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# **Nottingham City Council UK Shared Prosperity Fund**

## **Winter Support Grant 2025-2026**

### **Applicant Guidance Notes**



**Nottingham  
City Council**

## 1. Introduction

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

Nottingham City Council will utilise revenue funding from its UK Shared Prosperity Fund (UKSPF) to support organisations to help households in their communities to reduce the impact of the increased cost of living, particularly with the rising cost of household energy bills.

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

## 2. Background

The city has faced significant economic challenges in recent years, including the unprecedented rises in the cost of living and doing business.

Nottingham has a mixed economy, with a young population. As the East Midlands' only core city, Nottingham has key strengths in life sciences and the wider service sectors. Unemployment and economic inactivity are above the national average.

The cost of living has risen in recent years and has yet to significantly reduce. In particular, energy and accommodation prices continue to present a challenge for many residents and businesses.

## 3. Grant Amount

The Winter Support Grant is in two parts, the minimum grant available is £3,000 and the maximum grant available is £7,000.

See section 4 for more detail.

***There is no match funding required for the Winter Support Grant.***

You will be asked for detailed quotations/costings during the application process.

Successful applicants will be issued a grant agreement to sign in September 2025. Once this has been returned, the payment of the grant will be approved.

***Therefore, successful applicants should plan to receive the payment of the grant in early October 2025. Please take this, and your own cash-flow situation, into account when planning the timing of your activities and purchasing of any equipment.***

Grant recipients will need to agree to repay any grant received if the activities or equipment included in the application is not delivered, or purchased, or used as specified in their grant agreement.

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

## 4. Eligible Projects

The Winter Support Grant is designed to support projects that deliver one or both of the following outcomes. The grant is divided into two parts:

### Part 1

- **Output:** Number of households\* receiving support that helps reduce the burden of the cost of living.

### Part 2

- **Output:** Number of households\* supported to take up energy efficiency measures\*\*. Organisations may apply for **Part 1**, **Part 2**, or **both**.

\* A **household**, as defined by the 2011 Census, is: "One person living alone, or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room, sitting room, or dining area." This includes houses, bungalows, flats, and maisonettes.

**Only households within the Nottingham City Council administrative boundary are eligible.**

Please note: If multiple residents from the same household (e.g. a family) receive support, this will count as **one household** and can only be claimed **once** for each part of the grant.

For the purposes of this grant, support provided to homeless individuals may be counted as one household per person.

\*\* **Energy efficiency measures** refer to any actions that improve a household's Energy Performance Certificate (EPC) rating. A change in the EPC letter grade is not required, progress toward improvement is sufficient.

## General Eligibility Criteria

To be eligible for the Winter Support Grant, your organisation must:

- Operate within, or deliver services in, the Nottingham City Council area.
- Be one of the following:
  - Charitable Incorporated Organisation (CIO)
  - Community Interest Company (CIC)
  - Company Limited by Guarantee
  - Social Enterprise
  - Registered Charity
  - Public body delivering or hosting community projects
  - Constituted community group**(Private companies or businesses are not eligible.)**
- Have been operational for at least 12 months.
- Have delivered similar community engagement activities in Nottingham City within the past 12 months.
- Have no outstanding debt with Nottingham City Council.

## Projects We Are Looking to Fund

We are particularly interested in funding projects that:

- Are delivered by organisations with a proven track record of supporting local communities.
- Help households reduce or manage essential living costs, such as utilities, food, clothing, or school-related expenses.
- Support households experiencing economic inactivity or long-term unemployment, which increases the cost-of-living burden.

- Engage the most vulnerable members of our community, especially those facing exclusion or isolation due to age, gender, ethnicity, health, or sexuality.

## Projects We Will Not Fund

We are **not** looking to fund projects that:

- Focus on providing free or low-cost recreational, leisure, social, cultural, creative, or entertainment activities\*\*, including sports, trips, or excursions.

*\*\* Projects that include warm hubs may incorporate activities tailored to the needs and interests of their target group, as part of the overall warm hub offer.*

## Examples of eligible projects and expenditure.

### Part 1 – Supporting households to help reduce the burden of the cost of living.

Maximum grant available for Part 1 is £5,000

Project Outputs & Outcomes	Eligible project expenditure:	Project Examples (not an exhaustive list):	Evidence requirements
<p><b>Number of households receiving support that helps reduce the burden of the cost of living</b></p> <p>(Your Winter Support Project should deliver activities which will help to reduce the cost of living for the Nottingham City residents who participate)</p> <p><i>Please note this grant cannot be used for the purchase of alcohol/alcoholic products or tobacco products, including e-cigarettes/vapes</i></p>	<ul style="list-style-type: none"> <li>Contribution to costs of Organisation staff who deliver the activities (up to a maximum of 20% of the total grant for part 1 applied for)</li> <li>Contribution to the Organisation's utility bills (up to a maximum of 20% of the total grant for part 1 applied for)</li> <li>Equipment for activities (including ingredients for meals/items for food bank etc)</li> <li>Warm clothing, hot water bottles, blankets etc</li> </ul>	<p>Warm Hubs</p> <p>Community Café/Meals</p> <p>Food Banks</p> <p>Centres supporting homeless individuals</p>	<p>Activity Signing in Sheet</p>

## Part 1: Maximum contribution to salaries / volunteer expenses and utilities

Total Part 1 Grant Requested	Maximum contribution for salaries / volunteer expenses (20%)	Maximum contribution for utilities (20%)
£5000	£1000	£1000
£2500	£500	£500
£2000	£400	£400
£1500	£300	£300

