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| UK Government logo | Dundee City Council logo |

**UK SHARED PROSPERITY FUND DUNDEE 2025**

**Adult Numeracy Programme**

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| **Invitation to bid opens** | 12:00 on 23 May 2025 |
| **Invitation to bid closes** | 12:00 on 13 June 2025 |
| **Minimum application level** | £2,000 |
| **Maximum application level** | £5,000 |
| **Funding Available** | £20,000 |
| **Match Funding** | No match-funding required |
| **Duration of project** | For delivery between mid- July and 31 March 2026 |
| **Application process** | Once you have completed this application form, please send it to [externalfunding@dundeecity.gov.uk](mailto:externalfunding@dundeecity.gov.uk) with the subject line **UKSPF Dundee Numeracy Programme.**    Applications submitted late or via any other method will not be accepted. Please ensure you read the full guidance before submitting your application. |

**Background to UKSPF in Dundee**

The UK Shared Prosperity Fund is the UK Government’s programme of investment in local areas, aimed at delivering on local priorities, addressing key challenges and opportunities. Local authorities across the UK are the lead delivery partners for this investment, who allocate funding across the city.

An overview of the UKSPF Programme can be found on the UK Government [website](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus).

**The Adult Numeracy Programme**

**Numeracy Support**

Research from National Numeracy states that people with lower numeracy skills are more likely to earn less, are at higher risk of unemployment and are even more likely to experience worse health outcomes.

School leaver data for Dundee schools shows that an average of 35% of school leavers in 2021 did not achieve Level 5 maths. The percentage of school leavers from 2 schools in the city who did not achieve Level 5 maths was significantly higher than the Dundee average, at 54% and 56%.

The funding aims to support learning activities for young people and adults aged 16+ who are not in formal school-based education and without a Level 5 qualification in maths, who wish to improve their numeracy skills and knowledge. Invitations are invited for projects which will design and deliver courses designed to increase confidence with numbers. Courses which deliver via disguised learning methods, in which adult numeracy is taught via innovative and creative ways, are particularly encouraged.

**Eligible applicants**

Applications are welcome from all public sector bodies, community groups, education providers and private organisations where the intervention is relevant to their work. Organisations must be appropriately constituted and have a bank account. Experience of delivering similar learning approaches (not necessarily numeracy) and engaging with local people will also be an advantage.

**Outputs and outcomes**

Outputs

* OP15 – Number of people participating in adult numeracy provision
* OP16 – Number of adults participating in maths qualifications and courses up to, an including, Level 2 equivalent
* OP21 – Number of people supported to access basic skills courses

Outcomes

* OC23 – Number of people with basic skills following support
* OC24 – People gaining a qualification or completing a course following support
* OC25 – Number of adults achieving maths qualifications up to, and including, SVQ Level 5 equivalent

Applicants must select which of the pre-determined outputs and outcomes the project will achieve. You must also provide a baseline figure in order that progress can be measured in achieving the outcomes and outputs.

**Eligible costs**

Eligible costs may include staffing/volunteer costs; venue hire; resources and materials; creche facilities etc.

**The following costs should not be included in UKSPF interventions:**

* Paid for lobbying, entertaining, petitioning or challenging decisions, which means using

the Fund to lobby (via an external firm or in-house staff) to undertake activities

intended to influence or attempt to influence Parliament, government or political activity

including the receipt of UKSPF funding; or attempting to influence legislative or

regulatory action

* Payments for activities of a party political or exclusively religious nature
* VAT reclaimable from HMRC
* Gifts, or payments for gifts or donations
* Statutory fines, criminal fines or penalties
* Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
* Contingencies and contingent liabilities
* Dividends
* Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
* Expenses in respect of litigation, unfair dismissal or other compensation
* Costs incurred by individuals in setting up and contributing towards private pension schemes

**Procurement Requirements**

All projects will be required to align to UK Government [UKSPF procurement regulations](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8) for the use of public funding, if they are looking to purchase services or make a capital investment. At a minimum this is:

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| **Value of contract** | **Minimum Procedure** |
| £0 - £2,499 | Direct award |
| £2,500-£24,999 | 3 written quotes or prices sought from relevant suppliers of goods, works and / or services.  Justification that a reasonable decision has been made on the basis of the quotes/prices. |
| Over £25,000 | Formal tender process |

For organisations who are recognised as contracting authorities (local authorities and bodies governed by public law) within the meaning of the procurement regulations, Dundee City Council will ensure that the applicant complies, as necessary, with the procurement regulations when procuring goods and services in connection with the project activities.

**Further Information**

UK Shared Prosperity Fund: overview (1) - GOV.UK (www.gov.uk)

[UK Shared Prosperity Fund: outputs and outcomes definitions (2) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-outputs-and-outcomes-definitions-2)

[UK Shared Prosperity Fund: reporting and performance management (3) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3)

[UK Shared Prosperity Fund: monitoring and evaluation (4) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-monitoring-and-evaluation-4)

[UK Shared Prosperity Fund: assurance and risk (5) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-assurance-and-risk-5)

[UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)

[UK Shared Prosperity Fund: subsidy control (7) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7)

[UK Shared Prosperity Fund: procurement (8) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8)

[UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-equalities-9)

[UK Subsidy Control Statutory Guidance](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance)

[UK Government Guidance on Multiply](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/multiply-in-scotland-wales-and-northern-ireland)

**Application Questions**

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| Will you deliver your project within the Dundee City Council boundary? | Yes  No |
| Projects can only support those people resident in Dundee. Can you confirm that your project will work with Dundee residents only. | Yes  No |
| Will your project be able to fully spend my March 31st 2026 | Yes  No |

