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**UK Shared Prosperity Fund Project Proposal**

This form is for project applicants, submitting a proposal to the City of Edinburgh Council for inclusion in the Investment Plan for the UK Shared Prosperity Fund. The separate Guidance Document provides information on how to complete this proposal.

The UK Shared Prosperity Fund Prospectus and other related documents are available on the UK [Government](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus) [Website](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus).

Project Proposals must be submitted to [UKSPF@edinburgh.gov.uk](mailto:UKSPF@edinburgh.gov.uk) by noon on 11 July 2022.

Project Proposal submission must include this completed Proposal, a completed UKSPF Expenditure Profile EDINBURGH spreadsheet and a completed UKSPF Indicative Deliverables EDINBURGH spreadsheet.

**Organisation Information**

**Organisation name:** Click or tap here to enter text.

**Proposal Manager Name and position:** Click or tap here to enter text.

*Name and position of officer with day to day responsibility for delivering the project*

**Contact telephone number:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Postal address:** Click or tap here to enter text.

**Website:** Click or tap here to enter text.

**Company Registration Number (where relevant):** Click or tap here to enter text.

**Charity Registration Number (where relevant):** Click or tap here to enter text.

**Senior Responsible Officer contact details:** Click or tap here to enter text.

**Please confirm the type of organisation:**

Local authority

Private sector

Voluntary sector

University

FE College

Other (please specify)

Click or tap here to enter text.

**Proposal Value (£):**Click or tap here to enter text.

**The Bid – investment priority - objectives**

Please select which investment priorities and objectives of the UK Shared Prosperity Fund your proposal is focusing on:

(More information on the Interventions, Objectives, Outcomes and Outputs can be found on the [UK Government website](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068876/UKSPF_Scotland_outputs_and_outcomes.pdf).)

**Investment priority: Communities and place**

**Objectives**

Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.

Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

**Interventions:**

S1: Place based investments for regeneration and town centre improvements, which could include better accessibility for disabled people, including capital spend and running costs.

S2: Support and improvement of community assets and infrastructure projects, including those that increase communities’ resilience to natural hazards, and support for decarbonisation of facilities, energy efficiency audits, and installation of energy efficiency and renewable measures in community buildings (including capital spend and running costs).

S3: Improvements to the natural environment and green and open space which could include community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.

S4: Design and management of the built and landscaped environment.

S5: Support for sport, arts, cultural, heritage and creative activities, projects and facilities and institutions.

S6: Funding for active travel enhancements and other small scale strategic transport projects.

S7: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area.

S8: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places.

S9: Investment in capacity building, resilience (including climate change resilience) and infrastructure support for local civil society and community groups.

S10: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change

S11: Funding to support relevant feasibility studies.

S12: Investment and support for digital infrastructure for local community facilities

S13: Support for linking communities together and with employment opportunities with a focus on decarbonisation.

**Investment priority: Supporting local business**

**Objectives**

Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.

Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.

Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

**Interventions:**

S14: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.

S15: SME development grants and support, aligned with local and regional sectoral priorities and growth potential. This could include, providing tailored expert advice, matched grants and leadership training to enable manufacturing SMEs to adopt industrial digital technology solutions including artificial intelligence; robotics and autonomous systems; additive manufacturing; industrial internet of things; virtual reality; data analytics. The support is proven to leverage high levels of private investment into technologies that drive growth, productivity, efficiency and resilience in manufacturing.

S16: Research and development grants supporting the development of innovative products and services, with a particular focus on low carbon goods and environmental services, and climate resilience. This could include Investment to support the diffusion of innovation knowledge and activities. Support the commercialisation of ideas, encouraging collaboration and accelerating the path to market so that more ideas translate into industrial and commercial practices.

S17: Funding for the development and support of appropriate innovation infrastructure at the local level.

S18: Investing in enterprise infrastructure and employment/innovation site development projects.

S19: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.

S20: Support for expert business advice and support programmes at the local and regional level, including support for decarbonisation, climate adaptation and circular economy advice. This could include funding for new and improvements to existing training hubs, business support offers, ‘incubators’, ‘accelerators’ and other forms of developmental environments for local enterprise (including social enterprise) which can support entrepreneurs and start-ups/high growth potential firms through the early stages of development and growth by offering a combination of services including: e.g. account management, advice, resources, training, mentorship, coaching and access to workspace.

S21: Grants to help places bid for and host international business events and conferences that support wider local growth sectors.

S22: Support for growing the local social economy, including community businesses, cooperatives and social enterprises.

S23: Funding to develop angel investor networks nationwide.

S24: Export Grants to support businesses to grow their overseas trading, supporting local employment and investment, having regard to Scotland’s export plan (‘Scotland: a trading nation’).

S25: Developing existing or emerging local strengths in low carbon and climate adaptation technologies.

S26: Business support measures to drive employment growth, particularly in areas of higher unemployment.

S27: Funding to support relevant feasibility studies.

S28: Support for business resilience and Covid-19 recovery.

S29: Support for new and existing businesses and start-ups aligned with local, regional and Scottish policy.

