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General Guidance for Completing the UK Shared Prosperity Fund (UKSPF)

Hull People & Skills Application Form

1. General Information

Please ensure that you have read the Government's guidance related to the UK Shared Prosperity Fund, including the additional guidance, before completing the application form:

[UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[UK Shared Prosperity Fund: additional information - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Please note that all applicants will be required to adhere to the national requirements, it is therefore important that you familiarise yourself with this information. Additional guidance and requirements may also be published during the life of projects, which the Council will ensure that it communicates with all successful project applicants.

2. Who can apply?

Any legally constituted organisation can bid for funding from the UKSPF. However, bids from private sector organisations and registered charities will only be considered where they are for projects that will provide a service to benefit other organisations or individuals (i.e., if the intention of the project is to further their own business / organisation this will not be eligible). The UKSPF will not provide funding to individuals to deliver projects.

UK Shared Prosperity Fund projects may be delivered by a consortium of eligible project deliverers. If there is more than one organisation applying to deliver a project, a lead organisation must be selected to become the lead applicant with the remaining organisation(s) acting as delivery partner(s). In this situation the lead applicant would be responsible and liable for the delivery partner(s) and ensuring the project is operating as planned.

3. UK Shared Prosperity Funding for Hull

Hull has been allocated £9 million core UKSPF to be spent between April 2022 and March 2025. The fund has three investment priorities:

- Community and place
- Supporting local businesses
- People and skills

In this round of funding Hull has £2.7m million available for projects between 1 April 2024 and 31 March 2025 for the investment priority: **People and Skills**

4. Hull's Investment Priorities, Overarching Principles, Outputs, and Outcomes

All applications must provide a clear link to the priorities and overarching principles, interventions, outputs and outcomes for the People and Skills element of Hull's Investment Plan (see attached document).

The criteria for prioritisation of project applications are set out in the themes as follows:

Theme 1: Partnership Provision to Support People into Employment

- Priority areas for this theme are:
 - Delivery of one or more partnership-led approaches for Hull
 - Focus on support for individuals distanced from the workplace.
 - Provide personalised, accessible, and localised support to residents across the city.
 - Deliver interpersonal and employability skills support and training such as confidence, motivation, and behavioural issues.
 - Support to help those distanced from the workplace (e.g., mental health, language barriers, personal confidence, isolation and exclusion, and accessibility)
- Total allocation for this strand: **£1m**
- UKSPF Interventions: E33 / E34

E33: Employment support for economically inactive people
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E34: Courses including basic, life and career skills
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- Projects are required to demonstrate:
 - Provision that is innovative or builds on existing delivery to achieve extended outcomes beyond the scope of their current delivery model.
 - Range of delivery partners covering each of the key demographic groups
 - Community focus and demonstrate how they will involve local people in design and delivery.
 - Minimum of £300,000 with a maximum £1m

Theme 2: Volunteering to Access Employment

- Priority areas for this theme are:
 - Activities that support access to employment through alternative routes such as enrichment and volunteering opportunities that promote personal wellbeing and contribute towards social environmental, and community benefits.
 - Deliver interpersonal and employability skills support and training such as confidence, motivation, and behavioural issues.
 - Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills.
- Total allocation for this strand: **£800k**

- UKSPF Interventions: E35 (see table below)

E35: Enrichment & volunteering activities

- Projects are required to demonstrate:
 - Community focus and demonstrate how they will involve the target group, local voluntary and community organisations, and enterprises in design and delivery.

Theme 3: Targeted Support/Specialist Provision

- Priority areas for this theme are:
 - Provision of targeted support that does not immediately fit into the other three themes.
 - Focus on a specific demographic, client group, sector, or enterprise group which requires bespoke support and focus within its delivery.
 - Work in partnership, wherever possible, with other providers to ensure effective citywide provision and service offer to clients.
 - Deliver interpersonal and employability skills support and training such as confidence, motivation, and behavioural issues.
- Total allocation for this strand: **£600k**
- UKSPF Interventions: E33 / E34 / E35 / E37 / E38

E33: Employment support for economically inactive people
E34: Courses including basic, life and career skills
E35: Enrichment & volunteering activities
E37: Tailored support for the employed to access courses
E38: Local areas to fund local skills needs

- Projects are required to demonstrate:
 - Evidence of need for delivery along with lack of current provision and requirement for targeted support
 - Community focus and demonstrate how they will involve local people and enterprises in design and delivery.
 - Minimum of £50,000 with a maximum £300,000

Theme 4: Skills Support for the Workforce

- Priority areas for this theme are:
 - Provide micro, small, and medium enterprises with access to short courses addressing in-work skills development improving productivity.

- Provide in-work support to new, or recent entrants, into employment with wider support and transitional help during the first six months.
- Address the priorities identified in the Local Skills Improvement Plan.
- Total allocation for this strand: **£300k**
- UKSPF Interventions: E37 / E38

E37: Tailored support for the employed to access courses
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E38: Local areas to fund local skills needs

- Projects are required to demonstrate:
 - Tailored support to individual enterprises and demonstrate how they will involve local enterprises in design and delivery.
 - Minimum of £100,000 with a maximum of £300,000

Please note: if you are applying for more than one theme you will need to complete separate application forms for each one.

