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## UK SHARED PROSPERITY FUND DUNDEE

### Local Business Support

### Generic Guidance May 2024

**Section 1:** Background to the UK Shared Prosperity Fund and the Dundee approach

**Section 2:** How to complete the online application form

**Section 3:** How to fill out the Application Supplementary Information (Outputs/Outcomes/Budget)

**Section 4:** Further information

This general guidance is for the following interventions ONLY, for the call open Monday 13 May 2024 (10am) to Wednesday 29 May 2024 (4pm):

- SME upskilling (*S19: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.*)
- Support for SMEs to access overseas markets (*S19 Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.*)
- Dundee Accelerator Programme (*S20: Expert business advice and support programmes*)

#### Section 1 – Background to the UKSPF in Dundee

##### Introduction

The UK Shared Prosperity Fund (UKSPF) has been developed as part of the UK Government's Levelling Up Agenda, to act as a replacement for the EU Structural Funds post-Brexit. It will provide £2.6 billion of investment across the UK by March 2025, with each lead authority receiving a direct allocation over 3 financial years. It aims to enable truly local decision-making and better target the priorities of places within the UK.

Dundee City Council as the Lead Local Authority has received an allocation on behalf of the city and will manage its distribution across the themes for the duration of the full UKSPF programme. An Investment Plan which was submitted to the UK Government was approved in December 2022.

An overview of the UKSPF Programme can be found on the UK Government [website](#).

### **Context of UKSPF in Dundee/Intervention Specific Information**

The Investment Plan which Dundee City Council submitted to the UK Government identified several challenges and opportunities for the city and the interventions that have been selected reflect both those challenges and opportunities. Therefore, Dundee City Council as the Lead Authority will prioritise projects which can be seen to tackle these challenges or exploit the opportunities and provide the greatest economic impact to the city.

The interventions chosen to be part of this Challenge Fund approach best represent the needs and opportunities in the city, to grow a sustainable economy with opportunity for all.

Please see the separate specific guidance for each of the interventions. This should be read in advance of developing/submitting a bid.

### **Who can apply?**

Any legally constituted organisation/body can apply as long as 100% of the activity takes place within Dundee City Council's boundaries and supports organisations/individuals/companies located in Dundee.

Organisations must be appropriately constituted, partnership agreement/Memorandum of Understanding/Statement of Purpose and have a bank account (in case of a partnership, one organisation/partner must be designated as the account holder and have a relevant bank account). Organisations must be operational for at least 18 months. Due diligence will be undertaken on all applicants.

**Deadline:** The deadline for applications is 4pm Wednesday 29 May 2024. Applications received after this time will not be considered under any circumstance. There will be future funding calls for certain interventions throughout the lifetime of the programme, depending on funding available following these calls.

### **What type of projects are eligible?**

As part of the Investment Plan and following engagement with key stakeholders in the city, Dundee City Council has identified several interventions under each of the key themes of the UKSPF. These interventions are specified below and any project which would fall under those is eligible provided that it takes place within the Dundee City Council area and will incur some financial spend in financial year 24/25 and have completed spend by end of March 2025 (this may vary depending on the intervention, please see intervention specific guidance for more information.)

Successful applicants will be required to sign a Grant Offer Letter from Dundee City Council which will include several stipulations relating to monitoring and evaluation of your project, including financial claims showing expenditure through to bank statement. You will be required to provide regular project updates to Dundee City Council Monitoring Officers and attend scrutiny meetings as required throughout the lifetime of the programme. You will also be required to evaluate your project to ensure that the proposed outcomes have been met.

### **Funding – Capital v Revenue**

The following gives insight into which is capital investment and which is revenue. All projects to be funded in this round are revenue projects.

<b>Capital Expenditure:</b> refers to funds used to acquire, build or upgrade physical assets. Such expenditure is usually a one-time large purchase or development of a fixed asset.	<b>Revenue Expenditure:</b> refers to the on-going operational expenses required in the running of the project.
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<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Acquisition of land and or buildings</li> <li>• Building and construction costs</li> <li>• Professional fees associated with building and construction costs</li> <li>• Plant and machinery</li> <li>• Large value items of equipment, assessed in accordance with the project deliverers, capitalisation policy.</li> </ul>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Staff costs</li> <li>• Contractors &amp; consultants</li> <li>• Cost of materials</li> <li>• Marketing and publicity costs</li> <li>• Participant costs such as travel expenses</li> <li>• Small items of equipment (generally less than £5K)</li> </ul>
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### Procurement Requirements

All projects will be required to align to UK Government [UKSPF procurement regulations](#) for the use of public funding. At a minimum this is:

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.

