

**Liverpool City Region UK Shared Prosperity Fund**

**Community-led Employment Support Application Form**

If you require the application form in a different format or language, please contact the CA Investment Team on [UKSPF@liverpoolcityregion-ca.gov.uk](mailto:UKSPF@liverpoolcityregion-ca.gov.uk) or by phone on 07392285499 (for accessibility requests only) to discuss your specific needs.

Please note that only requests and questions relating to accessibility will be dealt with over the phone. All other matters **must** be raised via the email set out above.

**Submitting your application**

Applications must be submitted via email to [UKSPF@liverpoolcityregion-ca.gov.uk](mailto:UKSPF@liverpoolcityregion-ca.gov.uk) by 5pm on 12/01/2024.

**Failure to complete the Application Form adequately may result in your application not being appraised and presented for decision.**

**Application Guidance**

All applicants are advised to read and follow the guidance available. The form and guidance are available to download from the LCRCA website ([Liverpool City Region Combined Authority](https://www.liverpoolcityregion-ca.gov.uk/)) or can be requested by contacting the CA Investment team at the above email.

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1. **Applicant Details**

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| **Organisation Name** |  |

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| --- | --- |
| **Organisation Type** |  |

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| --- | --- |
| **Sector** |  |

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| --- | --- |
| **Organisation Address** |  |

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| --- | --- |
| **Organisation Postcode** |  |

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| --- | --- |
| **Company/Charity/ Unique Identifier Number** |  |

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| --- | --- |
| **Organisation Website Address** |  |

**1.1 Primary Contact**

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| --- | --- |
| **Contact Name** **+ Surname** |  |

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| --- | --- |
| **Contact Position** |  |

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| --- | --- |
| **Contact Email** |  |

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| --- | --- |
| **Contact Telephone Number** |  |

**1.2 Secondary Contact**

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| **Contact Name + Surname** |  |

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| --- | --- |
| **Contact Position** |  |

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| **Contact Email** |  |

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| **Contact Telephone Number** |  |

**1.3 Lead Organisation Background**

Last year’s turnover (based on latest accounts)

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How many FTE staff does the lead organisation directly employ?

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As supporting evidence, please send your most recent audited and/or management accounts to cover the last 12-month period. These accounts should be for the lead organisation named on the bid.

1. **Project Details**

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| **Project Name** |  |

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| --- | --- |
| **Project Start Date** |  |

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| --- | --- |
| **Project End Date** |  |

**2.1 Project Summary**

Please provide a summary of your proposal. It should include a clear description of what your project will do, what it will achieve/ deliver, who it will benefit, geographical spread of delivery (please note which Local Authority areas you will cover) and why it is a good investment for the Shared Prosperity Fund. Please note that projects need to be ready to start delivering from 1 April 2024 and fully delivered and outputs achieved by March 2025 (**Max 500 words**)

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1. **Deliverability**

Please provide a summary of how and where your project will be delivered, who will be involved, their experiences and skills, and confirm your capacity and capability to deliver. **(Max 500 words)**

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## Please provide further detail on your experience of supporting economically inactive and/or socially excluded individuals into employment including how you have identified and engaged learners? Please supply relevant case studies and/or other supporting documentation as supplementary evidence. (**Max 500 Words)**

## What experience do those named in your proposal have of delivering this type of activity and managing Public Sector funds? **(Max 500 words)**

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**3.1 Delivery Plan – Milestones**

The delivery window for this call is 1 April 2024 – 31 March 2025. Please list key milestones in your project and target dates including Start and End dates for the activities listed in the Project Activities section.

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| **Project Start Date** | dd/mm/yyyy |
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| **Project Practical Completion Date** | dd/mm/yyyy |
| **Project Financial Completion Date** | dd/mm/yyyy |
| **Final Outputs/Outcomes Reported** | dd/mm/yyyy |

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| --- | --- |
| **Have you received Public Sector funding (including EU, Local Authority, Government Departments etc) within the last three financial years?** |  |

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|  | **If yes, please name the project(s) and funders** | |
| **Date** | **Project** | **Funder** |
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**3.2 Project Governance**

Please outline your organisational readiness for delivery and how you can demonstrate robust processes in relation to organisation and project governance, finance, and compliance.

**3.3 Project Activities**

Please provide a summary of project activities you propose to fund through UKSPF. A detailed breakdown of activities and costs should be included in ‘**Annex A’**.

