# **UK Shared Prosperity Fund – Community and Neighbourhood Infrastructure Projects Grant Application**

Please refer to the separate UK Shared Prosperity Fund Guidance and FAQ’s when completing the application.

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| **Part 1** **About your Community Organisation** | | | | | | | |
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| **1.1 Organisation details** | | | | | | | |
| Organisation Name |  | | | | | | |
| Organisation Address |  | | | | | Postcode | |
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| Contact name and position,  (for queries and clarification) |  | | | | | | |
| Contacts Address |  | | | | | Postcode | |
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| Contact Email |  | | Contact Telephone | | |  | |
| Legal Status of Organisation if applicable (e.g. Registered Charity) |  | | Charity No. (if applicable) | | |  | |
| Company No. (if applicable) | | |  | |
| Website |  | | | | | | |
| Confirm that your organisation has an active bank account? | Yes | | | No | | | |
| Geographical location |  | | | | | | |
| Please provide a summary of your organisation’s aims and objectives | | | | | | | |
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| 1. Is your organisation the subject of any ongoing investigation relating to suspicion of fraud or irregularity under an existing contract | | | | | Yes | | No |
| 1. Is your organisation in a state of insolvency, voluntary administration, compulsory winding up and receivership, composition with creditors or subject to equivalent proceedings? | | | | | Yes | | No |
| 1. Does your organisation have up to date policies and procedures relating to Health and Safety, Safeguarding, Equality and Diversity and Data Protection including GDPR? | | | | | Yes | | No |
| 1. Does your organisation have in place both employers and public liability insurance as legally required? | | | | | Yes | | No |
| 1. Is your organisation registered with the Information Commissioner’s Office for processing or intending to process personal data? | | | | | Yes | | No |
| 1. Has your organisation received or is it expecting to receive funding for the project under other UK government schemes | | | | | Yes | | No |
| If you have selected *Yes* for(i), (ii), or (vi) or *No* for (iii) (iv) or (v) above, please provide further relevant information. | | | | | | | |
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| Are you commercially, financially, legally, professionally or personally linked to Bedford Borough Council or its Councillors or Officers? | | | | | | | |
| Yes | | No | | | | | |
| If you have selected yes, please give further details: | | | | | | | |
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| **1.2 Your aims and objectives** | | | | | | | |
| Please provide a summary of the aims and objectives of your organisation: | | | | | | | |
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| **1.3 Track record** |
| Please provide details of any similar projects that you have successfully delivered in the past. |
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| Does your organisation have the capacity, resources and capability to deliver the proposed project? Please provide details: |
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| **Part 2 - About your Project** |
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| **2.1 Project name** |
| Please tell us the name of your project |
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| **2.2 Project description** |
| Please provide a description of the project for which funding is being sought, including why it is required, what it aims to achieve and how the project will benefit your organisation? |
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| **2.3 Who will benefit** |
| Please provide an overview of who will benefit from your proposed project |
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| **2.4 Tell us about the need for a UKSPF grant for your project?** |
| Would you be able to run your proposed project without a UKSPF grant? Would it be necessary to run your project at a smaller scale without a UKSPF grant? |
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| **2.5 Meeting the priorities of the UKSPF scheme** | | |
| **Fund** | **Priority** | **Scheme** |
| UKSPF | Communities and Place | Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities’ resilience to natural hazards, such as flooding. |
| Explain how your project meets the objectives of the grant scheme | | |
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| How does your project demonstrate value for money? | | |
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| How does the project demonstrate additionality? (The extent to which something happens as a result of an intervention that would not have occurred in the absence of the intervention). | | |
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| What are the project’s impacts on natural assets and nature? | | |
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| **2.6 Meeting the expected outputs and outcomes** | | |
| What are the expected outputs of the project and how will they be measured? Please include details of your baseline assessment and refer to the indicative outputs in the criteria for the grant. | | |
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| What are the expected outcomes of the project and how will they be measured? Please include details of your baseline assessment and refer to the indicative outcomes in the criteria for the grant. | | |
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| **2.7 Delivery** |
| Please outline your expected timescales for delivering your project. Include any key milestones or deadlines you need to meet if they are known. We are unable to fund any items that have been purchased prior to issue of a Grant Funding Agreement as a part of the Terms and Conditions.   * Projects must be completed by the 31st January 2026. |

