A black text with a lion and a coat of arms

AI-generated content may be incorrect.

**UK Shared Prosperity Fund: Communities and Place Blaenau Gwent**

**Application Form Guidance**

**Introduction**

Thank you for your interest in applying to the Shared Prosperity Fund. These guidance notes will walk you through question by question. If anything is still unclear after you have read these notes, please feel free to contact the team at [regeneration-projects@blaenau-gwent.gov.uk](mailto:regeneration-projects@blaenau-gwent.gov.uk)

Before we begin guidance for the questions themselves there are a few key points to bear in mind in general.

* The Application form must be completed in full and submitted by the required deadline.
* You should describe your project as simply as possible. Use plain language, avoid technical terms where possible, and explain any acronyms. If an assessor cannot understand the Project, it cannot be assessed against the selection criteria and the bid will be rejected.  Where a question indicates a word count you must not go beyond it. Any additional information and text more than any word limits will not be considered. If you can use fewer words please do, there is no need to bulk out your answers for the sake of using up the word limit.
* The assessment of your bid will be based on the information provided in the Application Form
* **Applicants are only allowed to submit a maximum of one application per intervention.**

To be eligible the proposed project activities must take place within the local authority area. Project activities must be complete and defrayed by 28th February 2026.

The rest of the questions within the application form will be quality scored on a 1-5 basis. You must score at least 3 on each question for your application to be considered. You may be given opportunity to revisit or provide additional clarity on questions that may be scored below a 3.

**Section One**

|  |  |
| --- | --- |
| **Part 1 - Applicant Information** | |
| Lead Applicant Organisation | Please confirm the legal name of the lead applicant for the organisation. |
| Organisation Address | Please confirm the address of the organisation. |
| Organisation Type | Please confirm the organisation type |
| Is this a partnership bid? | Please confirm yes or no |
| If yes, please provide a list of partners and their role in the project | If above answer is yes, please list all partners you would be working with for this specific project.  Please also provide details of their role in the project. |
| Lead Applicant Name and Position | The lead applicant is the person with day-to-day responsibility for delivering the project. |
| Lead Applicant Contact Telephone Number | Provide contact telephone number/s where Lead Applicant can be contacted. |
| Lead Applicant Email Address | Provide email address where lead applicant can be contacted. |
| Lead Applicant Postal Address | Provide postal address where lead applicant can be contacted. |
| Organisation Website Address | Please provide full website address. |
| Company Number/Charity Number | Confirm company number or charity number, if not applicable please write N/A. |
| Company VAT Status | Please indicate whether you pay VAT and at what percentage |

|  |  |
| --- | --- |
| **Project Information** | |
| Project Name | Please state the project name. This will be the name used for any future UKSPF reference, including promotional activities. |
| Project Start Date | This date is the start of the project timeframe. |
| Project End Date | This date is the end of the project timeframe.  As outlined above, project activities must be complete and defrayed by 28th February 2026. |
| Project Status | Please choose one of the following:   * In development – the project is currently being worked up, but some further development and planning is required. * Ready to commence – the project is fully developed and just requires UKSPF funding to enable it to proceed. * In delivery/continuation – the project is currently being delivered but requires UKSPF funding to enable it to continue. * Other – please elaborate. |
| Intervention Number(s) | Please tell us which of the interventions your project sits within.  Please refer to section two of this guidance for the list of interventions that we are seeking applications for. |

|  |  |
| --- | --- |
| **Project Description** |  |
| Project Proposal (200 words) | Please provide a brief description of the project, what it will entail and how it will be implemented. |
| Who will deliver the project/activities? | Provide details of who will undertake delivery of the project and/or activities, i.e. your organisation or contractor |
| Who will benefit from the project? (150 Words) | These can be individuals or groups that will directly and indirectly benefit from the actions of your project. |
| How does your proposal align with local needs and long-term strategic plans? | Describe how the project fits with local policies and/or strategies. |
| Please provide details of the outputs and outcomes you expect to achieve. | You will be required to report every month on the project outputs and outcomes. There is no requirement to report against all the output and outcome indicators listed. Please only identify those that are relevant to the activities that are being undertaken. Please see full list, along with evidence requirements, in the document below: |

