

# Midlothian Council UK Shared Prosperity Fund Local Grant Scheme 2022-25 APPLICATION FORM GUIDANCE

Please provide all of the critical details in the bid itself, rather than attaching it in supporting documentation. Do not assume the funding panel has prior knowledge of your organisation or project, even if you have been funded previously.

Subheadings and bullet points are helpful for breaking up long sections of text.

## Question 1

### Details of your project

Use this section to tell us the name of your project, where the activities will take place (postcode or geographical location), who the target beneficiaries are and when it will start and finish. Please note no projects will start before 1<sup>st</sup> November 2022 or finish after 31<sup>st</sup> March 2025. Funding allocated under each year should be spent in the year it is allocated to.

## Question 2

### What interventions are you applying for and baseline information?

Please **ONLY** complete the required information for the interventions you are applying for

Numbers should be realistic rather than over-optimistic. For example, if it is a geographically-focused project, please do not simply give us the population figure for your whole town unless you can demonstrate how you will reach them all.

- Only input for the interventions your project will focus on. Leave the others blank.
- If you do not currently deliver your proposed outputs please only complete the **new** outputs box.
- If you already deliver specific outputs please provide your **current** level of activity as a baseline. The new outputs should be completed to indicate the proposed additional activity that requires funding.
- If you require continuation funding for an existing project please provide your current level of activity as a baseline. The new outputs should be completed to indicate the existing activity **AND** any proposed additional activity that requires funding. You should provide further details in Q4.

In the example below, your current baseline is 20 people as you already working with them. In year 1 you propose to work with an additional 30 people, in year two another 20 people and in year three another 10 people which means you will work with a total of 60 additional people over the 3 years of the project.

	22/23		23/24		24/25		TOTAL	
	CURRENT BASELINE	NEW TARGET	CURRENT BASELINE	NEW TARGET	CURRENT BASELINE	NEW TARGET	CURRENT BASELINE	NEW TOTAL TARGET
Number of people reached	20	30	N/A	20	N/A	10	20	60

### Question 3

**Briefly describe your project and how it fits with your selected interventions (500 words max)**

As clearly as possible, tell us here WHAT you want to do with the funding. Please describe the activities or services you will deliver and how you will deliver them: for example: face to face or online, by using new or existing members of staff, volunteers, sessional workers or other. You must provide details here of all the interventions you are applying for.

### Question 4

**Why is this funding needed? (500 words max)**

In this question, we want to know WHY this project is needed. A strong application will provide evidence of need, which may come from direct community engagement or research that you have done or data from existing sources. We would like to know how your project will fill a gap in services and be confident that it will not duplicate work that may already be going on.

Here we also want to know how you believe your project will help meet the outcome of the intervention/s that you have selected. Please demonstrate clearly how your activity will lead to better outcomes for local people with that selected theme.

It would strengthen your bid if you could tell us HOW YOU WILL KNOW this. Please provide a little detail about how you intend to evaluate your project.

### Question 5

**Tell us about the organisations or projects you are or will be working in partnership with (250 words max)**

We like projects to be connected with what is already happening here in Midlothian. Please use this section to tell us WHICH other local organisations or agencies you may be working in partnership with and some details of that partnership. For example, tell us if you are collaborating on delivery, signposting, referring people to them or taking referrals from them. You can also tell us if you are using their premises or drawing upon their expertise in some way.

We want to see that you have already done some of the groundwork in terms of building these relationships, so please give us some detail about how you have established links.

### Question 6

**Please outline the experience your organisation has to carry out this project including the skills and expertise of staff, management and board members and any resources you have available to deliver the project activities (500 words max).**

We want to know about the expertise and skills you have within your organisation and how that makes you best placed to deliver this project. Examples might include:

- Knowledge of and established links with the local community;
- The skills, knowledge and experience of volunteers and/or directors;
- Staff members with expertise;
- Your organisation's track record in delivery;
- Training that your team has undertaken
- Assets and resources you have, including space, buildings, equipment, etc.

### **Question 7**

**What practical and pro-active steps will you take to make your project accessible to your intended community? (for example; language, disability requirements, publicity) (200 words max)**

It is not enough under this question to say that your organisation supports equal opportunities and is open to everyone in the community. Consider:

- What Policies and Procedures do you have in place that promote accessibility? If you do not have an equal opportunities policy then you may wish to write one. Contact MVA if you need assistance to do so.
- What do you do to make your premises accessible e.g. ramps, opening hours, outreach?
- How do you market your services to make sure that everyone knows about them e.g. marketing to under-represented groups, Plain English, Other languages, Large print?
- How do you support vulnerable service users to participate? Do you give them additional support?
- Do you do any active work with your service users on equalities?
- Do you work in partnership with any specialist organisations?
- Do you provide training on equality and diversity for staff and volunteers?