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| Project Timescale: |  | | |
| Planned start date: |  | Estimated completion date: |  |

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| Further information on timescales: |

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| **Part 3 – Costs and funding** | | | | | | | |
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| **3.1 Total project costs and UKSPF funding request** | | | | | | | |
| Your application must be accompanied by three quotes for each aspect of the works. Please indicate the total amount of funding you are requesting for your project. | | | | | | | |
| **Cost of the Project** | | | | | | | |
| Please indicate the total cost of your project. | | | | £ | | | |
| **UKSPF Funding Requested (capital only)** | | | |  | | | |
| Please indicate the total level of funding requested | | | | £ | | | |
| **3.2. Co-funding** | | | | | | | |
| **Co-funding** | | | | | | | |
| Please indicate how you intend to fund the balance of the project outlined above. Provide details of co-funders and whether sums have been confirmed. | | | | | | | |
| Total amount of co-funding that you have secured to date, or anticipate securing | | | | £ | | | |
| *[Complete for each funding source you have identified]* | | | | **Amount applied for** | | **Confirmed** | |
| Own authority’s (i.e. Parish Council) co-funding resource name: | | | | £ | | Y/N | |
| Co-funder name: | | | | £ | | Y/N | |
| Co-funder name: | | | | £ | | Y/N | |
| Co-funder name: | | | | £ | | Y/N | |
| Co-funder name: | | | | £ | | Y/N | |
| Co-funder name: | | | | £ | | Y/N | |
| **3.3. Quotations** | | | | | | | |
| Your application must be accompanied by at least one quote. If your application is for a total of £1,000 or more, you must provide three quotes for each aspect of the works or goods costing £1,000 or more.  Please give details of your quotations below: | | | | | | | |
| Item 1 name: |  | | | | | | |
| Quote reference | Supplier name | Cost (exc. VAT) | | | VAT amount | | Preferred supplier |
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| Please tell us how you have selected your preferred supplier from the quotes that you have obtained? | | | | | | | |
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| Item 2 name: |  | | | | | | |
| Quote reference | Supplier name | Cost (exc. VAT) | | | VAT amount | | Preferred supplier |
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| Please tell us how you have selected your preferred supplier from the quotes that you have obtained? | | | | | | | |
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| Item 3 name: |  | | | | | | |
| Quote reference | Supplier name | Cost (exc. VAT) | | | VAT amount | | Preferred supplier |
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| Please tell us how you have selected your preferred supplier from the quotes that you have obtained? | | | | | | | |
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| Item 4 name: |  | | | | | | |
| Quote reference | Supplier name | Cost (exc. VAT) | | | VAT amount | | Preferred supplier |
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| Please tell us how you have selected your preferred supplier from the quotes that you have obtained? | | | | | | | |
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| Is your organisation VAT registered? | | | | | | | |
| Yes (Please provide VAT Number below) | | | No | | | | |
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| Is your organisation able to reclaim VAT? | | | | | | | |
| Yes | | | No | | | | |

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| **Please enclose a copy of your latest set of accounts, together with your budget for the current year.** |

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| **Part 4 – Statutory consents** |

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| **4.1 Property ownership and permissions** |

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| Where will your project be delivered? |

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| Please indicate what legal rights you have to the property to which your project applies. | | | |
| Freehold | Leasehold | | N/A |
| If Leasehold, what is the unexpired term of the lease? | | | |
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| Does your project involve work on land or a building, including refurbishment? | | | |
| Yes | | No | |
| If leasehold, do you need to obtain the consent of the freeholder/estate owner to make alterations to the property? | | | |
| Yes | | No | |
| If yes, please provide written confirmation that alterations are allowable: | | | |
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| Please outline details and dates of any planning or statutory consents applied for, or granted, in relation to this project. | | | |
| Type of planning or statutory consent | Date applied for | | Date granted |
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| Any comments: | | | |
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| **Part 5 – Declarations** |