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| **Activity** |
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**3.4 Working with Others – Consortia and Partnership Working**

Are other organisations involved in the delivery of this project e.g. (key stakeholders, contractors and delivery partners)? **Y/N**

If yes, please confirm who those key stakeholders, contractors and delivery partners are and the role of that organisation.

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| **Name of Organisation** | **Nature of Relationship** | **Formal Agreement in Place (Y/N)** |
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1. **Risk Assessment**

Please complete the Risk Register spreadsheet in **“Annex A”**.

Please describe what you perceive to be the main risks to your project and what mitigation plans you have in place. Try and consider as many areas as possible to show your consideration to risk.

1. **Strategic Alignment**

**Project Need**

Please provide further details on the need and demand for your project. The response should refer to evidence that there is a need for the project and explain why UK Shared Prosperity Fund (UKSPF) funding is appropriate. Please ensure you include specific detail around the challenges of supporting economically inactive individuals into employment across the LCR and how this project will address those challenges. **(Max 500 words)**

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All projects funded by UKSPF should address the challenges and work towards achieving the objectives of the Plan for Prosperity. Further guidance and resource can be found in the Application Guidance document.

Please summarise how the project aligns strategically with the community wealth building commitments set out in the Plan for Prosperity. (**Max 500 words)**

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Does your project link into any other community-led employment support programmes? **Y/N**

If yes, please provide further detail on what those programmes are, and how this project will complement existing provision. Please outline, how this project will continue and/or build relationships with those services to ensure complementary delivery of support across the region. **(Max 500 words)**

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Please provide further detail on how this project aligns with any other local and national funding priorities, to support economically inactive people to access support services and, ultimately, employment. **(Max 500 words)**

1. **Finance**

**Project Budget Breakdown**

Please see the cashflow in **‘Annex A’** Excel document to be completed and submitted with this application.

**Guidance Notes**

Please clearly present your project’s expected expenditure (capital and revenue costs separately) and income, including match funding. All costs must be inclusive of VAT unless you are able to reclaim it from HMRC, in which case VAT should not be included. This might apply to some but not all of your costs depending on your company’s VAT status. You will not be able to add VAT elements after your submission. Please note that 2.5% will be top sliced off all bids to cover coordination costs.

Please refer to the application guidance for further information on how to complete this section.

1. **Good Growth Elements**

Fairness and social justice are at the heart of everything Liverpool City Region Combined Authority does. Decisions about where to invest resources in the city region needs to benefit everyone and that is why we are determined to ensure that the social and environmental impact of any future decisions is considered alongside the more traditional economic measures.

For this reason, we are now including net zero and equality, diversity and inclusion in the call process and social value as a requirement in the contract provision and also in the award criteria. Therefore, in your submission we would like to understand your commitment to the below themes and would like to know what specific social value commitment is applicable to this contract. Your Social Value proposal must be measurable as this will form part of contract management.

[LCRCA-Social-Value-Policy-and-Framework-2022.pdf (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/wp-content/uploads/LCRCA-Social-Value-Policy-and-Framework-2022.pdf)

Please provide an overview of how your project will support and promote the themes of **(Max 500 words per bullet point)**:

* Social Value, including alignment with the LCRCA Social Value Framework, fair employment/the Fair Employment Charter and the Real Living Wage
* Net Zero
* Equality, Diversity and Inclusion – please submit an Equality Impact Assessment

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1. **Outputs and Targets**

Please ensure you are advising how you will contribute to the Central Government outputs and outcomes (as outlined in the **Application Guidance**, **FAQs** and **Annex A**)

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| **Inputs**  (Resources) |  | |
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| **Programme Activities** |  | |
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| **Outputs**  (The immediate result of an activity/project) | No. of economically inactive individuals engaging with key worker to access support services |  |
| *(Additional expected outputs)* |  |
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| **Outcomes**  (The impact of that activity, but not a direct result) | No. of people in employment including self-employment following support |  |
| No. of people in Education or training following support |  |
| *(Additional expected outcomes)* |  |
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| **Impacts**  (Long term results) |  | |
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1. **Subsidy Control**

The award of funding must be compliant with the UK Subsidy Control Act 2022. The Subsidy Control rules apply to awards of financial assistance made by public authorities to organisations engaged in economic activity.

For further guidance on UK Subsidy Control. <https://www.gov.uk/government/collections/subsidy-control-regime>

Please confirm that you have considered the Subsidy Control rules in the development of your proposed project and where applicable have included appropriate controls in your project delivery plans to ensure Subsidy Control compliance.