

North Ayrshire UKSPF Communities and Place Grant Application Guidance

The UK Shared Prosperity Fund
North Ayrshire

Communities & Place — Multiply
People & Skills — Business

1. Introduction

The UK Shared Prosperity Fund (UKSPF) Communities and Place Grant (“the Grant”) has been created to help communities deliver projects that will support local priorities and help them to thrive and grow.

The Grants form part of a wider Shared Prosperity Fund programme of activity that is supporting employability and skills, local businesses, adult numeracy, local regeneration, and communities.

The UK Shared Prosperity Fund is a central pillar of the UK government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

For more information, visit [the UK Government’s Shared Prosperity Fund webpages](#).

2. What the UKSPF Communities and Place Grant will support

The objectives of the UKSPF Communities and Place Grant are to:

- **Strengthen our social fabric and foster a sense of local pride and belonging**, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- **Build resilient, healthy and safe neighbourhoods**, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.



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There are thirteen interventions which projects can deliver:

1. Place based investments regeneration and town centre improvements, which could include better accessibility for disabled people, including capital spend and running costs.
2. Support and improvement of community assets and infrastructure projects. This could include support for decarbonisation of facilities, energy efficiency audits, and installation of energy efficiency and renewable measures in community buildings (including capital spend and running costs).
3. Improvements to the natural environment and green and open space which could include community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.
4. Design and management of the built and landscaped environment.
5. Support for sport, arts, cultural, heritage and creative activities, projects and facilities and institutions.
6. Funding for active travel enhancements and other small scale strategic transport projects.
7. Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area.
8. Funding for impactful volunteering and/or social action projects to develop social and human capital in local places.
9. Investment in capacity building, resilience (including climate change resilience) and infrastructure support for local civil society and community groups.
10. Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.
11. Funding to support relevant feasibility studies.
12. Investment and support for digital infrastructure for local community facilities
13. Support for linking communities together and with employment opportunities with a focus on decarbonisation.



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3. The Grant

The Council will award grants of between £10,000 and £100,000 in 2024/2025 to eligible organisations (“the Applicant”). Grants will support activities that deliver the UKSPF objectives. The Grant can support one element of a larger project, including projects that are already underway.

The total amount awarded must be spent in full by 31st March 2025.

Any constituted organisation delivering community focussed projects in North Ayrshire can apply for a Grant. This can include projects relating to decarbonisation / climate change, the cost-of-living crisis, active travel, regeneration and sport, arts, cultural, heritage and creative projects.

The Applicant must be properly constituted with clear governance and management structures.

Applicants must be financially viable and be efficiently and effectively managed.

The services and programmes of the Applicant must benefit a community in North Ayrshire.

Applicants should have all insurances appropriate for the proposed project in place.

Applicants will be expected to submit any relevant documentation supporting delivery of the project. All relevant documentation will be considered with the Application Form, when assessing the Grant criteria.

Applicants may be subject to a standard security for capital grants exceeding £25,000, this will be outlined during the technical assessment process and subsequent grant offer.

Applicants are expected to commit to the Fair Work First criteria in a reasonable and proportionate manner in relation to their organisation.



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4. Application and assessment

An authorised member of the eligible organisation should apply for the Grant by completing the standard application form (“the Application Form”).

Applications must meet the following essential criteria:

- i. The Applicant must be constituted,
- ii. The project must meet at least one of the UKSPF Communities and Place objectives, and
- iii. The project must deliver at least one of the UKSPF Communities and Place interventions.
- iv. Grantees are expected to commit to the Fair Work First criteria (see Section 4.3 for more detail) in a reasonable and proportionate manner in relation to their organisation.

The UKSPF Communities and Place objectives and interventions are noted at section 2 above.

Applications proceeding to full assessment will be reviewed by an assessment panel expected to consist of representatives from North Ayrshire Council, Third Sector organisations and the Scottish Youth Parliament.

Applications will be scored on three aspects:

1. The project plan, outputs and outcomes, that is, what does the Applicant hope to achieve, as a result of the project.

We look forward to considering the detail in the **The Project** section of the Application Form. See section 4.1 below for more information.

2. The project’s fit with North Ayrshire Council Strategy. We will consider the project in light of Community Wealth Building, the Local Outcome Improvement Plan priorities and how the project aligns with themes like community participation, net zero transition, improving health and wellbeing, supporting local people, improving local places, and creating local opportunities.

We look forward to considering the detail in the **Strategic Fit** section of the Application Form. See section 4.2 below for more information.

3. Project deliverability. We will consider aspects such as staffing arrangements, management of any risks associated with the project and whether required permissions are in place.

We look forward to considering the detail in the **Deliverability** section of the Application Form. See section 4.3 below for more information.



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Match funding (actual or planned) and partnership delivery are not requirements of the Grant but will greatly enhance any Application. You can also tell us about these in the **'The Project'** section of the Application Form.