|  |
| --- |
| **Project Milestones** |
| What are the key milestones for the implementation of the project?  Please specify the key milestones and the dates by which these will be achieved or completed. This could include the appointment of staff, contractors or service deliverers, the various stages of a construction project, stages of activity delivery etc. |

|  |  |
| --- | --- |
| **Applicant Experience and Capacity** | |
| What experience does your organisation have of delivering this type of project? (200 Words) | Please state what experience the organisation has of delivering projects of a similar size and scale and of working in collaboration with any proposed partners.  Please demonstrate that the organisation has the necessary resources, capacity, and expertise in place to deliver the project within the UKSPF timeframe and the ability to comply with the rules and requirements attached to UK Government funding regimes. |
| Have any other funding opportunities previously been explored in relation to this proposal? | Provide details of any other funding sources that have been investigated to deliver the activities described in your proposal. |

|  |  |
| --- | --- |
| **Financials** | |
| Total project costs | Please confirm the total project cost. |
| Total SPF grant requested | Please confirm the total Shared Prosperity Fund grant request. |
| Does the funding package include any match funding? | Please select Yes or No  Match funding is any funding other than funding from the Shared Prosperity Fund that will be used to meet project costs. This includes from the project applicant or other organisations including income from beneficiaries. |
| If yes, please state how much and the status of the funding e.g., applied for / approved | Provide details of each source of match funding and status i.e., applied for/approved.  If applied for, provide details of the status of your application and timelines for receiving a funding decision. |
| Please provide a detailed breakdown of the areas the funding will be spent on  (This can be provided as an appendix) | Describe details of how the areas of funding will be spent on. Please use the attached financial breakdown template. |
| How have your budget requirements been estimated? (200 Words) | Describe how the budget set out has been estimated. i.e. based on previous years, quotes etc.. |
| How will value for money be achieved through the delivery of this project? | There is no specific single methodology preferred to demonstrate value for money, but it should be appropriate to project costs and outputs / outcomes. |
| Is this project deliverable at a smaller scale? | Please select Yes or No |
| If yes, please describe how you would adjust the project design and activities, outputs and outcomes and reduction in grant funding request. | In order to ensure an appropriate range of activities the Lead Body reserves the right to fund scaled-down projects with a reduced UKSPF funding allocation. You should therefore indicate whether the project would be deliverable on a smaller scale and if so, describe the changes to the project design and activities, and outputs and outcomes and reduction in grant funding request. When approaching the maximum available budget, the remaining funds will be allocated to the next best scoring project, if it can be delivered on a smaller scale. Please indicate here if this could be a viable option for your proposal. |

|  |  |
| --- | --- |
| **Subsidy Control** | |
| All bids must also consider how they will deliver in line with subsidy control as per UK Government guidance: [Subsidy control regime - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/subsidy-control-regime) | |
| Does any aspect of the project involve the provision of subsidies? | If the project will provide support to businesses or public / voluntary sector organisations that are operating in a commercial way, there is potential for this support to represent a subsidy.  If the project would involve the award of subsidies explain how this will be managed in line with the UK’s obligations. For example, small scale awards can be managed under the threshold for Special Drawing Rights (or De Minimis where State Aid applies).  If the project provides support to businesses but you feel this does not constitute a subsidy explain why. |
| If yes, briefly explain how the subsidies or state aid are compliant with the UK’s subsidy control regime as set out in the guidance. |

|  |  |
| --- | --- |
| **Net Zero** | |
| How does the proposal support the UK Government’s and Welsh Government’s Net Zero policies or wider Environmental ambitions? (150 Words) | Projects should be based on low or zero carbon best practice, adopt and support innovative clean tech where possible and support the growing skills and supply chains in support of Net Zero where possible. |

|  |
| --- |
| **Data Protection** |
| The information on this form will only be used in relation to the Shared Prosperity Fund. For further information on Blaenau Gwent County Borough Councils Data Protection policy please visit <https://www.blaenau-gwent.gov.uk/en/council/data-protection-foi/data-protection-and-gdpr/> |

|  |  |
| --- | --- |
| **Project Applicant Statement** | |
| Name (Print) | This section requires the acknowledgement and signature of the applicant to confirm they have read the statement, confirm position in organisation and date. |
| Signature |
| Position in organisation |
| Date |

