UK Shared Prosperity Fund Community Grants Round 2 – Initial Guidance

North Somerset Council is delighted to announce the second round of its UK Shared Prosperity Fund (UKSPF) Community Grants. These grants respond to the UKSPF *Community and Place* investment priority, which aims to:

- Strengthen our social fabric and foster a sense of local pride and belonging.
- Build pride in place and increase life chances in our local communities.
- Build resilient and safe neighbourhoods.

We are very happy to be once again partnering with Voluntary Action North Somerset (VANS) who will be delivering a selection of workshops to help you understand the grants and how to develop impactful projects.

This document is the official and comprehensive guidance to the grants. It is essential that you fully read this document so you understand what types of projects we are looking for, what the rules of the grants are, and what you will be expected to do if you are awarded funding.

If you have any questions about the UKSPF Community Grants or the process, please contact the email at the bottom of this document.

Contents

1. Timeline

Stage	Date
VANS preparatory workshops and partnership development period. North Somerset Council Policy and Partnerships team available to provide application advice.	November 2023 – March 2024
Community Grants open to applications	11th December
Community Grants closed to applications	12th February at 1pm
Applications reviewed by grant review panel Due diligence and reference checks completed Successful applicants notified, and sign Grant Funding Agreement	February and March 2024
Distribution of grant monies	Early April 2024
Project delivery, and monitoring and reporting of project progress (including expenditure, milestones, and outputs/outcomes)	April 2024 – March 2025
Latest date by which projects must be completed and end-of-project reports submitted	17 March 2025

2. How much is available and who can apply?

2.1   For this round of the UKSPF Community Grants, there is £120,000 of revenue funding and £63,000 of capital funding available. Please see Section 3 for an explanation of capital and revenue.

2.2   Between £3,000 and £20,000 is available per application, regardless of the number of organisations collaborating on a project. Applications may be for revenue funding only, capital funding only, or both revenue and capital funding.

2.3   The maximum amount available for applications is a limit and not a target. Applications will not be favoured based on how little or much they apply for. In fact, more projects are likely to receive funding if we receive more, smaller applications. We are also more likely to fund a greater number of projects if we receive a mix of applications for capital and revenue funding.

2.4   You can apply for a UKSPF community grant if your organisation (or the lead organisation applying in a joint application) is one of the following:

- unincorporated association
- charitable trust
- charitable incorporated organisation
- community interest company
- charitable community benefit society
- company limited by guarantee
- town or parish council

2.5   Your organisation (or the lead organisation applying in a joint application) should also:

- be based in North Somerset or the project be delivered in North Somerset
- have a written health and safety policy, updated within the last three years
- have a written equality and diversity statement, updated within the last three years
- have a written safeguarding policy, updated within the last three years
- comply with the Disclosure and Barring Service checks (where there will be contact with children or vulnerable adults)
- have public liability insurance to a minimum of £5,000,000
- have employer liability insurance (if you have paid employees) to a minimum of £5,000,000
- have one year's accounts. If you haven't been trading for a year, you can contact the council (see the end of this document) to discuss.
- have a bank account

2.6   UKSPF has to follow government rules about providing subsidies to organisations. If your organisation engages in economic activity by offering goods and services on a market, then you will need to confirm in your application that if your organisation is given a UKSPF Community Grant, it will have not received more than £315,000 in public funding since April 2021.

2.7   We expect that most, if not all, organisations applying to the Community Grants will not be engaged in economic activity, and so will not need to worry about how much grant funding they have previously received. However, if you have any questions or are concerned whether

the subsidy rules will exclude you from receiving funding, please contact the email at the bottom of this document.

2.8   We will consider all applications that meet the eligibility criteria but as we are the accountable body for the North Somerset UKSPF, we will prioritise applications for projects or activities that can clearly demonstrate planned delivery of the UKSPF Interventions (see Section 6).

3. What is capital and revenue funding?

3.1   You must ensure that any revenue funding you receive for your project is only spent on revenue costs, and any capital funding is only spent on capital costs.

