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Nottingham
City Council

Bulwell Levelling Up Fund Regeneration Programme

Community Events and Activities Grant

(Capital Only)

2026-2027

Applicant Guidance Notes



1. Introduction

This guidance is intended to provide information to potential applicants to the Bulwell Levelling Up Fund (LUF) Regeneration Programme - Community Events and Activities (Capital) Grant 2026-2027, administered by Nottingham City Council.

Nottingham City Council are looking to use funding from its Regeneration Programme to improve the range of events and activities to engage the communities of Bulwell. The grant aims to enhance the capacity of local voluntary and community organisations to deliver more inclusive, frequent, and high-quality community engagement and support activities.

The grant operates over a one stage application process by the submission of a full application.

This grant provides capital funding to support community engagement and support events across Bulwell and Bulwell Forest wards. Funding will enable small-scale improvements, equipment purchases, and activity infrastructure allowing organisations to deliver more or improved community activities.

Examples of eligible projects:

- Digital equipment/infrastructure used for community engagement, employment or skills activities
- Minor improvements to public spaces or community venues
- Improved access to, or security for, community venues or spaces
- Large equipment purchases enabling delivery of additional or improved community events

The capital grant funds must be spent by the end of March 2027 and be used to support community activities before end of June 2027.

Nottingham City Council on behalf of the Bulwell Regeneration Programme is looking to allocate all of the funding available through this scheme using a single application window between May and July 2026 and issue grant agreements to successful applicants by the end of July 2026.

2. Grant Amount

The funding available to organisations through this grant scheme is **capital** funding*. This funding can only be used to support improvements to venues, or purchase equipment to deliver events and activities, within the wards of Bulwell and Bulwell Forest. Whilst activities may be open to residents from outside these wards, the majority of participants should live within the boundary.

**Capital grant funding provides one-off, non-repayable funds to finance fixed assets like equipment, building improvements or infrastructure upgrades*

Up to £14,999 in capital funds are available per applicant. The minimum amount available per application is £5,000.

Organisations will need to provide details of when the activities will be delivered as part of the application process. They will also be required to provide proposed timescales for when



the grant funding will need to be paid. Therefore, applicants should consider their own cash-flow situation when planning the timing of projects, paying project invoices etc.

Payment of grant funds to support cash-flow can be considered if it is included as part of the application, however grant recipients would be required to repay any grant received if any works, or equipment, included in the application is not delivered, or purchased, as specified in their grant agreement.

All grants are made at the discretion of Nottingham City Council on behalf of the Bulwell Regeneration Programme and are subject to availability.

Match Funding

Although match funding is not required, there is an opportunity for applicants to identify the value of an in-kind contributions in their application.

3. Eligible Projects

The Bulwell Community Events and Activities Grant aims to support projects that deliver some, or all, of the following:

- Increased number of local people using community venues and spaces
- More active and vibrant community spaces
- Greater access to social, cultural, wellbeing and support activities
- Strengthened Voluntary & Community Sector organisations
- Improved community resilience and cohesion

We particularly encourage projects that aim to engage the most vulnerable in our communities and those which aim to address the exclusion or isolation of residents due to their age, gender, ethnicity, health or sexuality.

4. General Eligibility Criteria

To be eligible to receive a grant your organisation **must**:

- Be based within Nottingham City Council's administrative area, or deliver services within it
- Be a Charitable Incorporated Organisation (CIO) Community Interest Company (CIC), Company Limited by Guarantee, Social Enterprise, Registered charity, Public body which delivers or hosts community projects or a constituted body, **NOT** a private company or business
- Have been operating for at least 12 months
- Have no outstanding debt with Nottingham City Council

Please note

If your application is for the purchase of equipment, it must be used at venues physically located in Bulwell or Bulwell Forest. Funding cannot be used to purchase equipment for use at venues outside these areas.



If your application is for venue improvements, the venue must be physically located in Bulwell or Bulwell Forest. Funding cannot be used to improve venues outside these areas.

Click on these links to view ward maps of [Bulwell](#) and [Bulwell Forest](#)

Your organisation **must**:

- Not have signed any contracts for work or equipment for which grant funding is sought. Any purchases / contracts initiated prior to a grant award will not be eligible for funding
- Have an organisation bank account
- Have all the necessary permissions, licences and insurances to operate your organisation
- Satisfy that the proposals are viable, offer value for money, are realistic and deliverable

You organisation **agrees** to:

- Give consent to Nottingham City Council and the Bulwell Regeneration Programme to involve your organisation in publicity for the grant scheme, e.g. press releases, case studies and photographs (subject to commercial sensitivity).
- Partake in periodically agreed monitoring after the grant payment, which will help us to assess the success of the overall grants programme.