**Section Two**

The UK government’s Autumn Budget announced a further £900 million of funding for local investment by March 2026. This is an overall budget reduction of circa. 30% on the budget allocation for 2024/2025.

The communities and place investment priority will enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level. The intention of this is to strengthen the social fabric of communities, supporting in building pride in place.

Objectives of this pillar are:

* 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.

We are inviting applications from organisations wishing to deliver projects under the Community and Place pillar. At this stage we are only able to offer revenue funding for 2025/26.

**Revenue Funding**

The table below sets out indicative funding allocations that have been set aside per intervention.  We will however take an overall funding approach and reserve the ability to move funding between interventions to enable as many funding applications to be approved as possible.

|  |  |
| --- | --- |
|  | **Revenue 2025/26** |
| W3 | £40,000 |
| W4 | £60,000 |
| W5 | £50,000 |
| W9 | £120,000 |
| W10 | £50,000 |
| W11 | £60,000 |
| Total | £380,000 |

Further details about each of the interventions are outlined in the tables below. At this stage we only envisage running one application process for the 2025/26 financial year. If funds remain unallocated once all applications have been considered, we reserve the right to run additional application rounds to invite additional projects.

|  |  |
| --- | --- |
| **Intervention** | **W3: Creation of and Improvements to Local Green Spaces** |
| **Description:** | Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features and biodiversity improvements into wider public space. Potential projects could include (but not limited to):   * Development of a new park, particularly in areas with the least access to greenspace * Development of a new park or community garden * Improvements to a canal towpath, particularly in more deprived neighbourhoods * Urban/riparian tree planting * Changes to management of green spaces, verges etc. * Regeneration of existing parks or community gardens, particularly in areas with poor quality parks and gardens * Improving access to existing parks |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Amount of rehabilitated land or premises * Sqm of land made wheelchair accessible/step free * Amount of public realm created or improved * Number of facilities supported/created * Amount of green or blue space created or improved * Amount of new or improved cycleways or paths * Number of neighbourhood improvements undertaken * Number of trees planted |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Increased footfall * Improved perception of facility following support * Increased visitor numbers * Increased use of cycleways or paths * Jobs created * Improved perception of facilities/amenities * Increased users of facilities/amenities * Improved perceived/experienced accessibility |
| **Total funding available in 2025/26** | £40,000 |
| **Maximum Grant Request** | £20,000 per application |

|  |  |
| --- | --- |
| **Intervention** | **W4: Enhancing existing cultural, historic and heritage institutions** |
| **Description:** | Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural and heritage offer, including improvements to access to sites to counter the effects of isolation, particularly for older people and disabled people. Potential projects could include (but not limited to):   * The development or refurbishment of local natural, cultural and heritage assets * The development, restoration or refurbishment of local natural, cultural and heritage assets and sites * The delivery of outreach, engagement and participatory programmes for these local assets and sites |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Number of organisations receiving financial support other than grants * Number of organisations receiving grants * Number of organisations receiving non-financial support * Amount of rehabilitated land or premises * Amount of public realm created or improved * Number of facilities support/created * Number of Tourism, Culture or heritage assets created or improved * Number of events/participatory programmes * Amount of green or blue space created or improved |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Increased visitor numbers * Increased footfall * Improved perception of facilities/amenities * Improved perceived/experienced accessibility * Increased affordability of events/entry |
| **Total funding available in 2025/26** | £60,000 |
| **Maximum Grant Request** | £20,000 per application |

