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UK Government



Nottingham
City Council

Nottingham City Council UK Shared Prosperity Fund 2025-2026

Community Support Grant Community Engagement

Applicant Guidance Notes

1. Introduction

This guidance is intended to provide information to potential applicants to the Nottingham City Council Community Support Grant– Community Engagement.

Nottingham City Council is looking to use funding from its UK Shared Prosperity Fund to contribute to the costs of community activities events which aim to:

- increase the number of people engaging in community events and activities
- celebrate the heritage of the City
- encourage people to engage in creative activities
- promote and celebrate the City's diverse cultures
- encourage community cohesion
- aim to engage the most vulnerable in our communities and those who feel excluded or isolated due to their labour market status, age, gender, ethnicity, health or sexuality.
- increase the use of community facilities and amenities
- create local volunteering opportunities

Please note – this grant scheme is not focused on events and activities whose primary aim is to support residents with reducing the burden of the increased cost of living. A separate UKSPF funded grant scheme with this focus will be launched by Nottingham City Council later this year.

All events and activities supported using this grant must be:

- free to all (i.e. no entry or admission fees)
- accessible to all (i.e. entry is not limited to members of a particular organisation or group)
- delivered before 31st March 2026.

Funded through the UKSPF, the grant operates over a one stage application process by the submission of a full application

2. Grant Amount

The funding available to organisations through this grant scheme is **revenue** funding.

The maximum amount available per application is £10,000

The minimum amount available per application is £5,000

This funding can be used to contribute to:

- the salary costs of colleagues involved in the delivery of the events and activities and/or in the management, administration and reporting associated with this grant.
- volunteers' expenses
- costs of marketing and promotion of the events and activities
- Other costs associated with the delivery of the events and activities*

** Organisations that were previously awarded a UKSPF Creative, Cultural and Heritage Capital Grant by Nottingham City Council are not able to use this grant to purchase any equipment which costs more than £2,499*

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.

Local authorities have been strongly encouraged to consider match funding from the private, public and third sectors and leverage options when selecting communities and place projects to fund. This will maximise the value for money and impact of the fund

Organisations will need to provide quotes from suppliers for any equipment which costs more than £2,499, as part of the application process. They will also need to take into account the timescales for when the grant funding will be paid. Therefore, applicants should consider their own cash-flow situation when planning the timing of your project, paying 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 support, or equipment, included in the application is not delivered, or purchased, or as specified in their grant agreement.

All grants are made at the discretion of Nottingham City Council and are subject to availability.

3. Project Outputs and Outcomes

The Community Support Grant (Community Engagement) aims to support projects that deliver some, or all, of the following outputs and outcomes.

Outputs

Outputs Indicator for Reporting	Unit of Measurement	Evidence Required
Number of local events or activities supported	Number of events/activities	<ul style="list-style-type: none">List of eventsRelated promotional materials
Number of people reached	Number of people	<ul style="list-style-type: none">Record of attendance numbers at each event
Number of volunteering opportunities supported	Number of opportunities	<ul style="list-style-type: none">List of opportunities created

Outcomes

Outcomes Indicator for Reporting	Unit of Measurement	Evidence Required
Improved engagement numbers	Number of people	<ul style="list-style-type: none">Numbers attending each event, compared to same or similar previous event

Number of community-led arts, cultural, heritage and creative programmes as a result of support	Number of programmes	<ul style="list-style-type: none"> List of events Related promotional materials
Jobs created as a result of support (in your organisation)	Number of Full time equivalent (FTE)	<ul style="list-style-type: none"> Number of Full time equivalent (FTE) Job title(s) in your organisation
Jobs safeguarded as a result of support (in your organisation)	Number of full time equivalent (FTE)	<ul style="list-style-type: none"> Number of Full time equivalent (FTE) Job title(s) in your organisation
Number of volunteering opportunities created	Number of volunteers	<ul style="list-style-type: none"> Commitment to report number of volunteers at end of project

* UKSPF Output and Outcome definitions can be found [here](#). Please read carefully before you input proposed numbers.

