**Herefordshire UKSPF**

**Cultural Development Grant Scheme – Round 4**

Application form

Applicants should consult the guidance notes before completing the form. All applications that are received that do not meet the eligibility criteria will be discounted.

**Subsidy Control Act 2022 Minimum Financial Assistance (MFA)**

It is considered that this grant scheme complies with the minimum financial assistance requirements of the Subsidy Control Act 2022. This allows you to receive small amounts of financial assistance from public bodies not exceeding £315,000 in the current financial year and the two proceeding financial years.

Please confirm that if you are awarded this grant that you will not exceed the MFA threshold.

**YES, I will exceed the MFA threshold** [ ]

**NO, I will not exceed the MFA threshold** [ ]

Note: We may ask you for further information for audit purposes.

**Project Title**

Click or tap here to enter text.

**Section 1. Applicant Information**

* 1. Organisation name

 Click or tap here to enter text.

1.2 Primary contact’s details

Contact name *(for day to day responsibility for delivering the project)* Click or tap here to enter text.

Contact position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Website Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company / Charity No. Click or tap here to enter text.

Can your organisation Yes [ ]  fill in number below No [ ]

recover VAT? VAT number Click or tap here to enter text.

1.3 Briefly describe your organisation’s main purpose.

Click or tap here to enter text.

1.4 Proposed location/s that your project will take place including postcode (this must be within Herefordshire). You may attach a map or photograph with your application.

Click or tap here to enter text.

Postcode/s: Click or tap here to enter text.

**Section 2. Project Details**

2.1 Proposed Start Date Click or tap to enter a date.

2.2 Proposed Financial Completion Date Click or tap to enter a date.

2.3 Provide a clear and concise description of the project, activity or programme you are seeking funding for.

- What is the overall aim of the project, activity or programme?

- What specific activities will be undertaken, and how will they be delivered?

- How will the project support or enhance your operation, asset or cultural offer?

(Max 500 words)

Click or tap here to enter text.

2.4 Who in your organisation will deliver the activities? (Max 250 words)

Click or tap here to enter text.

2.5 What is your organisation’s experience and capacity for supporting a project of this type? (Max 500 words)

Click or tap here to enter text.

2.6 What are the key activities and expected timescales for the development and implementation of the project? Please include your intended project start and completion dates.

Key Activity Target month

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

2.7 Please describe the outputs and outcomes you hope to achieve through this project.

Fill in the number of programmes you currently offer and/or the number of visitors you currently receive under the ‘Current number’ heading. Then add the additional number that you expect if awarded the grant in the box under ‘Additional number expected’. For example, you would enter ‘5’ as a baseline in the first column if you already run 5 programmes and ‘10’ in the additional number expected column if you plan to run 10 new programmes as part of this project.

You only need to include the outputs that are relevant to your project.

| Output description | Current number (baseline) | Additional number expected |
| --- | --- | --- |
| Number of programmes (2024/25) | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of visitors (2024/25)  | Click or tap here to enter text. | Click or tap here to enter text. |

2.7.1 Please explain how the baseline figures have been calculated and how you will record the number of additional outputs. Please note you will be required to provide evidence of your baseline data if you are awarded a grant.

Click or tap here to enter text.

**Section 3. Project Impact.** For the following questions, please describe in max 500 words.

3.1 What will be the short and long-term benefits of the project for local people and visitors, and structure your response against SMART (specific, measurable, achievable and time-constrained) objectives? Please also explain how you plan to evaluate these benefits to satisfy UKSPF outcomes (an improved perception of your organisation’s offer/ amenity and increased visitor numbers).

Click or tap here to enter text.

3.2 How would investment from UKSPF allow you to deliver a project that could not otherwise happen, or enable the project to happen sooner, be larger, or of greater quality?

Click or tap here to enter text.

3.3 Please explain how your project meets local needs and long-term strategic plans for local growth and tick which plans your project will meet?