|  |  |
| --- | --- |
| **Intervention** | **W5: Design and management of the built and landscaped environment to 'design out crime'.** |
| **Description:** | Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention. Potential projects could include (but not limited to):   * Promoting the active use of streets and public spaces throughout the daytime and evening * Improvements to streetlighting * Installation of new CCTV * Funding for measures to improve street or public space safety, such as community wardens |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Amount of public realm created or improved * Amount of new or improved cycleways or paths * Number of neighbourhood improvements undertaken |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Increased footfall * Increased use of cycleways or paths * Improved perception of safety * Reduction in neighbourhood crime |
| **Total funding available in 2025/26** | £50,000 |
| **Maximum Grant Request** | £50,000 per application |

|  |  |
| --- | --- |
| **Intervention** | **W9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places** |
| **Description:** | 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 amenities, such as community infrastructure and local green space,  and community-led projects. Potential projects could include (but not limited to):   * Funding for local volunteering groups, such as youth charities, carers groups or refugee support groups * Support for people to develop volunteering and/or social action projects locally |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Number of organisations receiving financial support other than grants * Number of organisations receiving grants * Number of local events or activities supported * Number of volunteering opportunities supported * Number of projects * Number of organisations receiving non-financial support |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Improved engagement numbers * Volunteering numbers as a result of support |
| **Total funding available in 2025/26** | £120,000 |
| **Maximum Grant Request** | £20,000 Per application |

|  |  |
| --- | --- |
| **Intervention** | **W10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together** |
| **Description:** | Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention. Potential projects could include (but not limited to):   * Renovation/maintenance of existing sports facilities * Support for community sports leagues * Regeneration of an unused area to build sports facilities * Creation of new 3G sports pitches and other sports facilities |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Number of facilities supported/created * Number of tournaments/leagues/teams supported * Levels of participation in sports and recreational activities at facilities that have benefitted from funding (based on registered players/teams) |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Improved perception of events * Increased users of facilities/amenities |
| **Total funding available in 2025/26** | £40,000 |
| **Maximum Grant Request** | £10,000 per application |

|  |  |
| --- | --- |
| **Intervention** | **W11: Investment in capacity building and infrastructure support for local civil society and community groups.** |
| **Description:** | 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 amenities,  such as community infrastructure and local green space, and community-led projects. Potential projects could include (but not limited to):   * Funding for community spaces, such as village halls, libraries or community centres for local civil society and community groups to use * Training programmes to support local civil society and community group leaders |
| **Outputs** | You will be required to meet one or more of the following outputs:   * Number of organisations receiving financial support other than grants * Number of organisations receiving grants * Number of organisations receiving non-financial support * Number of Tourism, Culture or heritage assets created or improved * Number of people attending training sessions * Number of facilities supported/created * Amount of green or blue space created or improved |
| **Outcomes** | You will be required to meet one or more of the following outcomes:   * Number of new or improved community facilities as a result of support * Improved engagement numbers |
| **Total funding available in 2025/26** | £60,000 |
| **Maximum Grant Request** | £10,000 per application |

**Application Evaluation Criteria**

The table below outlines the evaluation criteria that will be applied to assess applications. Once applications have been reviewed and evaluated by Officers they will go through an internal approval and sign off process.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| What is your Shared Prosperity Fund Project Proposal? | 10% |
| Who will deliver the project / activities? | 5% |
| Who will benefit from the Project? | 10% |
| How does your proposal align with local needs and long-term strategic plans? | 10% |
| Please provide details of the outputs and outcomes you expect to achieve | 10% |
| What experience does your organisation have of delivering this type of Project? | 15% |
| Have any other opportunities previously been explored in relation to this proposal? | 5% |
| Please provide a detailed breakdown of the areas the funding will be spent on | 15% |
| How have your budget requirements been estimated? | 5% |
| How will value for money be achieved throughout the delivery of this project? | 10% |
| How does the proposal support the UK Government’s and Welsh Government’s Net Zero policies or wider environmental ambitions | 5% |
| **Total** | **100%** |