Canterbury District
'Skills and Employability' Grants
UK Shared Prosperity Fund, 2024/25.

Criteria and guidance for applicants

<u>1. Introduction</u>

The Canterbury District Programme (the Programme) aims to support local not-for-profit organisations to deliver new and innovative projects that lead to improved health, well-being and quality of life opportunities for Canterbury district residents.

The Skills and Employability Programme is funded by the UK government through the UK Shared Prosperity Fund (UKSPF). The UKSPF is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by the end of March 2025. The fund aims to improve pride in place and increase life chances across the UK by investing in communities and places, supporting local businesses, and people and skills.

This Programme will support revenue projects and applicants may apply for either or both for up to £10,000 per application.

We will prioritise projects and activities that can evidence (with supporting data) an increase in the following areas:
- Improving employability (e.g. familiarising people with employers expectations)
- Supporting economically inactive or unemployed people in job searching and into self-employment
- Increasing work experience opportunities for economically inactive people or unemployed people
- Developing and managing volunteering.

£250 per project will be held until the end of the project and will only be released when the completed monitoring report has been returned to Canterbury City Council.

For more information, visit https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus.

Deadline for applications is 9am Monday 26th February 2024

Remember - we typically receive more good applications than we can fund so unfortunately some applicants will be disappointed.

We look forward to receiving your application!

Application Timetable 2024/25

Application Opens	9am 15th January 2024
Deadline for Submissions	9am Monday 26th February 2024
Deadline Decision	W/C Monday 18th March 2024
Project End	Monday 3rd March 2025
Final Project Monitoring Form to be returned	Friday 14th March 2025

The Skills and Employability Programme is open to any formally constituted not-for-profit community group/voluntary sector organisation including registered charities and Community Interest Companies.
Parish Councils delivering activities or managing community premises in the Canterbury District are also eligible.

The Application Process

Read this guide	- This guide will help you to understand if we are able to fund your organisation, how we will assess your application and what will happen if you are successful. - Get in touch with us if you have questions or if you are experiencing difficulties with the form. Email commissioning@canterbury.gov.uk
Who can apply?	- You can apply for this grant if you are a not-for-profit for profit organisation working in the community, cultural and sports sectors in the Canterbury District. - You can apply for this fund if you are a Parish Council in the Canterbury District. - If you are an individual or sole trader, profit-making organisation or an organisation not established in the UK, then we are unable to fund you. - Organisations can only submit one application to this scheme. - Organisations that have received or that are currently receiving funding from Canterbury District through other schemes can apply to this Fund as long as it is to support new and different projects and not existing activities or normal operating costs.
How much can you apply for?	- Grants will be awarded up to £10,000, but please apply only for what you need as this will be a competitive process. - There is no minimum amount per application

What will we pay for?	- Applications can apply for revenue and capital costs. - Project must demonstrate that they meet one or more of the following priorities: - Improving employability (e.g. familiarising people with employers expectations) - Supporting economically inactive or unemployed people in job searching and into self-employment - Increasing work experience opportunities for economically inactive people or unemployed people - Increased participation in community groups and/or volunteering
Check your eligibility	- The first page of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant. - If officers assess that you are not eligible, your application will not be scored.
What the grant can be used for	- The Fund provides revenue funding. - Any funding applied for can only be for the benefit of residents of Canterbury District. - We will only fund up to 20% core costs please see guidance on what core costs cover. Core Costs funding is expenditure spent on your organisation's day-to-day operations. These might include, for example: - Management and administration - HR and payroll - General office expenses - Accountancy and audit - Communications and outreach - Monitoring, evaluation, and learning - Governance, regulatory, and compliance costs
What you will need in order to complete your application	- Your contact information. - Your organisation's financial accounts. - Your organisation's governance documents. - Details of the project you want to deliver. - Describe the people you aim to work with and how they link to the grant priorities. - How have you identified the need for this project / your service? (Maximum 200 characters) *We are looking at

	evidence of need. ● Who you will be working with to deliver your project. ● What the legacy of your project will be. How will your project continue to be viable and/or impactful after UKSPF support ends. ● Number of users that relate to your project, both current baseline and expected increases. ● How you will plan to deliver your project / service within the funding period (1 April 2024 to 3rd March 2025). Can you identify the key risks and what these are? ● Tell us what you are hoping to achieve and how you will monitor your progress. UKSPF Guidance ● Baseline data. ● Project budget.
How we assess your application	After the closing date each application will be scored by a minimum of two council officers. Applications are considered against the following criteria: ● How strong your idea is, and how clearly you have expressed your aims against UKSPF priorities; ● Evidencing of need with clear data links and sources; ● Clear, realistic, measurable goals and outcomes that link with the monitoring requirements of UKSPF; ● Justification of requested budget and value for money; ● Clear project legacy and positive impact to the district; ● The financial section of the application form must be filled in completely and income and expenditure should balance. ● We will be looking for well-considered and clearly explained project ideas that demonstrate a good understanding of the environment in which your organisation is operating, as well as long-term planning for sustainability, or legacy after the project has concluded; and ● Weighting will be used when scoring and projects delivered in **rural and coastal areas will be weighted higher** in this programme see the wards where your project will sit here.
How we tell you of our decision	● We aim to have a decision for you within two weeks of the submission deadline, subject to the number of applications received. ● If your application is successful we may also ask for references to verify your application. ● After this we will send you a conditional offer letter and our grant agreement (detailing our full terms and conditions) for you to read, sign and return. ● If your application is unsuccessful you can request feedback. ● There is no appeals process for this grant scheme.
Your payment schedule	● Your grant agreement will include your payment schedule. ● All grant payments will be made via BACS. ● Payments are usually processed within 28 days.

Starting your project	- When planning your project please allow enough time for the decision-making process and formal agreements to be completed before your expected start date (NB. This can take up to 3 weeks from the submission deadline). - We will keep in touch with you over the duration of the project and ask that you let us know as soon as possible if anything changes in the scope or delivery of your project. - Please be aware significant changes from your application could lead to the grant offer being withdrawn so please keep this in mind when planning and implementing your project.
Publicising your grant	- We actively encourage all of our grant recipients to publicise their awards. However grant funding must be approved before any communications activity is undertaken. - It is also important to credit the UK Shared Prosperity Fund as well as acknowledging the roles of the UK Government and Canterbury City Council. - Therefore please abide by UK Shared Prosperity Fund branding and communications guidelines which explain: - Which appropriate branding (e.g. logos) should be used on promotional materials; - How the UK Government and Canterbury City Council should be acknowledged in publicity; and - How you should credit the UK Shared Prosperity Fund in your publicity.
Finishing your project	- You must complete your project within the same financial year that you receive the funding (by 3rd March 2025). - We will need to report back to the UK government on progress biannually so will require project monitoring to be returned no later than 14th March 2025.Once we have received the monitoring we will pay the remainder of the £250.

Full details of the support that we offer through the RISE and other programs can be found on our website at canterbury.gov.uk/rise-grants

If you have further questions, or would like additional help or advice, or to see the full terms and conditions, please contact commissioning@canterbury.gov.uk.