Herefordshire UKSPF Investment Plan [UK Shared Prosperity Fund: prospectus - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus) [ ]

Herefordshire Big Economic Plan [Big Economic Plan – Herefordshire Council](https://www.herefordshire.gov.uk/business-1/invest-herefordshire) [ ]

Herefordshire Cultural Strategy [Herefordshire Cultural Strategy | The Shire (the-shire.co.uk)](https://www.the-shire.co.uk/herefordshireculturalpartnership#:~:text=Herefordshire%20Cultural%20Strategy%202019%2D2029%20focuses%20on%20the%20arts%20and,facilities%20where%20we%20access%20culture) [ ]

Herefordshire’s Journey to Net Zero carbon by 2030 [Climate change – Herefordshire Council](https://www.herefordshire.gov.uk/climate-2/climate-change/2) [ ]

The Herefordshire Plan [Local Plan 2021 - 2041 – Herefordshire Council](https://www.herefordshire.gov.uk/local-plan-1/local-plan-2021-2041) [ ]

Click or tap here to enter text.

3.4 How does the project support the Government’s Net Zero ambitions or wider environmental considerations? (This is not a requirement for employment support proposals) [Climate and ecological emergency – Herefordshire Council](https://www.herefordshire.gov.uk/climate-2)

Click or tap here to enter text.

3.5 Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

Click or tap here to enter text.

3.6 Please explain how you will ensure that you are complementing and not competing against other cultural organisations and programming in the county?

Click or tap here to enter text.

**Section 4. Project Funding**.

4.1 How much UKSPF funding are you requesting? As well as answering this question, please complete a separate Excel spreadsheet (provided) to explain your costs in more detail and submit it with this application form. Please provide 3 like for like quotes for items over £2,500 and complete the quotes section within the Excel spreadsheet. a) What are your total project costs? b) How much grant funding do you require? c) Do you have any match funding? (Please note match funding is not required but can be included to maximise grants) d) Please explain how you have arrived at the costs you have included in the Excel spreadsheet e.g. salaries/on costs etc. (Max 500 words)

a) Total Project Cost: £. Click or tap here to enter text.

b) Amount of UKSPF grant you wish to apply for: £: Click or tap here to enter text.

c) Match funding (if any): £ Click or tap here to enter text.

d) How have you arrived at these costs? Click or tap here to enter text.

4.2 Have you applied or been granted any other funding for this project from organisations outside of Herefordshire Council?

Yes [ ]  If ‘YES’ please state who to: Click or tap here to enter text.

No [ ]

**Section 5. Management and monitoring**

5.1 How will the project be managed and what records will you keep to be able to provide the information necessary for monitoring this project? (e.g. ticket sales, invoices and bank statements, volunteer timesheets, payslips and payroll reports, publicity and promotional materials with required branding, photos) Note you will be required to provide these as evidence with your claim) (Max 500 words)

Click or tap here to enter text.

**Section 6. Risk Management**

6.1 Summarise the key risks to the project and what process you will use to monitor risk? (Max 500 words)

Click or tap here to enter text.

6.2 Please list any insurances, permissions or licences required for this project.

Please give details and state whether they have been obtained and, if not, when you expect to hear.

Click or tap here to enter text.

**Section 7. Publicity and Branding**

7.1 All approved projects will be required to adhere to the GOV.UK UK Shared Prosperity Fund Branding and Publicity requirements. Tell us what branding and publicity your project will undertake and how you will satisfy UKSPF requirements? <https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6> (Max 500 words)

Click or tap here to enter text.

**Fraud statement**

By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, you must notify us immediately. Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given in error. The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here: [www.herefordshire.gov.uk/fraudprivacy](http://www.herefordshire.gov.uk/fraudprivacy)

**Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the UK Shared Prosperity Fund (UKSPF) Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their

information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 10 years as defined by the funding body. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

**Checklist:**

Have you completed all of the sections? [ ]

Have you enclosed the Excel spreadsheet showing your cost breakdown? [ ]

**Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name 1: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Email address Click or tap here to enter text.

Name 2: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2  Date: Click or tap to enter a date.

Email address Click or tap here to enter text.

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* Supporting evidence that other funding is in place (where relevant)
* Copies of any relevant licences/permissions or insurances
* A recent bank statement
* A copy of your equality policy or statement (if in existence)

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.

We may also advise you of other council services, which may benefit you. Please tick here if you consent to your details being kept on a database for this purpose. [ ]



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email to:** **delegatedgrants@herefordshire.gov.uk**