**UK Shared Prosperity Fund**

**Community Support Grant 2025-2026**

**Essential Skills**

Application Form

Applications will be assessed subject to completion of full application form and supporting documentation.

Please email the completed form and supporting documents to:

[**ukspf@nottinghamcity.gov.uk**](mailto:ukspf@nottinghamcity.gov.uk) **by** **23:59 on Monday 5th May 2025**

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| **Section 1 – About your organisation** | |
| Organisation name |  |
| Type of organisation | Charitable Incorporated Organisation  Community Interest Company  Charitable Incorporated Organisation  Company Limited by Guarantee  Social Enterprise  Registered charity  Public body which delivers or hosts community projects  Constituted body  Private Company or Business  Other – please specify:   |  | | --- | |  | |
| Has your organisation been in operation for more than 12 months? | Yes/No |
| Do you have Public Liability Insurance to a minimum of £5,000,000? (If yes, please include a copy of your certificate) | Yes/No |
| Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |  |
|  |  |
| Lead Contact name |  |
| Position within organisation |  |
| Organisation address |  |
| Postcode |  |
| Telephone number |  |
| Email |  |
| Website (if applicable) or social media link |  |
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| **Section 2 – Your Organisation and the proposed use of the grant** |
| **Questions to be answered by all applicants** |
| **Q1 - Please provide a brief summary of your organisation’s experience and track record of delivering skills training in the communities of Nottingham.**  (Score weighting x4)  Please include details of the following:   * Skills activities / courses / training / qualifications you have delivered in the past 2 years * Location and types of delivery venues * How you have successfully engaged participants * Sources of funding for these activities. * Most recent performance against target / profile and, if applicable, any underperformance measures that have been applied (e.g. Performance Improvement Plans, reduction in contract value etc).   (Max 400 words) |
|  |
| **Q2 - Please provide details of the skills development activities / courses you are proposing to deliver.**  **For each one please identify which of the four types of activities identified in the Grant Application guidance it most aligns to.**   1. ESOL (Conversational English) Classes 2. Digital Access & Skills Sessions 3. Numeracy & Practical Learning 4. Other Skill-Based Activities   (Score weighting x2)  Please include details of venue (s) or space (s) within Nottingham City where this training with be delivered, the proposed durations of the courses, the number of courses to be delivered, the frequency of sessions in each course. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity  i.e. ESOL, Digital, Numeracy, Other (state)** | **Delivery location** | **Course Duration (Total Hours)** | **Number of times to be delivered** | **Total number of participants to be engaged** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| **Q3 – Please describe how the proposed training will engage the most vulnerable in our communities.**  **We are particularly looking to support projects that engage economically inactive households and the most vulnerable residents in our communities move closer to employment by addressing social exclusion or isolation due to age, gender, ethnicity, health or sexuality.**  (Score weighting x4)  Please include details of the target audience(s), methods for engaging and supporting them  progress onto other training  (Max 400 words) |
|  |
| **Q4 - Please provide details of the colleagues / posts who will be responsible for:**   * **Management of the project** * **Promotion / Marketing of the project** * **Engagement of participants** * **Delivering the skills development activities / courses** * **Providing administrative support** * **Any other key tasks involved in delivery the project**   (Score weighting x4)  Please include all relevant experience and qualifications.  For each, please confirm whether this is an existing post (with a colleague currently employed by your organisation) or a new post (that you will need to recruit to).  Please also indicate any roles that will be delivered by volunteers  (Max 400 words) |
|  |
| **Q5: How will you encourage and support participants who complete your courses to progress into other education and training activities immediately upon leaving your project. (e.g. lifelong learning, formal education or NCC Community and Family Learning provision)**  (Score weighting x 2)  Please include details of you will maximise the number of people who will stay engaged with education or skills training, including   * any other accredited courses your organisation is able to offer * existing networks and relationships you have with other local skills providers * the proposed referral routes you could use   (max 200 words) |
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| **Section 3 – Which UKSPF Outcomes will this project help delivery?** | | | |
| Please complete the table below, indicating proposed number against each outcome | | | |
| **Outputs\*** | **Measurement** | **Proposed no. delivered by project** | |
| **June – Oct 2025** | **Nov 25 – March 2026** |
| Number of people participating in adult numeracy provision | Number of people |  |  |
| Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent (numerical value) | Number of adults |  |  |
| Number of people supported to access basic skills courses | Number of people |  |  |
| Number of people supported to participate in education | Number of people |  |  |
| **Outcomes\*** | **Measurement** | **Proposed no. delivered by project** | |
| **June – Oct 2025** | **Nov 25 – March 2026** |
| Number of people with basic skills following support | Number of people |  |  |
| People gaining a qualification or completing a course following support | Number of people |  |  |
| Number of adults achieving maths qualifications up to, and including, Level 2 equivalent | Number of adults |  |  |
| Number of people in education/training following support | Number of people |  |  |
| Jobs created as a result of support | Number of Full time equivalent (FTE) |  |  |
| Jobs safeguarded as a result of support | Number of full time equivalent (FTE) |  |  |