### **Question 8**

**How will you plan for the ending of this grant? (250 words max)**

We know this is always a hard question to answer. Please consider:

- If you will want your project to continue once funding runs out. If so, what are you doing to plan for this e.g. timescales for identifying and applying for alternative funding, as well as any potential sources (as far as is possible at this stage);
- Whether it is viable to generate income through social enterprise, and what you will need to do in order for this to happen;
- Whether after three years, the project may need to develop or change and timescales for planning this;
- How you may wrap up the project if alternative funding or income is not available.

### **Questions 9 and 10**

#### **Revenue and Capital Project Costs**

Please ensure that project costs are recorded accurately under the separate **Revenue (Q9)** and **Capital (Q10)** tables for each intervention you are applying for. You will need to break

down the costs for each intervention you have selected for example:

<b>S40</b>	<b>Staff costs</b>	<b>£10,000</b>
<b>S40</b>	<b>Running Costs</b>	<b>£2,0000</b>
<b>S51</b>	<b>Staff</b>	<b>£5,000</b>

Provide as much detail as you can under each cost heading as this will strengthen your bid. Money must be spent in the year it is allocated.

#### **Question 11**

##### **How do you intend to cover any unexpected costs which might arise?**

Think about how you have minimised the likelihood of unexpected costs arising, through accurately costing your budget and building in reasonable uplifts for inflation. If unexpected costs arise, consider if you could fund them from tapping into reserves, sourcing additional grant funding, making cuts elsewhere, or accessing loan funding (if appropriate).

#### **Question 12**

##### **Other funding from Midlothian Council**

If you are in receipt of any funding from Midlothian Council or are awaiting the outcome of an application/bid, please provide details here. You will need to provide information on which Council service is funding the project, what is it funding and how much is allocated for each of the 3 years 22/23; 23/24 and 24/25.

#### **Question 13**

##### **Match Funding**

Please detail any match funding secured or applied for to deliver your project, including the amount, where the funding is coming from and what year(s) it will cover. UK Government has not made match funding a requirement for this fund but it could strengthen your application if you have additional funding to support your project.

#### **Question 14**

##### **What steps will you take to minimise fraud?**

Think about what systems you have in place to make sure that fraud cannot occur. These could include things like more than one person being required to authorise bank transactions, only senior staff being able to authorise expenditure, having financial policies and procedures in place, minimising the use of cash transactions, and appropriate oversight of finances by the Board. It also includes the actions you take to keep safe online, such as use of strong passwords, spam filters, training and awareness for staff on 'phishing' emails and other scams.

#### **Question 15**

##### **Subsidy Control**

Tick box to indicate whether you consider that any of your activities will come under the scope of subsidy control when funded through the UKSPF. You will have to tell us if your application does or does not come under the description of Subsidy Control.

'Subsidy control' is the regime that ensures that public money does not distort the market through large subsidies to organisations. There are four key characteristics of a support measure that are likely to indicate that it would be considered a subsidy, all of which would need to be met:

- . the support measure must constitute a financial (or in kind) contribution such as a grant, loan or guarantee and must be provided by a 'public authority', including, but not limited to, central, devolved, regional or local government;
- . the support measure must confer an economic advantage on one or more economic actors;
- . the support measure is specific insofar as it benefits, as a matter of law or fact, certain economic actors over others in relation to the production of certain goods or services; and
- . the support measure must have the potential to cause a distortion in or harm to competition, trade, or investment.

The UKSPF guidance notes that 'Public realm interventions, or activities that benefit individual people, are considered highly unlikely to be subsidy.' There is more information on this here <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7> and you can discuss the issue further with Midlothian Council or MVA staff.

### **DECLARATION**

Please ensure you tick all the relevant boxes to indicate that you are eligible to apply; that you have read, understood and accept-the conditions of the grant; and that you have included all the relevant supporting documentation. If you are a statutory organisation you must also include the name of the Chief Officer who has approved the bid. Please ensure that the application is signed by the person who is authorised to make the application and witnessed by another person.

### **Further Support**

If you need any additional support or further information, please contact Midlothian Voluntary Action, [info@mvacvs.org.uk](mailto:info@mvacvs.org.uk) or [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)