explain how the project activity will generate the outputs and outcomes anticipated, how the output and outcome figures have been estimated and how they will be evidenced.  Please describe below and complete Annex A Workbook 1) – Outputs, 2) – Outcomes |
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| 3b) Explain the extent to which these outputs or outcomes could be achieved without UKSPF funding |
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| 3c) How does the project support the Government’s Net Zero ambitions or wider environmental considerations? |
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| 3d) How does the project demonstrate innovation in service delivery? |
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| 3e) 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. Please also outline how your proposal will support the Welsh Language throughout project delivery. |
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| **PART 4 – FINANCIAL** |  |
| 4a) Please confirm you have completed Annex A with full breakdown of your proposed expenditure. ☐ Yes ☐ No | |
| 4b) Does the funding package include any match funding? If so, how much? When will any funding that is not in place be secured? Please confirm the sources of all co-funding. | |
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| 4c) Have you submitted match funding forms for all co-funders? ☐ Yes ☐ No | |
| 4d) How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed? | |
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| 4e) Please indicate how value for money will be achieved through the delivery of this project. | |
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| 4f) Is this project deliverable at a smaller scale? ☐ Yes ☐ No | |
| 4g) If yes, please describe how you would adjust the project design and activities, outputs and outcomes and reduction in grant funding request. | |
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| **PART 5 – PROCUREMENT**  Please limit your response to 750 words or less. Please be as concise as possible. |
| 5a) Please outline any elements of the project that you are likely to procure.  As part of your response please note also:   * Indicate the procurement strategy and route that you will follow. * Note guidance on SPF Procurement Route & Thresholds. * Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments. * Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators. |
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| **PART 6 – PROJECT MANAGEMENT & APPLICANT EXPERIENCE**  Please limit your responses to each question to 750 words or less. Please be as concise as possible. |
| 6a) How will you manage the project? If this is a multi-agency project, how will this be managed effectively? Please include details of your governance arrangements for the project. |
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| 6b) Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes. |
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| 6c) What experience does the organisation and partners (where applicable) have of delivering this type of activity?  As part of your response please also:   * Describe the resources and relevant expertise that the organisation has available now to deliver the project * If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay. |
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| **PART 7 – PROJECT RISK MANAGMENT**  Please limit your response to 500 words or less. Please be as concise as possible. | |
| 7a) Summarise the key risks to the project below and describe the process that will be used to monitor risk. Please also complete Annex A – 6) Risk Register | |
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| **PART 8 – EVALUATION**  Please limit your responses to each question to 500 words or less. Please be as concise as possible. | |
| The full UKSPF Monitoring and Evaluation Strategy will be published shortly.  In the meantime, applicants should review the additional information relating to monitoring  and evaluation. | |
| 8a) Please confirm that you will retain all relevant data on your project, including beneficiary data, and provide this on request to Local Lead Body, Regional Lead or DLUHC, or its agents, for monitoring or evaluation purposes. | Yes ☐ |
| 8b) If you intend to carry out any project evaluation, please describe any plans you have to evaluate how the project was delivered and its impact on your intended beneficiaries. | |
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| **PART 9 – EXIT STRATEGY**  Please limit your response to 500 words or less. Please be as concise as possible. |
| **Currently the UK Shared Prosperity Fund is operating to 31st December 2024** |
| 9a] Please outline your exit strategy. Consider what, if any, activities will continue and how these will be funded. |
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| **PART 10 – SUBSIDY CONTROL** | |
| All bids must also consider how they will deliver in line with subsidy control as per UK Government guidance:  <https://www.gov.uk/government/collections/subsidy-control-regime>  **Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime, it may be considered ineligible and your application could be rejected.** | |
| 10a) Is the direct award of UKSPF funds to you (as the applicant) considered to be a subsidy? | Yes  No |
| 10b) Please explain the rationale for your response | |
|  | |
| 10c) If award of funding does constitute a subsidy how will this comply with relevant legislation? | |
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| 10d) Does any aspect of the activity(ies) involve the provision of subsidies to end beneficiaries? | ☐ Yes  ☐ No |
| 10e) If no, briefly explain the rationale for this response | |
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| 10f) If yes, briefly explain how the subsidies are compliant with the UK’s subsidy control regime as set out in the guidance. | |
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| 10g) Please describe the system in place to report and monitor on any subsidies provided by the project | |
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| **PART 11 – DATA PROTECTION** |
| Please note that the Department for Levelling Up, Housing and Communities (the Department) will be a Data Controller for all UK Shared Prosperity Fund-related Personal Data collected with this form and submitted to the Department, and the control and processing of Personal Data.    Each Local Authority has been invited to run a local bidding process and will be a Data Controller for all UK Shared Prosperity Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the Department for consideration.    The Local Authority, Regional Lead Authority and the Department will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).    As a Processer of UK Shared Prosperity Fund-related Personal Data your organisation and the Local Authority and Regional Lead Authority must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).    By proceeding to complete and submit this form, you consent that the Local Authority, Regional Lead Authority and its contractors where relevant, and the Department, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application to the Department for funding from the UK Shared Prosperity Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Local Authority, Regional Lead Authority and Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations, including partner organisations and by submitting this form you are agreeing to your Personal Data being used in this way.    Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time). |
| **PART 12 – PROJECT APPLICANT STATEMENT** |
| I declare that I have the authority to represent the project applicant in making this application.  I understand that acceptance of this application form by the Lead Authority or the Department for Levelling Up, Housing and Communities (the Department) does not in any way signify that the project is eligible for funding under the UK Shared Prosperity Fund or that any such funding has been approved towards it.  On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority and the Department that:   * the project applicant has the legal authority to carry out the project; and * the information provided in this application is accurate.   I also confirm to the Lead Authority and the Department that:  I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;  I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies and the Department’s Privacy Policies;  I shall inform the Lead Authority if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant*,* I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal;  Any match funding that has been set out in part 4 will be in place prior to any award of UK Shared Prosperity Funding; and  I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.  I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.  I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support.  For and on behalf of the project applicant  Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