*\* UKSPF Outcome definitions can be found* [*here*](https://assets.publishing.service.gov.uk/media/67bdd6c844ceb49381213c62/UKSPF_Indicators_25-26_.xlsx)*. Please read carefully before you input proposed numbers.*

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| **Section 4: Project Budget** | | | | | | |
| 1. **Salary Costs**   These can include on costs (such as employer contributions to National Insurance and Pension contributions) and a contribution to other overheads associated with employing the staff working on the project. Please note VAT must not be applied to the costs relating to salaries | | | | | | |
| **Post / Job Title** | | | | **Contribution to salary costs** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
| **Total Contribution to Salaries** | | | | **£** | | |
| 1. **Volunteers Expenses (if applicable)** | | | | **£** | | |
| 1. **Digital and IT equipment required to support delivery of project activities\* (up to a maximum of £2,499)**   *\*Please note - Organisations that were previously awarded a UKSPF Digital Capital Grant by Nottingham City Council are not able to include any digital or IT equipment in their application for this grant.* | | | | | | |
|  | Is your organisation able to reclaim VAT?  Delete as appropriate  (if yes, the grant awarded will be for the amount excluding VAT)\* | | YES | | NO |  |
| No. | Goods / equipment | Name of Chosen Supplier | Cost (excluding VAT) | | Cost (including VAT) | Amount of UKSPF Grant Requested. (use amount in green if you are able to reclaim VAT and amount in yellow if you are not able to reclaim VAT) |
| 1 |  |  |  | |  |  |
| 2 |  |  |  | |  |  |
| 3 |  |  |  | |  |  |
| 4 |  |  |  | |  |  |
| 5 |  |  |  | |  |  |
|  | Add additional line if necessary |  |  | |  |  |
|  | Total |  |  | |  |  |
| 1. **Other materials and resources required for delivery of the activities (up to a maximum of £2,499)** | | | | | | |
| **Description of materials / resources required** | | | | **Estimated cost for duration of project** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
|  | | | | **£** | | |
| **Total cost of materials and resources** | | | | **£** | | |
|  | | | |  | | |
| **Summary of Project Budget** | | | | **Total contribution** | | |
| 1. **Salary Costs** | | | |  | | |
| 1. **Volunteers’ Expenses** | | | |  | | |
| 1. **Digital / IT equipment** | | | |  | | |
| 1. **Other materials / resources** | | | |  | | |
| **Total Grant Requested** | | | |  | | |

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| **Section 5 - Subsidy Control** | | |
| The new UK subsidy control regime commenced from 4 January 2023. The new regime enables public authorities, including devolved administrations and local authorities, to deliver subsidies that are tailored for local needs. Public authorities giving subsidies must comply with the UK’s international subsidy control commitments. The subsidy control legislation provides the framework for a new, UK-wide subsidy control regime. Further information about subsidy control can be found on the gov.uk website at: <https://www.gov.uk/government/collections/subsidy-control-regime> | | |
| Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years | Yes  No | |

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| **Section 6 – Payment of grant** |

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| Are you currently registered as a supplier on the NCC finance system | Yes  No |

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| **Section 7 – Declarations** | |
| * I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge * I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contacts to the suppliers who have quoted for the work. * I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Ministry of Housing, Communities & Local Government (MHCLG) East Midlands County Combined Authority (EMCCA), and Nottingham City Council. * I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council. * I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme * I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime. * I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business. * I confirm that the information provided in this application is a true and accurate description of the intended use of the grant. | |
| **Data protection** | |
| The Community Support Grant project is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Nottingham City Council.  The Community Support Grant project has contractual obligations to record outputs and outcomes associated with this funding. Further details on the collection of this information will be included in the Grant Agreement should this application be successful.  For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:   * The Lead Authority, Nottingham City Council   See the Privacy Notice on the Nottingham City Council UKSPF webpage for more information (www.nottinghamcity.gov.uk/ukspf). | |
| **Name** |  |
| **Signature** |  |
| **Position in business** |  |
| **Date** |  |

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| **Section 8 – Application checklist.**  **Please use this checklist to ensure that you send us everything that we need to assess your application.** | |
| You have answered all the relevant questions on this application form | Yes  No |
| You have enclosed a proof of Public Liability Insurance | Yes  No |
| You have read and signed Section 7: Declarations | Yes  No |
| If you are requesting grant payment in advance of purchase of equipment, you have attached evidence of the Organisation’s finances | Yes  No |

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| **Next Steps** |
| Please email the completed form and supporting documents to:  [**ukspf@nottinghamcity.gov.uk**](mailto:ukspf@nottinghamcity.gov.uk) **by** **23:59 on Sunday 4th May 2025.**  On receipt of a fully completed application, your application will be acknowledged as received and a decision made within 2 weeks of receiving the application. The volume of applications may affect this timescale.  Completing this application form does not guarantee the awarding of a grant. An offer letter will be sent to you if your application is approved. |