3.2   Revenue costs include:

- Training, including participant costs
- Resources
- Marketing and publicity costs
- Staffing or volunteering costs
- Contractors or consultants procured to deliver project activities or undertake a feasibility study
- Venue hire
- Project start-up costs
- Transport
- Purchasing small items of equipment or material items (usually expected to cost under £1,000)
- Overheads (see Section 4)

3.3   Capital costs include:

- Acquiring land or buildings
- Building and construction
- Any staff costs and professional fees associated with building and construction
- Plant and machinery
- Larger value items of equipment (items costing over £1,000 – either individually or when combining together a series of items (e.g. a selection of kitchen equipment)).

3.4   The council will consider specific queries of what counts as capital and revenue on a case-by-case basis.

4. Additional guidance for what we can and can't fund

4.1   If your organisation is VAT registered and so can reclaim VAT from HMRC, then all of your project costs must exclude VAT.

4.2   UKSPF funding also **cannot** be used for any of the following costs:

- Lobbying or other activities intended to influence or attempt to influence Parliament, government or any political body.
- Political or religious groups, or activities promoting political or religious beliefs
- Gifts or donations (or payments made for gifts or donations)
- Payments for any work or activity which North Somerset Council or your organisation have a statutory duty to undertake.
- Setting aside money to protect yourself against a potential future liability (for example, a future lawsuit)
- Payments to shareholders
- Debt payments or the costs of winding up your organisation
- Expenses regarding litigation, unfair dismissal, or other compensation
- Costs towards setting up and contributing towards private pension schemes (this does **not** include standard employee pension schemes)

4.3   You may use UKSPF revenue funding for payment of overheads. Overheads are costs your organisation incurs through delivery of your project that can't easily be tracked and evidenced. It can include things like support staff costs, standard printing costs, shared premises costs etc.

No evidence of expenditure is required for overheads costs.

When making your application, you may only calculate overheads costs in one of two ways:

1. Up to 10% of your UKSPF project costs
2. Up to 15% of your UKSPF project staffing costs

4.4   The costs for acquiring and maintaining necessary insurance to deliver your project in a legally compliant way are allowed as revenue costs.

4.5   Match funding is not compulsory for projects, though it can be a useful way for you to increase the scope of your project. You must make clear when reporting on what your project has spent, whether costs have come from your UKSPF grant or from your match funding.

4.6   You are allowed to generate an income from delivery of your project activities (e.g. ticket sales), but any profits must be for investment into further community activities or to build capacity **within your own organisation** to deliver further community activities. If you expect to make profits that will be used in other ways, then the amount of profit you expect to make should be subtracted from the amount of UKSPF grant funding you request.

4.7   If you are applying for capital funding to complete any physical upgrades or improvements that need planning permission, we will only award you a grant if planning permission has already been provided or if there is evidence that planning permission is currently being sought. In this case, the grant will be awarded on a conditional basis that planning permission is approved and the project can complete by early-March 2025.

4.8   If your project is taking place on rented / leased / tenanted land or premises and making changes to them, please ensure you obtain written permission from the land or premises owner to undertake these changes.

4.9   All capital expenditure must follow the procurement procedures in the below table. Any capital expenditure above £4,499 will require a minimum of three quotes, to ensure value for money.

Value of capital purchase	Procedure to be followed
£0 - £4,499	One quote or cost obtained from a supplier
£5,000 – £20,000	3 written quotes or costs from relevant suppliers, with the lowest quote used.

You will be required to include this information within your application, so you must have at quotes by the time you submit your application.

5. What types of project are we looking for?

5.1   Applications may be made by individual organisations, or jointly between two or more organisations.

5.2   In a joint application, a 'lead organisation' should be nominated who will be the designated representative for the project. They will complete the application form, receive and hold the grant funding, submit progress reports on behalf of the project, and be legally responsible for the project.

5.3   The main focus for this round of the community grants is to encourage joint projects, especially between organisations which haven't worked together before. However, this should not stop you from applying as an individual organisation if that is better for your project.