Applicants will receive feedback when notified of the outcome of the Application.

Each section of the Application will be scored according to how well it demonstrates the requirements of the Grant. Applications will be ranked by highest to lowest score and funding awarded to the highest scoring Applications.

The panel can decide to offer a lower level of Grant than requested based on the information submitted.

4.1 The project

This is an opportunity to explain your project in detail. There are six questions in this section of the Application Form.

- i. **Project overview.** Please complete the table to explain the outline of the project.
- ii. **If successful, how will you spend the Grant?** Please tell us about the activities, goods or services to be funded by the Grant.
We ask you to submit three quotes for any goods or services required. Where these are not supplied, we can provisionally approve Applications, subject to provision of quotes in a timely manner. The timetable for submission of quotes will depend on the nature of the project, and will be communicated to Applicants with the notification of the Application outcome.
- iii. **What area(s) of North Ayrshire will the project benefit?** Please tick as appropriate. The project may benefit one or more localities in North Ayrshire, or all of North Ayrshire.
- iv. **Tell us about the project and what you want to achieve. Please describe the project as if to someone who does not know anything about your project.** Please tell us why you think the project is needed; provide more detail about the UKSPF interventions it will deliver; who will benefit from it; where it will take place and the detail of the project. If you are working with any other partners, please tell us about this, too. It is not essential that you work in partnership with other groups or organisations, but we strongly encourage Applicants to consider this aspect of delivery and how it can enhance the outcomes and impact of your project.
- v. **What outcomes do you expect the project to achieve?** Use this section to tell us what you think the project will achieve and what difference it will make to the community. Please refer to the following list of outputs and outcomes when describing what you will achieve.

UKSPF Communities and Place Potential Outputs:

- Commercial buildings developed or improved.
- Rehabilitated premises.



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- Low or zero carbon energy infrastructure installed.
- Decarbonisation plans developed as a result of support.
- Neighbourhood improvements.
- Amenities/facilities created or improved.
- Local events or activities supported.
- New or improved cycleways or paths.
- Tourism, Culture or heritage assets created or improved.
- Events and participatory programmes.
- Volunteering opportunities supported.
- Number of people reached
- Feasibility studies developed as a result of support

UKSPF Communities and Place Potential Outcomes:

- Increased footfall
- Increased visitor numbers
- Improved perception of facilities/amenities
- Increased users of facilities/amenities
- Improved perception of facility/infrastructure project
- Increased use of cycleways or paths
- Increased affordability of events/entry
- Improved engagement numbers
- Community-led arts, cultural, heritage and creative programmes as a result of support
- Increased volunteering numbers as a result of support
- New or improved community facilities as a result of support
- Projects arising from funded feasibility studies
- People engaged in job-searching following support
- Increased take up of energy efficiency measures

vi. **Why does your project require a UKSPF Communities and Place Grant?** Please tell us about:

- any gaps in the project's funding, that you think the Grant can meet;
- any other funding that the Applicant has applied for or has received, to support this project.

Please tell us about all the funding you have applied for to support this project, even if your application was unsuccessful.

Tell us here if you hope to use the Grant to attract further match funding for the project. Match funding is not essential, but we strongly encourage Applicants to consider what other funding sources might work well with this Grant, to maximise the project's impact.



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4.2 Strategic fit

Please tell us how the project will support wider Council priorities. Please demonstrate your understanding of this by referring to appropriate strategies and activities. There are two questions in this section.

- i. **Please describe how the project supports any other relevant local strategies.** Projects funded by a UKSPF Communities and Place Grant must support UKSPF objectives and deliver UKSPF interventions. Applications must also align with the Council's strategies, plans and priorities.

Key local strategies Applicants should consider are the Council's [Community Wealth Building Strategy](#) and [Environmental Sustainability and Climate Change Strategy](#).

Our Community Wealth Building Mission is to support the Council Plan's vision of a North Ayrshire that is 'Fair for All' by enhancing local wealth, creating of fair jobs and maximising the potential of all our places by working in partnership with our communities and businesses.

Our vision of a sustainable, climate ready North Ayrshire is one where we all play our part, as a local authority, business, school, community group or individual. We aim to:

- Inspire positive low carbon behaviour, by raising awareness of the sustainability and climate change agenda;
- Maximise access to affordable renewable energy technology;
- Support sustainable transport;
- Utilise our natural and built assets sustainably;
- Build new assets sustainably in accordance with the Scottish Government's investment hierarchy;
- Deliver an inclusive and green economy based on the principles of Community Wealth Building and our local Green New Deal.



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Depending on your project, you might also consider the Council's Vacant and Derelict Land Strategy, the Council's Community Asset Transfer Strategy, the Council's Digital Strategy, the Council's Local Transport Strategy, Ayrshire's Regional Economic Strategy, or others.

You can find a full list of Council strategy documents online at [Strategies, plans and policies](#).

