**People & Skills Project: Expression of Interest Guidance**

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| The Borough Council of King’s Lynn and West Norfolk is inviting expressions of interest for high quality project proposals to secure between £10,000 - £50,000 UK Shared Prosperity Funding (UKSPF). A minimum of 20% match funding is required.  UKSPF is a government funded investment programme to build pride in the places that we live, support high quality skills training, employment and productivity growth and improve life chances. Projects must meet the objectives of the West Norfolk Investment Plan which guides the local investment of UKSPF across King’s Lynn and West Norfolk.  Before completing this form please ensure that you understand the aims of the [West Norfolk Investment Plan](https://www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1075/west_norfolk_investment_plan) to ensure that your project meets our priorities for investment.  Please ensure that you have completed all sections prior to submission. Expression of Interest forms must be returned to westnorfolkspf@west-norfolk.gov.uk by 12pm on Wednesday 28th February 2024. Late submissions or Expressions of Interest which have information missing may not be reviewed. |
| People and Skills: Supporting growth in skills and increasing local opportunities. |
| Project are being sought that do one or more of the following: |
| Improve economic activity. |
| Establish high quality and accessible training and progression opportunities. |
| Support high quality job creation. |
| Create volunteering opportunities. |
| Provide cohesive, locally tailored support. |
| Meet local skills needs. |
| Help to reduce barriers to training or employment. |
| For example, this could be through: |
| High quality training provision. |
| Supporting people into employment. |
| VCSE sector skills development. |
| Addressing local skills gaps. |
| Volunteer development schemes. |
| Visitor economy career development. |
| Supporting quality employment provision. |
| …but innovative ideas are encouraged. |
| Project Outputs |
| Successful projects must be able to achieve measurable UKSPF outputs which will directly result from the proposed project over its lifetime. These should be carefully considered regarding probability of achievement and ability to evidence these. Outputs are listed in this form and definitions can be found on our website: ‘[UKSPF 2024-25 Project Call: UKSPF Output Definitions, People and Skills’](https://westnorfolk.sharepoint.com/sites/WestNorfolkInvestmentPlan/Shared%20Documents/General/Delivery%20Phase%20UKSPF/Year%203%20Project%20Call/•%09https:/www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1096/202425_ukspf_project_call) |
| Project Timescales |
| UK Shared Prosperity Funding grant awards are for the 2024/25 financial year only. Projects must be delivered and completed between 1st April 2024 and 31st March 2025. No funding will be awarded or paid for activities outside of these dates. |
| Grant Funding Available |
| Both revenue and capital UKSPF funding can be applied for. The total UKSPF grant applied for must be between £10,000 - £50,000. Forecasted project costs should be based upon a reputable provider where possible. The minimum amount of UKSPF funding required should be indicated only. UKSPF will not fund statutory duties or be invested if alternative financing means are available. Please check ‘[What cannot be funded: UKSPF 2024-25 Project Call’](•%09https:/www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1096/202425_ukspf_project_call) to ensure that all project costs included are eligible. |
| Match Funding |
| Project budgets must include a minimum of 20% in cash match funding. Projects which will attract match funding demonstrate a wider project commitment and enhance the local value of UKSPF investment. Please ensure that any match funding estimated can be secured before project commencement. |
| Who Can Apply |
| Local authorities, public sector organisations, private sector enterprises, higher and further education institutions, voluntary organisations, registered charities, social enterprises where they engage in economic activity, organisations representing a specific sector and constituted community organisations located, and operating with legal UK status, within the King’s Lynn and West Norfolk borough boundary. |
| Eligibility |
| Eligible projects must:   * [Be located within the King’s Lynn and West Norfolk borough boundary](https://www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding). * Provide a clear project plan. * Meet local need and the investment priorities of the [West Norfolk Investment Plan](https://www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1075/west_norfolk_investment_plan). * Deliver outputs defined by UK Shared Prosperity Funding. * Demonstrate value for public money and financial need. * Be non-statutory provision. * Not duplicate existing local provision. * Demonstrate ability to lever in match funding. * Be fully deliverable by 31st March 2025. |
| The next stage |
| Completed and submitted Expression of Interest forms will be reviewed by the Borough Council of King’s Lynn and West Norfolk. Consideration will be given to how well project proposals meet the objectives of the West Norfolk Investment Plan, whether they will clearly fill a gap in local provision to benefit the local area, if they are deliverable, well planned and demonstrate value for public investment. Submissions which are successful at this stage will be invited to submit a second stage application which will request additional project details. Both stages must be completed to enable consideration for UKSPF grant funding award.  Projects which are unsuccessful at the Expression of Interest stage will receive feedback via email. |
| Help with your Expression of Interest submission |
| If you are unsure about what information to include in this form, please contact us via [westnorfolkspf@west-norfolk.gov.uk](mailto:westnorfolkspf@west-norfolk.gov.uk) as early as possible to ensure that we can provide timely assistance. Responses to enquiries may take up to one week. |

The Borough Council of King’s Lynn and West Norfolk is under no obligation to accept an Expression of Interest or to progress project proposals to the second application stage. The investment programme follows the Local Authority Capital Finance Framework by ensuring that all UKSPF capital investment contributes to capital projects.  UK Government [Guidance for General Grants](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014029/2021-08-27_Grants-Standards-Guidance-INTRO.pdf) and [Managing Public Money](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1075006/MPM_Spring_21__without_annexes_040322__1_.pdf) will be adhered to in the awarding, administering and monitoring of funding.