Ineligible Project Costs

This grant is for capital expenditure only. It cannot be used to support revenue or ongoing costs, including day-to-day running expenses.

Capital costs typically include one-off purchases or improvements such as equipment or physical works. Revenue costs are ongoing or operational expenses.

The following cannot be supported through this grant:

- Staffing or volunteer costs, including salaries, wages, sessional workers, freelance fees, training or expenses
- Ongoing running costs, such as rent, utilities, insurance, maintenance or consumables
- Reimbursement of goods or services purchased before the date of the grant offer letter
- Financial costs, including bank charges, interest, penalties or loan repayments
- Costs associated with gaining statutory permissions or consents, such as planning fees or licence applications
- Organisations experiencing financial difficulty
- Organisations subject to an outstanding order for the recovery of illegal State Aid
- Activities or expenditure that could bring Nottingham City Council into disrepute

This list is not exhaustive. If you are unsure whether a particular cost is eligible, you are encouraged to contact the Economic Development Grants team to check before submitting your application.



5. Procurement

Where organisations are able to re-claim VAT, the grant should only be used to cover the net cost (i.e. the cost excluding VAT).

All supplier quotes must clearly state the price including and excluding VAT.

Where you are proposing to spend between £2,500 - £14,999, (within the grant allocation of £5,000 - £14,999) with a single supplier three written quotes or prices must be sought from relevant suppliers of goods, works and / or services. Details of these quotes must be included in the Procurement Tab in Appendix B

6. Outputs and Outcomes

Output / Outcome	Definition	Measurement
Improvements to community venues or spaces within Bulwell and Bulwell Forest	The number of community venues or spaces located in Bulwell or Bulwell Forest that are improved using grant funding. Improvements must be capital in nature and may include physical upgrades, refurbishment, installation of equipment, or enhancements that improve accessibility, safety, capacity or overall use of the venue or space.	Each venue or space improved is counted once, regardless of the number of individual improvements made.
Community events or activities delivered at venues or spaces within Bulwell and Bulwell Forest	The number of distinct community events or activities delivered at eligible venues or spaces in Bulwell or Bulwell Forest that are enabled or supported by the funded improvements or equipment. Activities should be open to the local community and contribute to social, cultural, health or wellbeing outcomes.	Each individual event or activity session is counted once, regardless of its duration or the number of people attending.
Individuals attending community events or activities at venues or spaces within Bulwell and Bulwell Forest	The number of individuals attending community events or activities delivered in Bulwell or Bulwell Forest that are supported by the grant. This measure reflects community participation and use of improved venues or spaces.	Each individual should be counted once only, regardless of how many events or activities they attend during the funding period.
Volunteers supporting community events or activities at venues or spaces within Bulwell and Bulwell Forest	The number of volunteers who actively support the delivery of community events or activities at eligible venues or spaces in Bulwell or Bulwell Forest. This includes unpaid individuals contributing their time, skills or experience to support delivery.	Each volunteer is counted once, regardless of the number of hours contributed.
Low or zero carbon energy infrastructure installed	Low or zero carbon energy infrastructure means any improvements to the venues that reduce energy demand, promote the	The number of venues where low or zero carbon energy infrastructure has



	diversification of energy sources, or drive more appropriate use of energy.	been installed or upgraded using grant funding. A venue may be counted once, regardless of the number of individual measures installed.
Green or blue space created or improved	<p>Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children’s play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to “public realm”.</p> <p>Created means physical creation of a green or blue space that did not exist previously and the space is open to the public.</p> <p>Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning.</p>	Square meterage of green or blue spaces that are either created or improved using grant funding and are accessible to the public.

7. Timeframe

The Bulwell Community Events and Activities Grant will be open to applications **until 23:59 on Sunday 28th June 2026**.

Projects awarded funding will be required to spend their grant award by the date or timeframe stated within the Grant Offer Letter and Grant Agreement.

All projects funded through the scheme **must be** fully completed and all grant funding **spent by 31st March 2027** and funded activities recorded until **30th June 2027**.