5.4   A small amount of the funding will be specifically set aside for one or two projects to develop feasibility studies / pilot projects which then might be upscaled in future. These must align with UKSPF Intervention E14 (see Section 6). Please note that applications for these projects will **only** be accepted from **individual** organisations.

5.5   The majority of the funding will be for other projects, which ideally will be cooperatively delivered by organisations working together.

5.6   Projects are likely to be scored on the following criteria:

- Does the project fit within the grant's aims?
- Does the project aim to deliver against one or more of the UKSPF interventions?
- How cooperative is the project? *(This criterion will not prejudice against individual organisations applying under the feasibility studies intervention).*
- Which people/groups/communities will benefit from the project?
- How deliverable is the project? Can it meet and evidence the outputs and outcomes selected?
- How sustainable is the project beyond the UKSPF funding period?

5.7   We will also aim to award grants to ensure that communities across North Somerset benefit from high quality projects, and not just specific areas.

6. UKSPF Interventions, Outputs and Outcomes

6.1   Funded projects must respond to one or more of the following UKSPF interventions:

- E6   support for local arts, cultural, heritage and creative activities
- E9   impactful volunteering and/or social action projects to develop social and human capital in local places
- E11 capacity building and infrastructure support for local civil society
- E12 community engagement schemes to support community involvement in decision making and local regeneration
- E14 development of feasibility studies and pilot projects

6.2   When applicants have selected the intervention(s) their project will cover, they must then select at least one **output** and at least one **outcome** within that intervention which their project will meet.

Please see the below table for information on the interventions, outputs and outcomes, and project examples (please note that these examples are not the only types of projects you can do and are just summaries!):

Intervention	Output(s)	Outcome(s)	Example Project
E6: Support for local arts, cultural, heritage and creative activities	Number of local events or activities supported Number of organisations receiving non-financial support Number of volunteering opportunities supported	Increased footfall Improved engagement numbers Improved perception of facilities/amenities Improved perception of events Number of community-led arts, cultural, heritage and creative programmes as a result of support	1. A series of cultural events held at a local cinema, including a promotional campaign, aimed at increasing average footfall at the cinema. 2. Support and training offered to a local community heritage group so they can put on activities celebrating the heritage of the local area. This results in more volunteering opportunities (and engagement of the new volunteers) whilst improving footfall at a local heritage site where the events were held. 3. New display equipment installed at a heritage site, allowing education events to occur with schools, improving engagement of local schoolchildren.

Intervention	Output(s)	Outcome(s)	Example Project
E9: Impactful volunteering and/or social action projects to develop social and human capital in local places	Number of projects successfully completed Number of local events or activities supported Number of organisations receiving non-financial support Number of volunteering opportunities supported	Improved engagement numbers Number of volunteering opportunities filled as a result of support	1. Support offered to a volunteer counselling organisation to recruit new volunteers and help more members of the community. 2. Funding for a series of sporting events for disabled young people, including making the location more accessible. 3. Funding a volunteer coordinator and project support officer to develop local community volunteer projects (e.g. Tai Chi sessions, a gardening club etc.)
E11: Capacity building and infrastructure support for local civil society	Number of organisations receiving non-financial support Number of amenities/facilities created or improved Number of people attending training sessions Number of tourism, culture or heritage assets created or improved	Improved engagement numbers	1. New sound equipment installed in a village hall, enabling hosting of new community engagement events. 2. Business training sessions held by a community group allowing their staff/volunteers to gain new skills such as budget management, governance (etc.) enabling the organisation to grow and do more community work. 3. Support to build new changing facilities for a local sports club

Intervention	Output(s)	Outcome(s)	Example Project
E12: Community engagement schemes to support community involvement in decision making and local regeneration	Number of organisations receiving non-financial support Number of local events or activities supported Number of volunteering opportunities supported	Improved engagement numbers	1. Funding a series of promotional events (e.g. community fairs) encouraging members of the local community to take part in a consultation on how to improve the local area. 2. Funding opportunities for local community members to volunteer to be on a local citizens' panel. 3. Purchasing new technology for a community location to enable better engagement of communities in local decision making.
E14: Development of feasibility studies and pilot projects	Number of feasibility studies / pilot projects developed as a result of support	Number of projects arising from funded feasibility studies / pilots	1. A feasibility study to work out the space and equipment requirements of an organisation looking to move to a new site. 2. A feasibility study to ascertain the best design and location for a new local skatepark. 3. A pilot project testing a new approach to inspiring young people to volunteer in their communities.