### 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) in order 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

### **Process for Awarding Funds**

All projects which meet the basic criteria for this Challenge Fund will be taken before an Investment Panel of three assessors including at least one representative from Dundee City Council as the Lead Local Authority and one representative from the relevant sector with knowledge of the type of projects that would achieve the best outcomes in Dundee. These panels will assess the applications and make recommendations on which projects should receive funding.

Successful applicants will receive a Grant Offer Letter from Dundee City Council which must be signed by an appropriate individual within the organisations and returned to Dundee City Council. The Grant Offer Letter will provide further details on the monitoring requirements of the programme.

If the award is considered to be a subsidy under the Subsidy Control Act 2022, then we may seek further information from you in order that we can legally award the grant.

### **How will funds be distributed?**

Each successful project will be required to sign a grant offer letter with Dundee City Council outlining the proposed milestones for the project, reporting requirements and how the grant will be paid.

## **Section 2 – How to complete the online application**

Please answer all questions directly in the online application form, do not attach any supplementary information. When completing the application please assume that the Assessment Panel who will be scoring bids has no prior knowledge of your organisation or proposal therefore outline as clearly as possible the need for the project, why your organisation is best placed to deliver the project, the proposed outcomes/outputs and how your project will deliver the aims and objectives of the UK Shared Prosperity Fund and local, regional and/or national strategies.

### **Initial Questions**

This section will act as a gateway to ensure your project meets the required criteria and is therefore eligible to apply for funds from the UK Shared Prosperity Fund Dundee. There are two Yes/No questions in this section. Applicants must be able to answer Yes to both or their project will not be eligible for UKSPF Dundee funding.

### **Applicant Information**

Applicants should complete this section with as much information as possible. When identifying a main contact person please consider who would be the most appropriate person to receive correspondence regarding the UK Shared Prosperity Fund within your organisation.

### **Project Summary**

In this section, include the project title and start and end dates. Confirm which geographical location(s) your project will operate in by stating which ward(s) that will be. Multiple selections are allowed here.

There is also a short section (approx. 200 words) to provide a high-level summary of your project. This information may be used to promote your project and to report back to the UK Government on the projects that are being funded by the UK Shared Prosperity Fund in Dundee. Please also enter what your project costs will be, along with how much you are requesting from UKSPF Dundee.

### **Project Information**

This section is divided into several different questions and is where you have an opportunity to explain the rationale behind your project, what it will deliver and what it will achieve as a result of the funding. This is the section that will be scored by the Investment Panel so specific guidance for each question

is provided below. Please try and answer concisely, ensuring that the relevant points are covered, while keeping within the suggested word count.

**What will your project deliver? What will you do with the funds? (600 words)**

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.

**What is the need for your project and how have you identified it? Please provide evidence of the need (600 words)**

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.

**Fully explain the knowledge your organisation has of the local business ecosystem and demonstrate your existing contacts and relationships among the local business community (600 words)**

Priority will be given to organisations with an existing network of local businesses in the city. Applicants should answer this question by demonstrating in-depth knowledge of the challenges and opportunities facing local businesses and should also provide evidence of relevant sector contacts and relationships.

**Intervention specific questions (600 words per question)**

In this section, you will be required to answer questions specific to the fund to which you are applying. This will enable us to accurately assess your application in line with delivering the selected intervention's aims and objectives. Please refer to the intervention specific guidance for these questions.

**Explain how your project fits with local, regional and national strategies (600 words)**

Strong applications will explain how the project and activities to be delivered fit within the UK Shared Prosperity Fund and Levelling-Up 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.