**Note that answering NO to any of these questions will mean your project isn’t eligible for support.**

**Organisation Details**

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| **Name of the organisation** | |  |
| **Address of the organisation** | |  |
| **Telephone** | |  |
| **Email address** | |  |
| **Type of organisation** | |  |
| **Charity/Company Number (if applicable)** | |  |
| 1.1 | **Tell us about your organisation**.  Tell us what your group does, the activities you run, how long you’ve been going *(max. 300 words)* | |
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| 1.2 | **Provide information on your organisation/group’s fair work practices** *(max. 300 words)*As Dundee City Council is committed to supporting the Fair Work Agenda, please provide some details about your organisation or groups fair work practices. This could include, being a Living Wage Employer, providing adequate job security for employees or providing an inclusive and diverse environment for people to work in. |
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**Project Overview**

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| **Project Name** |  | | |
| **Project Start Date** |  | **Project End Date** |  |
| **Which area(s) will the project take place?** | | East End ​☐​  Coldside ​☐​  Lochee ​☐​  Strathmartine ​☐​  Maryfield ​☐​  North East ​☐​  West End ​☐​  Broughty Ferry ​☐​ | |

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| 2.1 | **What will your project deliver? What will you do with the funds?** *(600 words max) I* Please state exactly what you aim to deliver with your project. Be specific, what activities will you deliver? Will you recruit staff to deliver the activities described? How will you embed numeracy learning into any delivery programme? The more information you provide, the more accurately we will be able to assess your application. Explain your activities, deliverables and timeline. |
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| 2.2 | **What is the need for your project and how have you identified it? Please provide evidence of the need** *(600 words max)* In this question we want to understand why your project is needed. A strong application will support this with qualitative and/or quantitative data to demonstrate the need and may be based on evidence provided through community engagement or direct interaction with the relevant client or user group.  We also want to know how your project will fill existing gaps within service provision in the city and what steps you will take to ensure that your project is not duplicating existing activity or funding. |
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| 2.3 | **If you have previously delivered numeracy programmes in Dundee, please describe what the project achieved and include evidence of success, e.g. evaluation, case study. Provide detail on your experience/capability of delivering similar projects (e.g. learning projects)** *(600 words max)* Please describe your organisational experience of delivery of similar scale projects and grants, related to adult numeracy/learning. Be specific, what have you delivered, what were the budgets available to you and how successful were you in achieving your aims and objectives. Please also describe your experience of submitting financial claims and providing timely monitoring reports in line with funders’ timescales and guidance |
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| 2.4 | **What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community?** *(600 words max)* The outputs and outcomes and their definitions can be found in the [UK Government’s Guidance on Indicators](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F67bdd6c844ceb49381213c62%2FUKSPF_Indicators_25-26_.xlsx&wdOrigin=BROWSELINK). Answer this question by providing some details around the expected outputs and outcomes that you anticipate your project will achieve. Consider the benefits for the individuals and organisations involved in the project, and the positive impact it will have on the wider local community. |
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| 2.5 | **Please use this space to provide any further information you feel is relevant to your application or to continue responses to previous questions where you have reached the word limit.** *(600 words max)* |
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**Project Budget**

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| 3.1 | **Project Cost Summary** | |
| **Item(s)** | | **Cost £** |
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| **Total Project Cost** | |  |
| **Grant Requested** | |  |
| 3.2 | **Does the grant cover all the costs?** | Yes ​☐​     No ​☐​ |
| **If No, please specify, giving details of sources of the funding, in-kind support.** | | |
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**Project Outputs And Outcomes**

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| 7.1 | **Targets to be achieved.** Note: you don’t have to deliver against all outputs and outcomes, choose those that your project can deliver. Feel free to add other outputs and outcomes**.** | |
| **Output/Outcome** | | **Target** |
| OP15 – Number of people participating in adult numeracy provision | |  |
| OP16 – Number of adults participating in maths qualifications and courses up to, an including, Level 2 equivalent | |  |
| OP21 – Number of people supported to access basic skills courses | |  |
| OC23 – Number of people with basic skills following support | |  |
| OC24 – People gaining a qualification or completing a course following support | |  |
| OC25 – Number of adults achieving maths qualifications up to, an including, Level 2 equivalent | |  |
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**Requirements**

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| If awarded a grant you will be required to provide a copy of the following documents. Please confirm that these documents are available. The Council will undertake due diligence on all applicants it seeks to award funding to. | |
| Organisation’s Constitution | Yes ​☐​     No ​☐​ |
| Copy of last 3 bank statements | Yes ​☐​     No ​☐​ |
| Copy of annual accounts | Yes ​☐​     No ​☐​ |
| Safeguarding document/policy | Yes ​☐​     No ​☐​ |

**Declaration**

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| **I confirm that:** | |
| I have read the [DCC UKSPF Privacy Statement](https://www.dundeecity.gov.uk/service-area/city-development/uk-shared-prosperity-fund-ukspf-privacy-statement) | Yes ​☐​     No ​☐​ |
| I am authorised to make this application on behalf of the above organisation and that the organisations operates within the Dundee City Council local authority boundary | Yes ​☐​     No ​☐​ |
| I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making | Yes ​☐​     No ​☐​ |
| I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated | Yes ​☐​     No ​☐​ |
| I understand that I am required to notify the Dundee City Council if I am applying any material changes to the project that may affect the eligibility of my organisation to receive future payments | Yes ​☐​     No ​☐​ |

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| **Signature (electronic or scanned acceptable)** |  |
| **Print Name** |  |
| **Position in organisation** |  |
| **Date** |  |

**Once you have completed this application form, please send it to** [**externalfunding@dundeecity.gov.uk**](mailto:externalfunding@dundeecity.gov.uk) **with the subject line UKSPF Dundee Numeracy Programme**