6.3   Each output/outcome has a definition which **must** be followed. Information and evidence must also be kept proving they have been achieved. We cannot count a project's achievements of outputs and outcomes if they are not achieved in line with the definitions and evidence is not kept.

The definitions and evidential requirements are in the table below:

Output	Definition	Types of information/evidence needed

Number of local events or activities supported
 	
(number of events/activities)
	1. An event:
	    a. Means a planned activity
	2. Examples of the types of events/activities you may support include (but are not limited to):
	    a. Film, TV, Music, Radio
	    b. Heritage
	    c. Arts, Museums, Libraries
	    d. Sports
	    e. Volunteering
	    f. Tourism
	    g. Social Action
		Keep details of:
		• When and where the event was held
		• What type of event it was
		• Details of what happened at the event
		
		It is not essential, but any supporting evidence for the event (for example, an Eventbrite page, a leaflet etc.) is always useful to keep hold of.

Number of organisations receiving non-financial support
 	
(number of organisations)
	1. An organisation:
	    a. **Cannot** be a business (a sole trader, micro business, small and medium sized-enterprise, large business, or a social enterprise if it is involved in selling goods or services).
	2. Non-financial support:
	    a. Should be either guidance, mentoring, training, or business advice.
	    b. The support does not need to be a one-off event (in other words, it can be ongoing).
	    c. You **must** engage directly with those you are supporting (either in-person, or online). You cannot, for example, just send out leaflets.
	3. Organisations receiving the non-financial support should want to use the support to improve performance.
		For each organisation supported, you must make a note of:
		• Its name
		• A unique identifier (if it has one), such as a Company Number, Charity Number and/or HMRC Number.
		• What type of support was given (either guidance, mentoring/training, or business advice) and some detail of the support.
		• Confirmation the support given was direct and whether it was in-person or online.
		• Confirmation the organisation you supported wanted to access the support to improve their performance.
		• Confirmation the organisation is **not** a business (see the definition in the middle column).

Output	Definition	Types of information/evidence needed
	a. 'Improve performance' means reduce their costs or increase their turnover/profits. We do not need you to measure if the organisation successfully improves performance as a result of the support.	A good way to collect this information would be to build it into your documents from the beginning of your project – for example, a sign-up form could ask for all of the above. The types of evidence required will vary, but keep any documentation that can prove you provided the support (e.g. an attendance register at training, or email correspondence).

Number of projects successfully completed
 	
(number of projects)
	The project you are using UKSPF funding for can count under this output.
	
	1. The government will measure how many projects have been completed every six months. This means you should note the start and end date of the project(s) to help with reporting.
	2. 'Successfully completed' means:
	    a. All project activities have finished
	    b. If a contract was written as part of delivering the project, all requirements in the contract have been met
		Make a note of:
		• When your project(s) started and ended
		• Confirm that all project activities have finished
		
		Any supporting evidence to prove you delivered your project(s) is useful to keep.

Number of volunteering opportunities supported *(number of opportunities)*	The number of volunteering roles supported to exist as a direct result of UKSPF funding. a) Volunteering means someone giving unpaid help via a group, club, or organisation. b) Volunteering roles can include one-off volunteering opportunities, and also opportunities for people to volunteer on a regular basis.	Make a note of all volunteering opportunities that have been enabled through your project, including: • What the role will do • Whether it is a one-off role or ongoing (and if ongoing, how long it is expected to last)
Number of amenities/facilities created or improved	The number of amenities/facilities you newly create or improve with UKSPF funding. a) An amenity/facility means any service contained within a physical structure. This includes (but is not limited to)	Please make a note of: • What amenity/facility you created or improved **(and please ensure it counts as an amenity/facility)** • When it was created/improved