- ii. **Does your project support any of the following overarching Locality priorities or the Local Island plan?** If you are able to demonstrate alignment with locality priorities, or in the case of islands, with the Local Island plan, please also do so by ticking the relevant boxes.

4.3 Deliverability

In order to assess Applications fully, we need to understand what arrangements are in place to carry the project out and what might stop the project from happening.

Please tell us about how the project finances will be managed and what staff or volunteers are required to deliver the project. If staff or volunteers are not already in post, please tell us what your recruitment plans and processes will be.

Please tell us about the project timeline and how the Grant could support that.

It is also important that Applicants demonstrate that they have considered what the risk factors are for the project and how these risks will be addressed.

Please also tell us how you plan to monitor and evaluate the project. We will ask for monitoring and evaluation information (please see Section 6 below).

A separate table requests detail of any permissions required to carry out the project, for example, planning permission.

Where relevant, we will ask for proof of ownership of the land or buildings affected by the project. If the owner's permission is required, we will contact the owner to verify their consent to the project taking place.

In carrying out the Project the Grantee will be expected to give regard to and promote the Fair Work Framework. The Grantee is asked to commit to the following Fair Work First criteria in a way that is relevant and proportionate for the organisation and promote this with employers with whom you engage while delivering the project:

- Support and promote appropriate channels for effective voice, such as trade union recognition.
- Encourage employers to invest in workforce development.
- Encourage employers not to have inappropriate use of zero hours contracts.



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- Support and encourage employers to take action to tackle the gender pay gap and create a more diverse and inclusive workplace; and
- Promote the payment of the real Living Wage



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5. Submission

A checklist has been provided to help Applicants ensure that all relevant documentation is included with the Application. Failure to include all information requested may result in the Application process being delayed.

Applicants should note the content of the data protection statement.

Please ensure that the Application is signed by a signatory formally authorised by the Applicant. The Constitution may provide for this aspect. If not, please submit a copy of the minute of the meeting authorising the appointment of the signatory.

By signing the Application Form, the authorised signatory, confirms for and on behalf of the Applicant that the Applicant has read and understood the UKSPF Guidance and declares that to the best of the Applicant's knowledge and belief, the information given in the Application Form and any supporting documentation is correct and accurate.

The Applicant understands that acceptance of this Application by the Council does not itself guarantee that a Grant will be offered.

No approval of this Application or any related documentation will impose or be deemed to impose any liability whatsoever on the Council, as to its accuracy or otherwise and any offer of any Grant by the Council to the Applicant is made purely in the Council's capacity as Grant funder, under the UKSPF Grant Scheme 2024-2025.

The Applicant is further aware that the project must be completed by 31st March 2025, failing which the Council reserves the right to recover a proportion of the Grant.

Send completed Applications to: spf@north-ayrshire.gov.uk

Or to:

UK Shared Prosperity Fund Programme Manager
Economic Development, Growth and Regeneration (Second floor West)
Cunninghame House
Irvine
KA12 8E



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6. Monitoring and reporting

The Applicant will ensure that projects have measurable outcomes to enable progress to be reported to the Council on a regular basis.

The Council will ask successful Applicants to provide a progress update on projects covering the following periods:

1. Start of UKSPF funded project to 30 September 2024, and
2. 1 October 2024 – 31 March 2025

Successful Applicants will be asked to report on the outputs and outcomes identified in the Application (see section 4.1 above). Applicants will be asked to demonstrate how they have used the Grant and how it is enabling the project.

Applicants will also be given an opportunity to share case studies, good practice or innovative approaches.

The Applicant must provide completed monitoring forms on request, to enable the Council to fulfil the UKSPF reporting requirements.

If further guidance on completion of the Application Form is required, or once projects are underway, please contact spf@north-ayrshire.gov.uk



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Appendix 1 – Application and assessment process overview text alternative

1. The Grant round opens on 9th February 2024.
2. Community engagement sessions. There will be one in each locality plus online sessions. These are an opportunity for interested groups to hear more about the grant and application process, and to ask questions.
 - 2.1. Pass/fail sift. Applicants will submit Expressions of Interest to ensure the project is suitable for UKSPF support. Applications will be invited to apply if their project is a fit with UKSPF interventions. If not, they will be provided alternative funding routes.
3. All Applications must be received by 5.00pm on Tuesday 2nd April 2024.
4. Submitted applications will proceed to technical assessment internally before full assessment and scoring by the panel.
 - 4.1. Individual scoring by all members of the scoring panel (see scoring information below)
 - 4.2. Scoring panel meeting to review and ratify scores across Applications (see scoring information below)
 - 4.3. Decision and notification of Application outcome

Scoring information

Applications will be scored across three aspects:

- Project plan, outputs, and outcomes
- Fit with North Ayrshire Council strategy
- Deliverability

Match funding and partnership working are not essential criteria, they will improve the scoring of the application.



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