8. Application Process

Step 1 – Full Application

If your organisation and project is eligible for support through the Bulwell Community Events and Activities Grant, you should send in your full application form, which can be found using the following link: - [Bulwell town centre regeneration - Nottingham City Council](#)



Step 2 – Project Assessment

Completed applications must be sent by email to econdev.grants@nottinghamcity.gov.uk by **23:59 on Sunday 28th June 2026**.

Assessment will involve four stages;

- 1. Gateway – using Section 1 of the application form**
- 2. Scoring – using Section 2 of the application form**

The maximum score for each question in the application form is 5, based on the scoring framework below, but some are weighted through the multiplication of the assigned score. For example, a score of 5 weighted by a factor of 4 will equal a total score of 20. The maximum score and multiplication weightings are shown on the application form in the dark grey box to the right of each question.

Score	Assessment	Description
0	Unacceptable	Response to the question is unacceptable or no response received. Does not give the Fund confidence in the ability of the bidder to deliver the proposed project.
1	Poor/Weak Response	Inadequate detail provided or some of the answer not directly relevant to the question. Is supported by none or a weak standard of evidence in several areas giving rise to concern about the ability of the bidder to deliver the proposed project.
2	Below Expectations	Limited information provided, and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the bidder to deliver the proposed project.
3	Satisfactory Response	Acceptable response in terms of the level of detail, accuracy and relevance. Is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the bidder to deliver the proposed project.
4	Good Response	Comprehensive response in terms of detail and relevance to the question and supported by good standard of evidence. Gives the Fund confidence in the ability of the bidder to deliver the proposed project. Meets the Fund's requirements.
5	Very Good Response	As Good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the bidder to deliver the proposed project. May exceed the Fund's requirements in some respects, for example, added value such as integration/synergy with other projects.



The maximum weighted score for the Application Form is 55
The maximum weighted score for Appendix B is 18
The maximum total weighted score is 73.

3. Moderation

Scores will be reviewed, in order to ensure consistency and fairness.

Grants will be awarded to the applicants with the highest score. The number of successful organisations will be dependent on the availability of funds.

4. Final Decision

The Executive Member for Strategic Regeneration, Property and Communications will act as the final decision-maker for all grant awards, supported by advice from officers. Prior to the Executive Member's decision, the Corporate Director for Growth & City Development, ward councillors and the local MP will be briefed on the recommended awards and the rationale underpinning them. While applications will be independently assessed and moderated by NCC officers, the scoring process will inform recommendations only. Final approval of all grant awards will rest with the Executive Member, ensuring democratic oversight and alignment with the Council's strategic priorities.

All eligible, acceptable grant applications will be assessed using the methodology above and the applicant informed of the outcome in writing.

Successful applicants will enter into a grant agreement with Nottingham City Council.

The decision of the award of the grants is final and there is no process of appeal.

Step 3 - Grant Offer

If the application is successful, you will be notified in writing and a grant agreement will be issued. Any award will be made based on the terms and conditions outlined within grant agreement.

NB You must not enter into any financial or contractual arrangement with any supplier prior to the project being approved, and not before the date that the grant agreement is signed by Nottingham City Council. To be clear, any expenditure prior to the date that the grant agreement is signed, dated and returned cannot be claimed.

Nottingham City Council reserves the right to withhold, vary or reclaim funding if any information supplied through the application and approval process proves to be inaccurate, misleading or incomplete.

Step 4 - Payment of Grant

Once this has been countersigned, the payment of the grants will be approved upon receipt of the evidence described in the grant agreement.



Full details of the payment processes will be included in the grant agreement.

9. Performance and Monitoring

Grant recipients will be required to report progress against the output and outcomes in their grant agreement in July 2027.

Further details of the performance and monitoring processes will be included in the grant agreement.

10. Commercial Confidentiality

It is generally presumed that the information provided at all stages of the process is sensitive or confidential and will be treated as such. However, when signing the application, you agree to us sharing the details of your application with the Ministry of Housing, Communities & Local Government who are the grant scheme's funder.

11. Help and Support

If you would like to discuss the general eligibility of your proposal, prior to submitting an application, please contact the Nottingham City Council Economic Development Grants Team at econdev.grants@nottinghamcity.gov.uk

However, please note, applications must be received from the applicant organisation directly and while help and support in completing your application is entirely acceptable, we would encourage you to write the full application in your own words and to have a full understanding of the application if any clarification is requested.