Output	Definition	Types of information/evidence needed
(number of amenities or facilities)	town and village halls, sports facilities, and public toilets. b) 'Created' means the amenity/facility did not previously exist. c) 'Improved' means making the amenity/facility a better public space by adding to it, renovating it, or repairing it. It does **not** including maintenance of existing facilities.	• Whether you have created a new amenity/facility or improved an existing one (see definitions in middle column) • Details of the works you did (for example, "installing new display equipment"). • Confirm you have not just conducted routine maintenance, which is not allowed You should keep evidence to prove you have created/improved the facility. This could be things like: • Before and after photographs • Invoices for materials/builders (etc.) • Email correspondence about the works
Number of people attending training sessions *(number of people)*	The number of people attending training sessions organised and funded through your UKSPF project. a) Training sessions include (but are not limited to) sector-specific training, digital training, management and leadership, collaboration, networking, low-carbon activities (etc.)	Keep information on: • The date and location of the training sessions • What the sessions covered • Who attended An attendance log for who attended must be kept.

Number of tourism, culture, or heritage assets created or improved
 	
(number of assets)
	The number of tourism, cultural, or heritage assets you create or improve with your UKSPF funding.
	a) A cultural asset means a permanent public building or site used for the exhibition or promotion of arts and culture. For example:
	    a. Museums
	    b. Arts venues
	    c. Exhibition centres
	    d. Theatres
	    e. Libraries
	    f. Film facilities
		Make a note of:
		• What type of asset it was (cultural, tourism, or heritage) and exactly what it was (e.g. library, theme park).
		• When it was created/improved
		• Whether you have created a new asset or improved an existing one (see definitions in middle column)
		• Details of the works you did (for example, "improvements to the sound system").
		• Confirm you have not just conducted routine maintenance, which is not allowed

Output	Definition	Types of information/evidence needed
	b) A tourism asset means a permanent public building or site which acts as an attraction to visitors to the location. c) A heritage asset means any building on an appropriate heritage list (e.g. the National Heritage List for England). d) 'Created' means the asset did not previously exist. e) 'Improved' means making the asset a better public space by adding to it, renovating it, or repairing it. It does **not** including maintenance of existing facilities. **You cannot count an asset you are creating or improving under both this indicator *and* the 'number of amenities/facilities' created or improved. You must choose one or the other.**	You should keep evidence to prove you have created/improved the facility. This could be things like: • Before and after photographs • Invoices for materials/builders (etc.) • Email correspondence about the works
Number of feasibility studies developed as a result of support *(number of studies)*	The number of feasibility studies/pilot projects you produce partly or fully as a result of UKSPF funding. The feasibility study should relate to one or more UKSPF priorities. A feasibility study is an investigation to figure out whether something can be done, how it could best be done, and whether to proceed with it. It can include small pilot projects and seed funding.	If a feasibility study/pilot project document or report is produced, you must retain that as evidence.

Outcome	Definition	Types of information/evidence needed

Increased footfall
 	
(number of people)
	1. Increased footfall:
	   a. Means there are more people counted in a specific place than before.
	   b. You will need to choose a way to measure the number of people (e.g. on-the-door ticket sales, an attendance list, an electronic people counter etc.). How you will do this should be set out in your application.
	2. How long you choose to measure the number of people is up to you. For example, if your event/activity is one day then you could measure over that one day; or if your event is being held over a week then you could measure for a week.
	
	You should know how many people were in a specific place both before **and** during your event/activity. If your event/activity hasn't been hosted before, then the before number will be 0.
		This outcome is measuring a **change** in footfall in a specific place. This means you must have a number for the footfall in that place before your project begins. If what your project is doing is new, this 'before' figure will be 0.
		
		For example, you might be a cinema who has an average attendance of 100 at your film screenings. This would be your 'before' figure. You then might use your Community Grant to promote your events better and buy new cinema chairs and then measure the average attendance at film screenings during your project. You then find the new average attendance is 200. This would mean your footfall increased by 100.
		