**People & Skills Project: Expression of Interest Form**

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| **Working Project Title** |  | | | | | | |
| **Applicant Organisation** |  | | | | | | |
| **Delivery Location** |  | | | | | | |
| **Project Manager** |  | | | | | | |
| **Contact email** |  | | | | | | |
| **Expected Start Date** |  | | **Expected End Date** | | |  | |
| 1. **What is the aim of the project?** (250 words max) | | | | | | | |
| *Please clearly set out a project summary – what activities and work are you proposing and what you expect the project to achieve.* | | | | | | | |
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| 1. **How will the project aims detailed above be achieved?** (250 words max) | | | | | | | |
| *Please summarise how your project will be managed and delivered, which organisations or groups will be involved and how project aims will be achieved through project implementation.* | | | | | | | |
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| 1. **Who and where will benefit from the project?** (100 words max) | | | | | | | |
| *Please indicate who may benefit from the project and the geographical area which will be covered.* | | | | | | | |
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| 1. **Why is the project needed?** (250 words max) | | | | | | | |
| *Please indicate any gaps in local provision which might be filled by the project, how the project may complement existing provision and what needs will be met through project delivery.* | | | | | | | |
|  | | | | | | | |
| 1. **Please tell us about third party support for the project.** (100 words max) | | | | | | | |
| *This is important to demonstrate wider acknowledgement of project need and to support project success. If you have identified elected member support at the Borough or County Council, and / or have already discussed the project with a Council Officer, please also indicate this here*. | | | | | | | |
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| 1. **Are there any risks that might delay project start or completion and how would these be managed?** (100 words max) | | | | | | | |
| *Considering possible project risks at the planning stage is a valuable tool to safeguard project delivery. Please summarise any known or anticipated risks and how you plan to minimise the impact of these.* | | | | | | | |
|  | | | | | | | |
| 1. **Please indicate the outputs you expect the project to achieve**. | | | | | | | |
| *You must be able to properly measure these at project delivery stage.*  *Please refer to ‘[Yr 3 Project Call UKSPF Outputs and Outcomes Definitions, People and Skills’](https://westnorfolk.sharepoint.com/sites/WestNorfolkInvestmentPlan/Shared Documents/General/Delivery Phase UKSPF/Year 3 Project Call/•%09https:/www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1096/202425_ukspf_project_call).* | | | | | | | |
| Economically inactive people engaging with keyworker support services | | | | | | |  |
| Socially excluded people accessing support | | | | | | |  |
| People supported to access basic skills | | | | | | |  |
| People receiving support to gain employment | | | | | | |  |
| People engaged in life skills | | | | | | |  |
| People supported to participate in education | | | | | | |  |
| People in employment engaging with the skills system | | | | | | |  |
| People supported to gain a vocational licence | | | | | | |  |
| People supported to gain a qualification | | | | | | |  |
| People reporting increased employability through development of interpersonal skills funded by UKSPF | | | | | | |  |
| People sustaining engagement with keyworker support and additional services | | | | | | |  |
| People in employment, including self employment following support | | | | | | |  |
| People in education/training following support | | | | | | |  |
| People with basic skills following support | | | | | | |  |
| People gaining a qualification or completing a course following support | | | | | | |  |
| People gaining qualifications, licence and skills | | | | | | |  |
| 1. **Forecasted Project Costs** | | | | | | | |
| Please provide the forecasted full project delivery budget. Please base cost estimates on a reputable provider where possible. Costs can be grouped together to provide a summary of costs, e.g. by task.  Please refer to the ‘[What cannot be funded UKSPF 2024-25 Project Call’](https://westnorfolk.sharepoint.com/sites/WestNorfolkInvestmentPlan/Shared%20Documents/General/Delivery%20Phase%20UKSPF/Year%203%20Project%20Call/•%09https:/www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1096/202425_ukspf_project_call) document to ensure that all project costs included are eligible. | | | | | | | |
| **Item** | | | | | | **Forecasted cost** | |
| **REVENUE** (operational costs) | | | | | | | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
| ***Total forecasted revenue cost*** | | | | | | ***£*** | |
| **CAPITAL** (purchase or improvement of assets to last 1yr+) | | | | | | | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
|  | | | | | | £ | |
| ***Total forecasted capital cost*** | | | | | | ***£*** | |
| **TOTAL FORECASTED PROJECT COST** | | | | | | **£** | |
| **How much UKSPF Funding is required to support project delivery?**  *The total UKSPF funding requested must be within the investment range of £10,000 - £50,000.* | | | | | | | |
| **UKSPF Revenue investment needed** | | | | | | ***£*** | |
| **UKSPF Capital investment needed** | | | | | | ***£*** | |
| **A minimum of 20% match funding is required. Please detail totals and funders.**  *Match funding demonstrates a wider project commitment and enhances the local value of UKSPF investment. Please ensure that any match funding estimated can be secured before project commencement.* | | | | | | | |
| ***Match Funded Revenue expected*** | | ***£*** | | ***Funder/s*** |  | | |
| ***Match Funded Capital expected*** | | ***£*** | | ***Funder/s*** |  | | |

Please ensure that you have completed all sections and email your completed Expression of Interest form to westnorfolkspf@west-norfolk.gov.uk by 12pm on Wednesday 28th February 2024. If you have any difficulties in submitting via email please let us know on 01553 616247.