**UKSPF Dundee Application Questions**

**Thriving Places – Development of the Visitor Economy**

**Challenge Fund April 2025**

The following questions are those which must be completed when applying to UKSPF Dundee. This document is to allow applicants to prepare their answers before applying via the online application form.

This is not an application form. Bids must be submitted via the [online application form](https://forms.office.com/e/xKjVKajeSa).

**SECTION 1**

**Initial Questions**

UKSPF Dundee is exclusively for projects which are to be delivered within the Dundee City Council boundary. Any activity which takes place outside the local authority boundary will not be considered for funding. Applicants must refer to the guidance when completing this application.

Prior to submitting an application form we request applicants register their interest by email. Please send a short email to externalfunding@dundeecity.gov.uk stating: the name of the group/organisation applying, which intervention you are applying to, the total amount applied for and a very short description of the project. As soon as you have registered your interest, feel free to complete the application form.

Will your project have spend in the year 2025/26 and be complete by 31st March 2026? (Yes/No)

Please confirm that all spend will take place within the Dundee City Council Boundary (Yes/No)

**SECTION 2**

**Applicant Information**

Applicant organisation name:

Name of main contact:

Contact telephone number:

Email address:

Registered address:

Website (if applicable):

Company Registration Number (if relevant):

Charity Number (if relevant):

Please confirm the type of organisation:

* Private company
* Registered Charity/Community Interest Company/SCIO
* FEHE
* Local Authority
* Other (please specify) *Enter text*

**SECTION 3**

**Project Summary**

Project title:

Project start date:

Project end date:

Project summary (200 words)

Total project cost:

UKSPF funding requested:

In which ward(s) will your project operate? (Multiple selections possible)

* Coldside
* East End
* The Ferry
* Lochee
* Maryfield
* North East
* Strathmartine
* West End
* All wards

**SECTION 4**

**Project Information** *(please keep to the suggested word count)*

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| **What will your project deliver? What will you do with the funds?** (400 words max) |
| *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? The more information you provide, the more accurately we will be able to assess your application. Explain your activities, deliverables and timeline. It should be concise and clear and refer specifically to the scope of your project and what the funding will be spent on. You will have the opportunity to explain the need and rationale of your project in follow-up questions.*  |

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| **What is the need for your project and how have you identified it? Please provide evidence** (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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| **Focus of your project** (select from one of the following. This will lead you to specific questions) |
| * Tourism and Visitor Economy Activities
* Feasibility Study
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| **Tourism and Visitor Economy Activities** (600 words max per question) |
| **Explain how your project will deliver a fun and impactful experience for the tourism sector in Dundee and how will it succeed in bringing visitors to the city.** *Consider the impact on the visitor economy - how will the project grow the visitor economy? What will be the increase in visitor numbers and how will the project activities be marketed and promoted? If your project is to extend existing events or activities, what are the new and unique elements?***How will the project support growth in the visitor/tourism economy?** *Outline target audience and target markets; provide insight into* *future plans if a pilot initiative. What will be the estimated economic impact of the project?*  |

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| **Feasibility Study** (600 words max per question) |
| **What is the potential impact of your study?** *Clearly outline the development proposals and the impact that they will have on visitor numbers, the ability to attract new visitors and encourage repeat visits, and the wider impact on the visitor economy of the city.***What plans are in place to secure the funding to deliver the project post feasibility stage?** *It is anticipated that applicants will have considered the next steps in terms of the delivery of the project and can provide some insight into the work undertaken or on-going to enable delivery.*  |

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| **Please provide details on your experience and capability in delivering similar projects** (600 words max) |
| *Please describe your organisational experience of delivery of similar scale projects and grants, related to the intervention that you are applying too. 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. Please also provide any additional information that will help us to understand your ability to deliver including, but not limited to:** *Links with the local community/previous engagement with the relevant user group*
* *Skills knowledge and expertise of your project delivery team*
* *Assets and resources that you have available including space, buildings, equipment etc.*
 |
| **Explain how your project fits with local/regional/national strategies** (400 words max) |
| *Strong applications will explain how the project and activities to be delivered fit within the UK Shared Prosperity Fund objectives as well as relevant local, regional and national plans including, the Dundee City Plan and the Regional Economic Strategy. Name the strategy, indicate which priorities your project addresses and how your project will deliver the outcomes of the strategy.* |

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| **What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community?** (400 words max) |
| *The outputs and outcomes for each intervention can be found in the UKSPF outputs and outcomes guidance. Answer this question by providing some details around the expected outputs and outcomes that you anticipate your project will achieve. For example if you select “Increased number of visitor numbers” as an outcome, provide details here on what the existing visitor numbers are, how you will achieve your proposed target and how this will be measured.* |

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| **Provide information on your organisation/group’s fair work practices** (300 words max) |
| *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.* |

**SECTION 5**

**Checklist**

Please confirm that you have:

* Read and understood the UKSPF Thriving Places Guidance
* Completed the application supplementary information by selecting relevant outputs/outcomes
* Completed the application supplementary information by providing details on budget and costs
* Completed all the questions in the application form

**SECTION 6**

**Data Protection**

What we do with the personal data you provide ([Link to privacy statement](https://www.dundeecity.gov.uk/service-area/city-development/uk-shared-prosperity-fund-ukspf-privacy-statement))

**SECTION 7**

**Declaration**

I confirm that:

* I am authorised to make this application on behalf of the above business and that the business operates in the Dundee City Council Local Authority area.
* I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business.
* 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.
* 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.
* I understand that I am required to notify the Local Authority if I am applying any material changes to the project that may affect the eligibility of my business to receive future payments.
* I confirm that I have read and accepted the UKSPF Privacy Notice.
* Once I submit this form, I will send the Application Supplementary information to externalfunding@dundeecity.gov.uk

I declare that I have completed this form accurately to the best of my knowledge *(add name)*

*Signature*