



**Funded by
UK Government**

Business Support Revenue and Capital Grants £1k-£40K

**UK Shared Prosperity Fund
2024/25**

Grant Guidance Document

The UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) provides funding for local investment until March 2025 as part of UK government's Levelling Up agenda.

Government's ambition is that UKSPF is used to support initiatives which will improve local pride in place, increase life chances, help spread and create opportunity, and foster a sense of community and belonging.

The Council has allocated an amount of UKSPF to support projects aligned with government's priorities and Rushcliffe's Corporate Priorities, with a focus on:
Sustainable Growth and The Environment.

GRANT FUNDING AVAILABLE:

The Council has allocated a sum of UKSPF to support grant-funded projects.

Grants of between **£1k and £40k** are available to fund projects which fit within one of our three themes:

1. Tourism and visitor economy
2. Low carbon and energy efficiency
3. Supporting growing businesses

ELIGIBILITY:

- Funded activity must take place solely in the Borough of Rushcliffe.
- Businesses must be able to spend their grant allocation by **no later than 31 March 2025**.
- Funding will not be available before 2 April 2024. Grants cannot be used for money already spent before this date.
- Funding must not be used to replace existing funding sources. Funding must enable activity to take place that would not otherwise happen, or to increase the scope, scale or intensity of activity.
- Projects will not be eligible for **capital grants** in this funding round if they were successful in 2023/24. Businesses may be eligible as long as funding is sought for a different project.

IMPORTANT INFORMATION:

Match Funding:

- The business requesting the grant must be able to demonstrate the ability to fund 60% of the total cost – the grant will fund 40% of the total cost up to a maximum of £40,000. For example:
 - If your total project value = £2,500 60% match = £1,500 40% grant = £1,000
 - If your total project value = £100,000 60% match = £60,000 40% grant = £40,000
- Applicants will be required to detail their proposed match funding in their application and provide most recent accounts (audited if this is a requirement for your business).

Payment of Grants:

- Payment of grants will generally be by a single payment on completion of the project, with the Council requiring copies of receipted invoices and evidence of project delivery before the payment is released.
- To help with cash-flow the grant may be paid in two or three stages, again subject to the Council being provided with copies of receipted invoices and evidence of project delivery, before each stage payment is released.
- Where VAT is non-recoverable it is an eligible cost. Where VAT is recoverable it not an eligible cost.

THEME	Example projects
<p>1. Tourism and visitor economy</p> <ul style="list-style-type: none"> Promotion of the visitor economy, such as local attractions, trails, tours and tourism products more generally 	<ul style="list-style-type: none"> Funding for the development, promotion and upkeep of local tourist attractions Funding to support the establishment of a new open air market Development of local visitor experiences, trails and tours to increase footfall – this can include events and place marketing materials. Funding to support the expansion/enhancement of tourism businesses (including hospitality and leisure) within town/village centres to attract new visitors and increase employment opportunities Funding to support the diversification of a high street business to attract new customers and increase dwell time.
<p>2. Low carbon and energy efficiency</p> <ul style="list-style-type: none"> Increasing private sector investment in growth enhancing activities, through targeted support for small and medium sized businesses to undertake new-to firm innovation, adopt productivity enhancing, energy efficient and low carbon technologies and techniques. 	<ul style="list-style-type: none"> Funding for net zero initiatives for local business including the introduction of new technology to improve energy efficiency of the business premises, vehicles etc Funding for initiatives which will reduce carbon emissions Funding to support a business to develop new low carbon products and services to grow their business and support other businesses
<p>3. Supporting growing businesses</p> <ul style="list-style-type: none"> Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities 	<ul style="list-style-type: none"> Funding to enable firms to buy and implement new industrial digital technology solutions which will improve productivity. Research and development grants for new products, services and markets Funding to enable a business to invest, innovate, scale and grow, this can include capital investment to acquire, build or upgrade physical assets, including: <ul style="list-style-type: none"> A one-time purchase of a fixed asset Acquisition of land and or buildings Building and construction costs Professional fees associated with building and construction Plant, machinery and equipment

PROJECT OUTPUTS AND OUTCOMES:

Projects must achieve a minimum of one output or outcome from the list below. An output is what the project delivers or achieves. An outcome is the impact of a project being successful.

Outputs	Outcomes
1. Number of Tourism, Culture or heritage assets created or improved	1. Jobs created
2. Number and m2 of commercial buildings developed or improved	2. Jobs safeguarded
3. Number of people reached	3. Increased footfall
4. Number of local events or activities supported	4. Increased visitor numbers
5. Amount of low or zero carbon energy infrastructure installed	5. Reduced vacancy rates
6. Number of decarbonisation plans developed	6. Increase in visitor spending
	7. Increased amount of low or zero carbon energy infrastructure installed
	8. Number of businesses adopting new to the firm technologies or processes
	9. Number of premises with improved digital connectivity
	10. Number of businesses introducing new products to the firm
	11. Number of new to market products
	12. Number of businesses with improved productivity
	13. Greenhouse gas reduction

ASSESSMENT:

Successful applications will need to demonstrate:

- Alignment with a particular theme.
- Ability to deliver specific outputs and outcomes, listed above.
- Need - How will this grant funding facilitate the delivery of activity that wouldn't have been possible otherwise?
- Deliverability - How will the work be delivered, reliably, accountably and within the required timeframe?
- Match funding - including evidence / confirmation that this is secured.
- Compliant procurement (purchases over £2500 must seek 3 quotes)
- Subsidy control compliance (more detail in the application form)
- Relevant permissions are in place e.g. planning, building control, listed building consent, landowner / landlord consent.
- That the applicant has consulted and worked with other stakeholders as required

HOW TO APPLY:

To apply for funding, applicants must first contact Rushcliffe Borough Council at ukspfenuiries@rushcliffe.gov.uk providing the following details:

- Brief outline of project and location.
- Total value of project.
- Value of grant requested.
- Project timescale - estimated start and end dates.

The Council will respond to discuss a grant application in more detail and to provide a formal invitation to apply to prospective applicants with eligible applications. The invitation to bid does not imply that an application will receive funding but that, based on the information available, it is eligible for funding.

Applications submitted without engaging in the pre-application process will not be accepted.

TIMELINE:

- Applications accepted: 10 November 2023 – 19 January 2024 (17:00)
- Successful applicants notified: 6 March 2024
- Project ready to begin: 2 April 2024
- Project complete (all spending, delivery and reporting): 31 March 2025

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with UK General Data Protection Regulation/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting

or

undertake a statutory function (also known as a 'public task')

Your personal information will not be shared with any third party, other than our data processor (put the supplier's name).

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with UK GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <https://www.rushcliffe.gov.uk/aboutus/aboutthecouncil/freedomofinformation/#rightofaccess>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability)
- prevent automated processing and profiling
- erasure (also known as the right to be forgotten)
- restrict processing
- object to processing

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation. For further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911