		You must be able to evidence footfall numbers. One way is to buy and use an electronic footfall counter, but you could also use things like on-the-door tickets sales, attendance registers etc.
		
		It is important that you do not rely on pre-event ticket sales to evidence footfall, as not everyone who buys a ticket might attend. You must find a way to measure who actually shows up to a location.

Improved engagement numbers *(number of people)*	1. Improved engagement numbers: a. Means an increase in the number of individual people engaged by your project over a 12-month period (or the length of your project – whichever is shorter). You should note the	This outcome is measuring a **change** in the number of people engaged by your project / your organisation. This means you must have a number for how many people you engaged in the 12 months before your project. If what your project is doing is new, this 'before' figure will be 0.

Outcome	Definition	Types of information/evidence needed
	start and end date of your project when reporting to help us measure this. b. Engagement can be in-person or online 2. You should note how many people were engaged both before **and** during your project. If you haven't conducted the project before, then the before number will be 0.	You should also make a note of how and when people were engaged. Evidence for the numbers of people engaged by your project will depend on what your project is doing, but might include: • An attendance register for an event or training • Feedback forms / surveys • Email correspondence It is essential that when you measure how many people your project has engaged, you do not 'double count'. This means if, for example, someone attended three training events your project put on, you can only count them as engaged once, and not three times.
Number of community-led arts, cultural, heritage and creative programmes as a result of support *(number of programmes)*	The number of programmes started and led by community groups focusing on the topics of arts, culture, and/or heritage. a) A community group is a self-governing and not-for-profit group or organisation which works for the public benefit	For each community-led programme, you must make a note of: • How long the programme lasted • Whether its focus was arts, culture, and/or heritage • Details on the contents • Which community group led it, including confirmation they are not-for-profit and/or work for the public benefit The types of evidence you should keep include: • Evidence for the programme's existence (e.g. event leaflets, promotional material, Eventbrite pages, attendance registers, event feedback etc.)

Outcome	Definition	Types of information/evidence needed

Number of volunteering opportunities filled as a result of support
 	
(Number of volunteering roles created)
	The number of organised volunteering roles created and recruited to as a direct result of your project and UKSPF funding.
	   a) Volunteering means someone giving unpaid help via a group, club, or organisation.
	   b) Volunteering roles can include one-off volunteering opportunities, and also opportunities for people to volunteer on a regular basis.
		Make a note of the volunteer roles you have recruited to, including:
		   • What the role does
		   • Whether it is a one-off role or ongoing (and if ongoing, how long it is expected to last)
		
		You must also keep evidence the roles have been recruited to. This could be (but is not limited to):
		   • Sign-up sheets
		   • Timesheets
		   • Self-declaration form from a volunteer confirming they took up the role

Improved perception of events
 	
(Number of people)
	The number of people who report their perception of event(s) as **good** or **very good**.
	   a) You must survey people before and during/after the event(s), so you can measure if their perception of the event(s) has changed.
	   b) Your surveying should be consistent. This means you should have the same people (or the same number complete the surveys before and after.
	   c) This outcome can **only** be chosen if the event(s) you are running as a result of UKSPF funding already existed in some form (even if you are changing/improving them for your project). It **cannot** be a brand new event.
		This outcome is measuring a **change** in how people perceive events. This means that we need to compare people's views *before* your project and compare them to people's views *during* and/or *after* your project.
		
		Because the definition of this outcome is measuring the number of people who report their perception of events as **good** or **very good**, you must make sure that your survey has these as options. We recommend a simple five-point scale question (very poor, poor, acceptable, good, very good).
		
		You must make sure the surveys relate to **events** you have held for this project, and you must keep all the completed surveys as evidence.

Improved perception of amenities/facilities *(Number of people)*	The number of people who report their perception of a facility or amenity as **good** or **very good**. d) An amenity/facility means any service contained within a physical structure. This includes (but is not	This outcome is measuring a **change** in how people perceive an amenity/facility. This means that we need to compare people's views *before* your improvements and compare them to people's views *during* and/or *after* your improvements.