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| **5.1 Disclaimers** | | |
| You should read the below, and only if you are fully accepting of the statements below should you sign the declaration. | | |
| **Data Protection** | | |
| Please note that by submitting this application form, you are consenting to any Personal Data collected being processed by Bedford Borough Council and shared with partners involved in the delivery of UKSPF. This includes the Department of Levelling Up, Housing and Communities and its contractors. The Personal Data will be held for the purposes of contacting applicants and assessing forthcoming applications. | | |
| **UK Subsidy Control Regulation** | | |
| Please note that as a Public Authority, Bedford Borough Council must comply with the UK Subsidy Control regime. By proceeding, you are agreeing to provide the necessary details of your project to enable the Council to meet the transparency obligations that apply to public authorities awarding subsidies.  Please also note that according to Minimal Financial Assistance regulation, standalone subsidies up to the value of £315,000 are exempt from having to meet the subsidy control requirements. However, if an individual organisation’s total subsidy receipts exceed £315,000 over a period of three financial years, the exemption no longer applies, and the relevant subsidies must be assessed against the subsidy control principles. Recipient organisations must inform the Council if this £315,000 threshold is due to be exceeded. Further information is available here, [via the Government website.](https://www.gov.uk/government/collections/subsidy-control-regime) | | |
| Have you applied for or received any other form of funding from Bedford Borough Council or any other public sector organisation or UK Government funding scheme? | | |
| Yes (provide details below) | | No |
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| **Fraud statement** | | |
| 1. I have read and understood all documents about this scheme, including all information about eligibility. | | |
| 1. I am providing true, accurate and complete information | | |
| 1. I understand that by giving wrong or incomplete information which I know to be misleading, I may be committing a criminal offence and could face prosecution | | |
| 1. I understand Bedford Borough Council will investigate all applications where it suspects fraud | | |
| 1. I understand that Bedford Borough Council will check all of the information that I provide and may ask for further details, if necessary | | |
| 1. I understand that I must pay back any money I receive to which I am not entitled | | |
| **I certify that:** | | |
| 1. I have read, understood and agree to be bound by the conditions of this grant scheme as detailed in the guidance notes or other supporting documentation | | |
| 1. I understand and agree that if this application is successful, the organisation or individual will be bound to use the grant exclusively for the purpose specified in the application | | |
| 1. The information contained in this grant application is true and accurate and complete in all respects, and that the budget for the project represents a reasonable estimate of cost for the proposed undertaking and is good value for money. | | |
| 1. I can confirm that I have the authority to submit this application on behalf of the organisation in question. | | |
| **I understand that:** | | |
| 1. The acceptance of this application by Bedford Borough Council does not in any way signify that they have agreed the project is eligible or that I will receive funding | | |
| 1. The full application may be declined, and that the decision of Bedford Borough Council is final and that there is no appeal process. | | |
| 1. Any grant paid will become immediately repayable in the event of any material inaccuracy or submission of false information. | | |
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| Please confirm you have read, understood and agree to the terms of the declaration by signing below. | | |
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| **Please sign using your hand signature, using ink. The declaration page should be scanned or photographed, and sent electronically with your application.** | | |
| **5.2 Declaration by the Applicant** | | |
| Please check that all sections of the form are complete and provide your name and date below to confirm that the information provided in this form is correct. Please confirm that you have the authority to submit this form on the behalf of the organisation in question. | | |
| Signature: | | |
| Name: | Name of Organisation: | |
| Position: | Date: | |

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| **Part 6 – Supporting Documents Checklist** | | |
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| **6.1. Supporting Documents Checklist** | | |
| Where applicable, please submit the following documents with your full application | | |
| Document | Click to confirm it is included | Applicant comments |
| Three (3) quotes or on-line listings for each item you are purchasing. |  |  |
| A copy of the most recent financial accounts for the applicant organisation.  If accounts are not available provide latest tax returns. |  |  |
| Confirmation and evidence of co-funding. The evidence must show who is providing the funding (e.g. Parish Council), the amount of funding, who it is being offered too. |  |  |
| If your project involves any building works or permission for a change of use, ensure you include   * evidence of planning permission * tenancy agreement (if applicable) * Confirmation that works can be undertaken on property by freeholder. * Listed building consent. |  |  |

**Please return your completed form via email to** **[bedfordukspf@bedford.gov.uk](mailto:bedfordukspf@bedford.gov.uk)**