Applicants should also set out how they will:

- Maximise the impact for the funding received.
- Focus on in-person, community and locally delivered services.
- Actively involve residents who are economically inactive to support local regeneration and economic progression.
- Ensure accessibility – geographic, transport, language, disability.
- Deliver skills and training support for key areas of economic demand (e.g., digital, manufacturing, medi-tech, 'green' skills, health, and social care)
- Focus on access / delivery to priority groups and locations (e.g., young people, women into employment and the over 50s, long term unemployed, individuals with health conditions preventing or limiting access to work)
- Retain and develop existing community and business relationships.
- Plan for the sustainability of projects beyond this funding

5. Filling in the Application Form

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 may receive a lower score as a result.

Some sections of the form contain guidance on the number of words to be used. Additional information and text more than the stated limits will not be considered. The assessment of bids will be based on the information provided in the application forms only. Do not attach appendices or include links to websites.

Also complete the Excel Spreadsheet which includes the Hull UKSPF Expenditure Profile/Outputs and Outcomes for People & Skills. This also includes, for your guidance, the UK Government's UKSPF outputs and outcomes definitions.

6. Submission Process

Project Proposals must be submitted to UKSPF@hullcc.gov.uk by **12.00 noon 23rd October 2023**.

All project proposals must include the following completed forms:

- Hull UKSPF Application Form
- Hull UKSPF Expenditure Profile/Outputs and Outcomes Form
- Grants Subsidy Control Declaration Form

Project applicants must also provide three year's financial accounts, current management account and cash flow forecast for your organisation (or the lead partner organisation).

Organisations that have not been in existence for three or more years should provide accounts for as many years as possible.

Failure to provide all relevant information may lead to rejection of the application.

Late submissions will not be accepted or assessed for funding.

7. How bids will be assessed

The Council will assess all bids submitted against the following -

- the criteria set out in the UK Government's Shared Prosperity Fund Prospectus and Hull's UKSPF Investment Plan
- the extent to which they meet the objectives of the UK Government's Shared Prosperity Fund
- the extent to which bids would support investment in
 - people and skills
- the specific conditions set out against the 4 priority themes within this guidance note.

Bids that fail to meet the Government's criteria for projects and permitted organisations will be rejected.

Applicants should note that the Council is anticipating an over-demand for the fund and has no additional resources to contribute towards the Hull UKSPF Investment Plan.

It is likely that competition for the funds will be high and there will be projects that meet all the criteria but are still unsuccessful. The Council may therefore ask applicants if it is feasible to adjust their costings and outputs with a view to reducing the amount requested from the Hull UKSPF Investment Plan.

8. Project Funding

Please note that the Council reserves the right not to provide funding for any, or all, project applications.

In the event of any change in the terms to funding for Hull through the UK Shared Prosperity Fund, the Council will make every effort to inform potential applicants at the earliest opportunity. Any queries or concerns should be directed to UKSPF@hullcc.gov.uk

9. Project Delivery and Payments

Project proposals can only start delivery from 1 April 2024 and must be delivered (including all expenditure incurred) by 31 March 2025 at the very latest.

Funding agreements, including the terms of payment, and requirements for monitoring and evaluation will be confirmed with successful individual project applicants prior to the start of delivery.

Any project expenditure committed by applicants prior to entering into a formal funding agreement with the Council will be at its own risk and will not necessarily be funded.

The Council will make payments retrospectively and upon receipt of invoices and performance monitoring information from the recipient organisations.

10. Additional Information or Queries

a) Can my organisation apply for more than one theme for People & Skills Funding in Round 3?

Yes, but a separate application form must be submitted for each theme.

b) What funding is available?

The Hull UKSPF Round 3 funding is available for the interventions as shown within the table below.

Intervention	2024/25 Investment Plan Funding, £k
E33: Employment support for economically inactive people	881
E34: Courses including basic, life & career skills	713
E35: Enrichment & volunteering activities	809
E37: Tailored support for the employed to access courses	162
E38: Local areas to fund local skills needs	137
Total Funding	2,702

c) Does the Council have a minimum number of beneficiaries in mind?

There is no set minimum or maximum number of applications. However, the Council is keen to have partnership bids to deliver against the People and Skills priority to provide increased value for money and consistency of service across Hull for residents and businesses. Applicants should also take note of the minimum and maximum expected value for applications. We are also keen to work with those that are focussed on local community and business involvement in the design and delivery of services.

d) Are Hull City Council and the East Riding of Yorkshire Council working together?

Both Councils are working closely together and are meeting regularly to see where a combined approach can offer wider benefits across Hull & East Yorkshire. However, all projects funded by Hull City Council are expected to deliver outputs and outcomes solely within its administrative boundaries.

If you have any issues when completing the application, or require clarification on any points, please email UKSPF@hullcc.gov.uk