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**General Guidance for Completing**

**the UKSPF EDINBURGH Application Form**

If you have any issues when completing the application, or require clarification on any points, please email [UKSPF@edinburgh.gov.uk](mailto:UKSPF@edinburgh.gov.uk).

The application must be completed and submitted in Word.

Please describe the project as simply as possible. Do not use technical terms and please explain any acronyms. If an assessor cannot understand the project it cannot be assessed against the selection criteria and the bid will be rejected.

Some sections of the form contain guidance on the number of words to be used. Additional information and text in excess of stated limits will not be considered. If possible, use fewer words. The assessment of bids will be based on the information provided in the Application Form only. **Do not attach appendices or include links to websites.**

**Organisation Information**

Please complete these details fully to allow the application to proceed to the assessment stage. If your agency is not a registered charity or company, please state if you have a Constitution / Statement of Aims / Memorandum and Articles (Relevant documents must be supplied on request)

**The Bid – Investment Priority – Objectives**

It is vital that your proposed services and delivery can clearly evidence a link to the Objectives, as well as the Interventions chosen. The activity may attribute to more than 1 intervention within 1 or more of the Investment Priorities but it is important that those selected are specific to the proposal. Applications will not be given greater priority just because they link to more Interventions so please do not select more than are actually appropriate.

A link to the UK Government’s “Interventions, Objectives, Outcomes and Outputs” document is included to provide more detail and context.

**Part 1 - Project Summary**

Full details of the investment priorities, objectives and interventions are set out in the UK Government documents. Proposals must demonstrate how they align with at least one of these.

**1b and 1c:** Clearly explain what the project intends to do and how it will be done. Be as straightforward as possible. If it helps to use diagrams these can be inserted into the application.

When reviewing your proposal, consider the following questions from the point of view of someone who knows nothing about the organisation or the project:

* is it clear what the project would do?
* is it clear who will deliver the activities, who is involved and their roles?
* is it clear how, when and where the project will be delivered (ie. will the project deliver one to one support, one to many events/activities, will it be delivered in a specific location, on business or personal premises)?
* is it clear which individuals and businesses will benefit from the project, is there a focus on certain groups of people or types of businesses?
* is it clear how the project activities reflect the investment priorities?

If the project will work with people or businesses, you can summarise the customer journey using a flow chart showing specific project activities. A logic model or theory of change may also help explain your proposal.

**1d and 1e:** Please indicate your proposed start and end date for total project delivery. Please also break this down to show which financial years this will include.

**1f** At present, the UK Shared Prosperity Fund is only in place until March 2025. If you plan to continue delivery of activities beyond this date, please tell us how this will be funded. If you plan to cease activities before this date please describe what exit arrangements you will put in place.

**Part 2 - Project Impact**

**2 a**: Describe how the proposed activity will contribute to local priorities and strategic objectives, including in the City of Edinburgh Council’s business plan. A link to this is included. This may include all, some or none of the strategies listed within the question.

**2b:** The UK and Scottish Governments and the City of Edinburgh Council are required to consider equalities impacts in line with the Equality Act 2010. This questions helps us understand how equality considerations have shaped the design of the project and the extent to which [groups with protected characteristics](https://www.equalityhumanrights.com/en/equality-act/protected-characteristics) have been considered and any mitigations proposed. It does not form part of the assessment process.

**2c:** Please complete the UKSPF Indicative Deliverables EDINBURGH spreadsheet. Guidance on how to complete this is on the first tab of the spreadsheet

**Part 3 - Funding Package**

**3a:** We require you to provide a breakdown of costs by financial year. In addition to this, you must complete the UKSPF Expenditure Profile EDINBURGH spreadsheet. More guidance on how to complete this is available on the first tab of the spreadsheet.

**3b:** Match funding is any funding other than funding from the UK Community Renewal Fund that will be used to meet project costs. This includes from the project applicant or other organisations including income from beneficiaries. Please set out who match funding will come from, where relevant.

If the project relies on match funding and it is not secured, explain when it is expected to be secured and what the impact would be if it is not secured.

**Please note that while match funding is favourable, it is not a pre-requisite to receive funding.**

**Part 4 – Project Risk Management**

This should provide a clear summary of the key risks to delivering the project activity and achieving the project’s objectives.

Be realistic, projects rarely run exactly as planned. The project must demonstrate that risks have been considered and appropriate plans are in place to keep the project on track.

**Part 5 – Subsidies and/or State Aid where relevant**

If the project will provide support to businesses or public / voluntary sector organisations that are operating in a commercial way there is potential for this support to represent a subsidy.

If the project would involve the award of subsidies explain how this will be managed in line with the UK’s obligations. For example, small scale awards can be managed under the threshold for Special Drawing Rights (or De Minimis where State Aid applies).

If the project provides support to businesses but you feel this does not constitute a subsidy explain why.

**Part 6 - Branding and Publicity**

Please confirm that the project will comply with branding and publicity requirements set out in the UKSPF Prospectus. Failure to do so will mean your bid is rejected.

**Part 7 – General Data Protection Regulations**

This provides an overview of the City of Edinburgh Council’s GDPR regulations. Please ensure you read these and understand the requirements.

**Part 8 – Declaration**

All applications must be signed by two people who are representatives of your organisation. One of these people must be the Proposal Manager (as outlined in the Organisation Information).