4. General Eligibility Criteria

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

- Be located within, or deliver your services within the administrative area covered by Nottingham City Council
- 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 in operation for at least 12 months
- Have delivered similar community engagement activities in Nottingham City in the last 12 months.
- Not have an outstanding debt with Nottingham City Council

5. Procurement

Where organisations are buying equipment and resources and are able to claim back the VAT, the grant should only be used to cover the net cost (i.e. the cost excluding VAT).

All supplier quotes must clearly specify if VAT is applicable, and state the price including and excluding VAT.

If your chosen supplier is not VAT registered, we will require an email verification from them to confirm this.

You **must**:

- Not have purchased any equipment for which grant funding is sought. Any purchases 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 **agree** to:

- Give consent to Nottingham City Council 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 UKSPF programme

6. Ineligible Project Costs

There is no definitive guidance on which costs are ineligible. However, the following cannot be supported by grants:

- Reimbursement of goods / services already purchased prior to the date of a grant offer letter
- Financial charges, such as bank charges and interest
- Organisations in difficulty
- Organisations subject to an outstanding order for the recovery of illegal State Aid
- Activities that may bring Nottingham City Council into disrepute
- Costs associated with gaining statutory permissions or consents
- This list is not exhaustive and specific items can be checked for eligibility by the grants officer from the Nottingham City Council's UKSPF team.

7. UK subsidy control regime

This grant scheme will be administered under Minimal Financial Assistance rules. – you're allowed up to £315,000 in Minimal Financial Assistance over any rolling period of 3 financial years. Information on the scheme can be found at www.gov.uk/government/collections/subsidy-control-regime

Any aid awarded to you under the Community Support Grant will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, the offer letter must be retained and shown to any other public body to which you apply for funding for the three years following the offer.

False declarations will lead to the recovery of the value of the assistance provided plus interest.

Note that where an organisation is part of a group, the £315,000 limit applies to the group as a whole for public sector support within the United Kingdom.

8. Geographical Areas Covered

Be located within or deliver your services within the administrative area covered by Nottingham City Council.

9. Timeframe

The Community Support Grant (Engagement) will be open to applications **until 23:59 on Sunday 8th June 2025**.

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 applicants by 31st March 2026.

10. Application Process

Step 1 – Full Application

If your organisation and project is eligible for support through the Community Support Grant (Community Engagement), you should send in your full application form, which can be found using the following link:

[UK Shared Prosperity Fund \(UKSPF\) - Nottingham City Council](#)

Step 2 – Project Assessment

Completed applications must be sent by email to ukspf@nottinghamcity.gov.uk by **23:59 on Sunday 8th June 2025**.

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.

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. Further Moderation (if required)

Where applications tie on scores, further moderation criteria will be applied as detailed in Stage 4, or applicants may be invited to discuss/negotiate their total project values.

In selecting projects, caps will be applied in line with the maximum total funding available. This may result in applicants being invited to discuss/negotiate their total project values or the proportions of revenue and capital funding

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

Successful applicants will be issued a Grant Agreement. Once this has been countersigned, the payment of the grants will be approved. You will not be required to send invoices for this Grant.

50% of grant will be paid after receiving the signed grant agreement in July 2025 (covering July – November 2025 delivery). Subject to satisfactory performance the remain 50% will be paid in December (covering December 2025 – March 2026 delivery).

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

11. Performance and Monitoring

Grant recipients will be required to report progress against the output and outcomes in their grant agreement at the end of November 2025 and in March 2026.

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

12. 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 and East Midlands County Combined Authority (EMCCA) who are the grant scheme's funder.

13. 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 UKSPF Team at ukspf@nottinghamcity.gov.uk

Support to develop your proposal and to complete your application is available from the Nottingham City UKSPF Team, if required.

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 so you fully understand your proposal as we may need to contact you for further clarification.