## Part 2 – Supporting households to improve their Energy Efficiency.

Maximum grant available for Part 2 is £4,000

Project Outputs & Outcomes	Eligible project expenditure:	Project Examples (not an exhaustive list):	Evidence requirements
<b>Number of households supported to take up energy efficiency measures</b>	<ul style="list-style-type: none"> <li>Contribution to costs of Organisation staff who deliver the activities (up to a maximum of 20% of the total grant for part 2 applied for)</li> <li>Purchase energy efficient products that will help households improve their energy efficiency, such as air fryer, clothes dryer rack, ECO kettle, LED light bulbs, radiator foil, halogen heaters, draft excluder etc</li> </ul>	<p>Community advice sessions</p> <p>Energy advice support projects</p>	Form signed by household receiving equipment/ support

## Part 2: Maximum contribution to salaries / volunteer expenses

Total Part 2 Grant Requested	Maximum contribution for salaries / volunteer expenses (20%)
£4000	£800
£2500	£500
£2000	£400
£1500	£300

Examples of **acceptable** applications for grants

Part 1 Grant	Part 2 Grant	Total Grant
£5,000	£2,000	£7,000

£3,000	£4,000	£7,000
£2,750	£2,250	£5,000
£2,100	£2,900	£5,000
£1,800	£2,200	£4,000
£3,000	£0	£3,000
£0	£3,000	£3,000

Examples of **unacceptable** applications for grants

Part 1	Part 2	Total	Acceptable Application?
£4,000	£4,000	£8,000	No – above £7,000 maximum for Total Grant
£6,000	£1,000	£7,000	No – above £5,000 maximum for part 1
£7,000	£0	£7,000	No – above £5,000 maximum for part 1
£2,000	£5,000	£7,000	No – above £4,000 maximum for part 2
£1,000	£1,500	£2,500	No – below £3,000 minimum for Total Grant

**Please note – applications which are below the minimum or above the maximum available will not be considered.**

## **5. Completing Appendix A - Supplier details (Part 1 and Part 2)**

Appendix A can be found at the end of the application form (word document).

You must complete a table in Appendix A for any single supplier with whom you are planning to spend more than £2,499 (across Part 1 and Part 2 of the Grant). In this table you must also include the details of two other suppliers whose quotes you have sought.

If you are not proposing to spend more than £2,499 with a single supplier, you do not need to complete any tables in Appendix A

All goods / services that you are proposing to buy using the grant also need to be listed in Tables 3 and/or 5 of Appendix B (the excel document).

## **6. Completing Appendix B – Proposed use of Grant Funding**

This is a separate excel document to be completed alongside your application form.

In this excel document you must include the number of households your organisation will support:

- to help reduce the burden of the cost of living if you are applying for Part 1 of the grant
- to take up Energy Efficiency measures if you are applying for Part 2 of the grant

You will also need to provide a breakdown of your proposed costs linked to activity in Part 1 and Part 2.

Part 1 is split into 3 Tables (Salaries, Utilities and Goods and Services). *You can only input into the yellow cells.*

Part 2 is split into 2 Tables (Salaries and Goods and Services). *You can only input into the yellow cells*

- If you are only applying for Part 1 of the grant, you must only complete tables 1, 2 and 3
- If you are only applying for Part 2 of the grant, you must only complete tables 4 and 5.
- If you are applying for both Part 1 and Part 2 of the grant, you must complete all 5 tables.

There is a summary table at the bottom of each part of the grant. This will highlight whether the proposed costs you have entered are eligible. If there is an error, an explanation on what is not eligible will appear.

The breakdown of your proposed grant must be eligible (i.e. all boxes in the summary table must be green) before you submit your application.

At the bottom of the whole spread sheet is a Total Grant Summary table highlighting the amounts requested in Part 1 and Part 2. Again, this will highlight whether the proposed costs you have entered are eligible. If there is an error, an explanation on what is not eligible will appear.

Once all of your proposed costs are green, you are ready to submit this alongside your application.

Please note – applications which include ineligible costs will not be assessed.

## 7. Procurement

Nottingham City Council cannot pay VAT on contributions to salary costs or utility bills.

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 will need to detail **all** proposed contributions in Section 3 and 4, with further details of purchases in Appendix 1 and 2 of the application form.

You **must**:

- Not have started purchasing the 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 Nottingham City Council 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

## **8. Ineligible Project Costs**

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

- 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.

## **9. UK subsidy control regime**

This grant scheme will be administered under Minimal Financial Assistance rules – you're allowed to receive 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](https://www.gov.uk/government/collections/subsidy-control-regime)

Any aid awarded to you under the Winter 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.



## 10. Geographical Areas Covered

Applicants must be located within, or deliver their services within the administrative area covered by Nottingham City Council

## 11. Timeframe

The Winter Support Grant will remain open to applications until **23:59 on Sunday 14<sup>th</sup> September 2025**.

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

All projects funded through the grant **must be** fully completed and all grant funding **spent** by grant holders by 13<sup>th</sup> March 2026.

## 12. Application Process

### Step 1 – Full Application

If your organisation and project is eligible to apply for the Winter Support Grant, 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](mailto:ukspf@nottinghamcity.gov.uk) by **23:59 on Sunday 14<sup>th</sup> September 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. Scoring Appendix B**

This section will assess the following:

- The project's value for money
- The appropriateness of the proposed contributions to salary and / or utility costs
- The suitability, appropriateness of the equipment, goods and services proposed to be purchased using the grant funds

### **4. Moderation**

Scores awarded by the assessors will be reviewed, in order to ensure consistency and fairness.

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

### **5. 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 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 the 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.

The full amount will be paid after receiving the signed grant agreement, following countersignature by Nottingham City Council.

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

## **13. 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.

## **14. 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](mailto: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 and to have a full understanding of the application if any clarification is requested.