Outcome	Definition	Types of information/evidence needed
	limited to) town and village halls, sports facilities, and public toilets. e) You must survey people before and during/after any changes to the amenity/facility, so you can measure if their perception of it has changed. f) Your surveying should be consistent. This means you should have the same people complete the surveys before and after. g) This outcome can **only** be chosen if the amenity/facility impacted by UKSPF funding already existed. It **cannot** be a newly constructed facility/amenity.	Because the definition of this outcome is measuring the number of people who report their perception of the amenity/facility as **good** or **very good**, you must make sure that your survey has these as options. We recommend a simple five-point scale question (very poor, poor, acceptable, good, very good). You must keep all the completed surveys as evidence.
Number of projects arising from funded feasibility studies *(Number of projects)*	The number of project(s) that are a result of the feasibility study that you've done with UKSPF funding. The project itself does **not** need to be UKSPF funded.	If your feasibility study/pilot project leads to a formal project starting, then you should keep evidence for that project. For example: • Email correspondence about starting/running the project • Any project documentation • Any information that shows the link between the project and your original feasibility study/pilot project

6.4 The application form will specifically ask for project targets for each output and outcome the project wants to measure against, so you should come up with a **realistic estimate** of what you want to achieve **before** you apply.

6.5 You are also encouraged to collect information on your project's impact beyond the UKSPF outputs and outcomes. We appreciate the outputs and outcomes can't always capture every benefit your project brings, so capturing wider data can help show this.

7. Monitoring and reporting

7.1   The success of your project will be measured by monitoring what your project achieves. Information about your project's achievements will be collected by you and reported to North Somerset Council.

7.2   Reporting will be **quarterly** (every three months)

- *Quarter 1:* High-level progress update
- *Quarter 2:* Project midway report
- *Quarter 3:* High-level progress update
- *Project end:* End-of-project report

7.3   If your project is of a length which doesn't fit into the above timetable, we are happy to have a discussion about an alternative reporting schedule, however the final decision will rest with North Somerset Council.

7.4   You will be expected to report on:

- Your project progress and if you are keeping to schedule
- Your project expenditure (including evidence held e.g. invoices, receipts, timesheets for project delivery staff time).
- Your project's achievement of the outputs and outcomes (including evidence held e.g. before and after surveys to measure improved perception; or attendance registers for training events).

7.5   Evidence of expenditure and achievement of the outputs and outcomes must be kept for 7 years after the end of your project.

8. Alignment with the Rural England Prosperity Fund

8.1   We are working to try and better highlight and enable opportunities for organisations to apply not just for a UKSPF Community Grant, but also a Rural England Prosperity Fund (REPF) grant, and to make the process of applying for both a little less onerous.

8.2   The application form for the Community Grants has been designed so that when applying, you can express an interest in also applying for a REPF grant. You will answer a couple of additional questions and be told whether you are likely to be eligible or not for REPF.

        Those applying for REPF who have already applied for a Community Grant will not need to resubmit information and evidence about their organisation, allowing for a 'fast tracked' application.

8.3   REPF isn't running to an identical timeline as the Community Grants and we also cannot guarantee someone will receive both a Community Grant and a REPF grant. Because of this, we **strongly** recommend that you do **not** apply with a project that relies on both grants to succeed. Instead, it might be better to:

    1. Have a project with complementary elements but which can go ahead independent of one another at different times (e.g. the Community Grants could be used to fund some events at a location, and then the REPF grants to fund some new facilities at that same location).
    2. Have a project with different phases or stages – with the Community Grants used for one stage, and REPF for the other (e.g. the Community Grants could be used for a feasibility study into new facilities, and the REPF grant to fund those facilities).
    3. Have two separate projects (one funded by Community Grants, and one by REPF).

9. Questions

If you have any questions about UKSPF or Round 2 of the Community Grants, please contact policypartnershipteam@n-somerset.gov.uk

If you want to know more about the support workshops being offered by Voluntary Action North Somerset (VANS), please contact info@vansmail.org.uk