UKSPF Small Grant Scheme Q&A Sessions April 2023

(Seed Funding, Town Centre Improvement and Visitor Economy Development Grants)

Summary of additional questions and responses

Who can apply for Town Centre improvement grants? (Query related to ownership and rights to develop)

Any applicant with legal UK status can apply but they must have consent from the landowner to implement any works. For improvements to public spaces or public highways applications will need to be made to Norfolk County Council. Highways licences and permits - Norfolk County Council

Planning consents – is there a mechanism for supporting projects to achieve permissions?

If a project will require planning consent this should be factored into your project timescales. The Council's planning team is aware of the UKSPF grant scheme, but projects cannot be prioritised for planning approval. Funding cannot be awarded to projects which are not expected to be delivered within the grant timescales and before 31.03.24.

How do I collect data to measure outputs and outcomes

Outputs and outcomes stated should be directly related to project delivery. Forecasted data that is specific to your improvements / event etc should be included, for example improved perception of facilities / amenities could be based on a survey collecting opinions from users who have accessed the facility before and after the proposed project so a measured change can be recorded, alternatively you could document the number of tickets sold for your event or an increase in footfall through the door by measuring now and forecasting what increase might be experienced. Wider town data is not required as this will not be directly attributable to your project. More detail on how to measure outputs and outcomes is included in the Grant Guidance provided with the Grant Application form. Further information can be found at UK Shared Prosperity Fund: outputs and outcomes definitions (2) - GOV.UK (www.gov.uk)

How much funding is available in total?

Across this 23-24 grant scheme there is £57,346.20 capital and £60,405 revenue allocated.

We have a partnership of organisations working on a project together, should the application be as a consortium or as a single applicant?

There will need to be a single bank account identified for payment of the grant and therefore a single organisation would need to take overall responsibility for adhering to the terms of the grant provision. However, there is space in the grant application form to detail all delivery partners and to explain various levels of involvement in project delivery and support.

If the project relates to more than one grant category, which should we apply for?

Choose the category which fits the main aim of the project and explain how the project meets the objectives of the other category within your project application. Please consider outputs and outcomes across each relevant category.

Can one organisation apply for more than one grant across different grant categories?

Yes, if these are distinct projects, will be individually accounted for, have separate sources of match funding and there is no overlap or double counting in stated outputs and outcomes.

If we have one project over multiple sites, do we complete one or multiple applications?

If it is one overall project benefiting each site, then one application will be correct. If there are multiple distinct projects which will be individually accounted for, have separate sources of match funding and there is no overlap or double counting in stated outputs and outcomes then multiple applications are possible.

Will there be future similar project calls to expand projects applying under the Seed Funding category?

It is a possibility that a similar grant scheme could be opened again in 24-25 however this is not guaranteed and will depend upon the evaluated success of this first round and an agreement from the Council's cabinet committee for UKSPF spending for 24-25. It is anticipated that projects funded under the Seed Funding category would be eligible for application of continuation funding if a second round is opened or if other grant opportunities become available.

What governance structures should projects have in place?

Applications must have legal status, have a bank account to receive grant funding and be a constituted body with appropriate governance and oversight to ensure the grant money is spent in accordance with the grant terms and conditions. The application provides space to set out which partners / groups are involved in, and supportive of, the project and how they will contribute towards project delivery.

How should we calculate the financial value of volunteers?

In calculating the value of volunteer time as 'in kind' match funding please use the calculation below. The hourly wage should be from a comparable paid role or, if this is unknown, please use the national minimum wage or national living wage (if over 23) guidelines National Minimum Wage and National Living Wage rates - GOV.UK (www.gov.uk)

The figure that you reach (F) should equal the match funding value for the project length only (not the projected full 52 week year).

A	B	C	D	E	F
Total number of volunteers	Average hours per week per volunteer	Weeks worked per financial year **for project duration only**	A x B x C = Total volunteer hours	Hourly wage rate (£)	D x E = Total volunteer value (£)

What does 'culture-led' approach mean?

Anything that provides opportunities for the transformation and regeneration of places through cultural activity. This could involve engagement with arts / creative industries / heritage / museums / sports / theatre / libraries / music /events & activities etc. It is a broad term which encompasses many things.

Is Downham Market defined as rural for Rural England Prosperity Funding

Yes, Downham Market and Hunstanton are defined as 'Hub Towns' and will be eligible areas for Rural Grants (not currently open but information coming soon, further details will be made available on the website).