S30: Investment in resilience infrastructure and nature based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.

**Investment priority: People and skills**

**Objectives**

Boosting core skills and support adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers (Scotland, Wales and Northern Ireland only. In England, this is delivered through the Department for Education’s Multiply programme).

Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.

Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.

Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.

**Interventions:**

S31: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths\* and ESOL) support where there are local provision gaps.

This provision can include projects promoting the importance of work to help people to live healthier and more independent lives, alongside building future financial resilience and wellbeing.

Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence).

\*via Multiply

S32: Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills\*\* provision for people who are not economically inactive and who are unable to access other training or wrap around support detailed above. This could be supplemented by financial support for learners to enrol onto courses and complete qualifications.

Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support.

\*\*where not being met through Department of Work and Pensions.

S33: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.

S34: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online.

S35: Support for employability programmes and advice places should have regards for the No One Left Behind agenda, the Young Person’s Guarantee, Fair Start Scotland and Scottish employability pipeline. This could include tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave the labour market early.

S36: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision.

S37: Green skills courses to ensure we have the skilled workforce to support the Just Transition to a net zero economy and climate resilience, with a particular focus on vulnerable or low-income groups who will be disproportionately affected by climate change. Retraining support for those in high carbon sectors, providing career guidance and supporting people to seek employment in other sectors.

S38: Funding to support local digital skills.

S39: Support for education and skills targeting vulnerable young people leaving school, places should have regard for the Young Person’s Guarantee, modern apprenticeships and related policy.

S40: Support for community learning and development

S41: Funding to support new partnership and project-based entrepreneurial learning between business and education to develop a culture that celebrates entrepreneurship.

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| **Part 1 - Project Summary** | | | | |
| **1a Project Name** | | Click or tap here to enter text. | | |
| **1b Brief summary of activities or services you propose to deliver.**  (50 words max) | | | | |
| Click or tap here to enter text. | | | | |
| **1c Detailed description of proposed activity and services.**  *Your answer should explain what you propose to deliver. It should include how your proposed activities and services link to the objectives and interventions outlined by the UK Government, including revenue and capital expenditure. It should also include how it aligns with relevant UK and Scottish Government objectives.*  (1500 words max) | | | | |
| Click or tap here to enter text. | | | | |
| **1d When will the project start?** | Click or tap to enter a date. | | **When will the project end?** | Click or tap to enter a date. |
| **1e Proposed delivery years:**  Year 1 (April 2022 – March 2023)  Year 2 (April 2023 – March 2024)  Year 3 (April 2024 – March 2025) | | | | |
| **1f Exit Planning.**  At present, the UK Shared Prosperity Fund is only in place until March 2025. If you plan to continue delivery of activities beyond this date, please tell us how this will be funded. If you plan to cease activities before this date, what exit planning will you put in place?  (300 words max) | | | | |
| Click or tap here to enter text. | | | | |

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| **Part 2 – Project Impact** |
| **2a How does the proposal align with local strategic objectives and** [**the City of Edinburgh Council Business Plan**](https://www.edinburgh.gov.uk/homepage/10497/our-future-council-our-future-city-council-business-plan)**?**  (this includes alignment to the [Economic Strategy](https://www.edinburgh.gov.uk/economicstrategy#:~:text=The%20strategy%20aims%20to%20ensure,to%20a%20net%20zero%20economy%2C), the [Edinburgh Partnership](https://www.edinburghpartnership.scot/), [End Poverty in Edinburgh](https://democracy.edinburgh.gov.uk/documents/s29287/Item%207.4%20-%20End%20Poverty%20in%20Edinburgh%20Delivery%20Plan%202020-30.pdf) strategy, [2030 City Sustainability Strategy](https://www.edinburgh.gov.uk/adaptation-renewal-programme/becoming-sustainable-net-zero-city/1#:~:text=Edinburgh%20has%20an%20ambitious%20target,'net'%20effect%20of%20zero.), [Wellbeing and Equalities](https://www.edinburgh.gov.uk/adaptation-renewal-programme/wellbeing-equalities?documentId=13094&categoryId=20317) and the [20-Minute Neighbourhood](https://www.edinburgh.gov.uk/adaptation-renewal-programme/20-minute-neighbourhood?documentId=13096&categoryId=20317) model.  (max 1000 words) |
| Click or tap here to enter text. |
| **2b Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.**  (max 500 words) |
| Click or tap here to enter text. |
| **2c What UK Shared Prosperity Fund outcomes and outputs will the project deliver?**  *See* [*UK GOV Interventions, Objectives, Outcomes and Outputs*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068876/UKSPF_Scotland_outputs_and_outcomes.pdf) *document for full details.*  *Please complete the* *UKSPF Indicative Deliverables EDINBURGH spreadsheet.* |

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| **Part 3 - Funding Package** |
| **3a How much UK Shared Prosperity Fund investment is sought?**  Please outline a summary of costs by financial year below.  *Please also complete* *UKSPF Expenditure Profile EDINBURGH spreadsheet* |
| Year 1: Click or tap here to enter text.  Year 2: Click or tap here to enter text.  Year 3: Click or tap here to enter text. |
| **3b Does the funding package include any match funding? If so, how much? Please outline when any funding that is not in place will be secured?**  *Please also complete the match funding tab on the UKSPF Expenditure Profile EDINBURGH spreadsheet* |
| Click or tap here to enter text. |

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| **Part 4 – Project Risk Management**  Please limit your responses to each question to 250 words or less. Please be as concise as possible. |
| 4a Have you identified any key risks that could affect delivery, for example lack of staff or expertise? |
| Yes  No |
| 4b If yes, describe these risks or issues, including the contingency measures you have in place to mitigate them.  (max 250 words) |
| Click or tap here to enter text. |
| 4c Have you identified any key fraud risks that could affect UKSPF delivery? |
| Yes  No |
| 4d If yes, describe these risks or issues, including the contingency measures you have in place to mitigate them.  (max 250 words) |
| Click or tap here to enter text. |

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| **Part 5 – Subsidy Control** | |
| All bids must also consider how they will deliver in line with subsidy control (or State Aid for aid in scope of the Northern Ireland Protocol) as per UK Government guidance: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities> | |
| 5a Does any aspect of the project involve the provision of subsidies (or State Aid)? | Choose an item. |
| 5b If yes, briefly explain how the subsidies or state aid are compliant with the UK’s subsidy control as set out in the guidance.  (max 250 words) | |
| Click or tap here to enter text. | |

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| **Part 6 - Branding and Publicity** | |
| Project deliverers must ensure that the appropriate UK government logos are used prominently in all communications materials and public facing documents relating to funded activity – including print and publications, through to digital and electronic materials.  Full details can be found on logos to use in the [UKSPF Prospectus](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#the-funds-parameters) | |
| 6a Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements. | Choose an item. |

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| **Part 7 - General Data Protection Regulations** |
| The Provider shall meet, in all areas of the Service, the provisions of the General Data Protection Regulations (GDPR) <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> . As part of this the Provider must;  Process the personal data only on the documented instructions of the Council; comply with security obligations equivalent to those imposed on the Council (implementing a level of security for the personal data appropriate to the risk); ensure that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;  Only appoint Sub-processors with the Council’s prior specific or general written authorisation, and impose the same minimum terms imposed on it on the Sub-processor; and the Contractor will remain liable to the Council for the Sub-processor’s compliance. The Sub-processor must provide sufficient guarantees to implement appropriate technical and organisational measures to demonstrate compliance. The Contractor must inform the Council of intended changes in their Sub-processor arrangements;  Make available to the Council all information necessary to demonstrate compliance with the obligations laid down in Article 28 GDPR and allow for and contribute to audits, including inspections, conducted by the Council or another auditor mandated by the Council - and the Contractor shall immediately inform the Council if, in its opinion, an instruction infringes GDPR or other EU or member state data protection provisions;  Assist the Council in carrying out its obligations with regard to requests by data subjects to exercise their rights under chapter III of the GDPR, noting different rights may apply depending on the specific legal basis for the processing activity (and should be clarified by the Council up-front);  Assist the Council in ensuring compliance with the obligations to implementing a level of security for the personal data appropriate to the risk, taking into account the nature of processing and the information available to the Contractor;  Assist the Council in ensuring compliance with the obligations to carry out Data Protection Impact Assessments, taking into account the nature of processing and the information available to the Contractor; and  Notify the Council without undue delay after becoming aware of a personal data breach.  Consent from service users shall be obtained by the Provider to share personal and special category data with the Council. The documentation used to collect this consent will be agreed with the Council.  Personal and special category data shared with the Council will be used for the purpose of monitoring the performance of the Service.  For employability-related activity, all service user data will be securely stored and maintained on the management information system, Helix. The provider will be required to sign a data sharing agreement with Capital City Partnership (who are responsible for managing and monitoring the system on behalf of the Council) and this will outline the roles and responsibilities of all parties. The use of this system is mandatory as part of the contract to allow for monitoring of service delivery and strategic decision making. |

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| **Part 8 - Declaration** |
| All applications must be signed by two people who are representatives of your organisation. One of these people must be the Proposal Manager (as outline in the Organisation Information).  You are being asked to declare that:   * to the best of your knowledge the information contained in this application and any accompanying documents is accurate. * by typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this Declaration.  |  |  | | --- | --- | | 1st Signature |  | | Name |  | | Date |  | | Position |  | |  | | | 2nd Signature |  | | Name |  | | Date |  | | Position |  | |
| **CHECKLIST FOR APPLICANTS** |
| |  |  | | --- | --- | | **Please check that:** | **Yes/no** | | You have answered all the questions in this Project Proposal |  | | You have completed the UKSPF Indicative Deliverables EDINBURGH spreadsheet. |  | | You have completed the UKSPF Expenditure Profile EDINBURGH spreadsheet |  | | ALL 3 of These documents should be submitted at the same time to the [UKSPF@edinburgh.gov.uk](mailto:UKSPF@edinburgh.gov.uk) email address by NOON on 11 July 2022 | | |