Plans to consider include (note this is not a comprehensive list and there may be other equally or more relevant plans to consider depending on the intervention):

- [Dundee City Council City Plan 2022-2032](#)
- [Tay Cities Regional Economic Strategy](#)
- [Scotland's National Strategy for Economic Transformation - gov.scot \(www.gov.scot\)](#)
- [UK Shared Prosperity Fund – Supporting Local Business theme](#)
- [Levelling Up White Paper](#)
- [Scotland's Vision for Trade \(www.gov.scot\)](#)
- [Scotland: A Trading Nation](#)
- [Scotland's National Innovation Strategy 2023 to 2033](#)

**Please describe your operational experience of delivering similar scale projects and grants (600 words)**

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.

**What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community? (600 words)**

The outputs and outcomes for each intervention can be found in the [UKSPF outputs and outcomes guidance](#). Answer this question by providing some details on 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.

Consider the benefits for the individuals and organisations involved in the project, and the positive impact it will have on the wider local community.

**Please explain how UKSPF funding will support the future sustainability of your sector, your organisation and the medium to long-term impacts/legacy of the investment. (600 words)**

If your project is a long-term investment, which will be the case for most capital projects, demonstrate the medium to longer term positive impacts the UKSPF grant will have for your organisation and sector. Will the project also benefit other Dundee-based organisations in your sector? Consider the impact on team experience, reputation, service quality, increased users, productivity, assets etc.

If the requested UKSPF grant is for a short-term or temporary projects, such as an event or exhibition, explain how the investment will add value to your organisation, which in turn will support its sustainability. Examples could include increased outreach, productivity, improved customer experiences, brand identity, or experience gained in delivering something new.

**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)**

Feel free to use this box to provide additional information which may be relevant to your application and was not covered by the previous questions.

**Provide information on your organisation/group's fair work practices (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.

**Checklist**

In order to complete your application, you must confirm that you have:

- Read and understood the UKSPF Generic Guidance
- Read and understood the Intervention Specific 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

### **Data protection**

This section contains a link to the [UKSPF Privacy Statement](#) which explains what we do with the personal data you provide.

### **Declaration**

Please read the declaration and tick the box to accept the conditions and acknowledge that you have read and agree to the Council's [UKSPF Privacy Statement](#) as well as confirming that you have the authority within your group or organisation to submit this application.

Once you submit your application, you can print a copy of your answers for your own records. Once you press 'submit' you will receive a message confirming your application has been received. Click on the three dots on the top right hand of the page and you will have the option to print the document or save it as a PDF.

## **Section 3 - How to fill out the Application Supplementary Information**

### **Outputs & Targets**

You will be required to submit details of your project's outputs and targets in the separate Excel sheet. This form allows you to add in the pre-determined outputs and outcomes your project will achieve. Select the output/outcome, add the target figure and add the baseline. A project baseline is the starting point for your project. For example, if it is a brand-new project the baseline target figure will be zero. You can also add your own additional outputs and outcomes in the 'free text box' if relevant.

Applicants should feel free to specify any other outputs and outcomes that they think are appropriate and will be delivered by the project, but the application will be assessed based on value for money in terms of the specific outputs and outcomes.

Applicants are encouraged to be as realistic as possible, targets that are deemed unattainable will not be looked on favourably as the targets specified here will form the basis of the monitoring and evaluation of your project. Similarly, projects deemed unambitious will likely not score highly with the investment panel. We encourage applicants to give serious consideration to this section and identify appropriate targets.

### **Budget & Costs**

You will be required to submit details of your project's budget in the budget tab of the Excel document. Applicants must specify the amount that they are requesting from the UK Shared Prosperity Fund as well as how much match funding they have available from other sources (if required and bearing in mind match funding may have a positive impact on value for money). Applicants must also specify what the other sources are, i.e. own funds or other funding pots (name the funder).

Applicants are asked to provide a cost breakdown showing what the funding will be spent-on, i.e. staff, materials, venue hire etc. Please be as accurate as possible when providing this information.

If your organisation is providing in-kind funding to the project, there is a section that will allow you to provide further details of what that will entail. This may be particularly useful for smaller organisations who are unable to provide direct match-funding for the project.

### **Subsidy Control**

As the Lead Authority in administering Dundee's allocation of the UK Shared Prosperity Fund, Dundee City Council has several obligations under the UK's Subsidy Control Act legislation. To that end, applicants are asked to answer Yes or No to a question on whether they have received any state

funding within the last three financial years. This is any funding that has come from any local, regional or national public body including the European Union.

Any applicant answering Yes to this will be required to provide further information on the date, amount and source of the funding. If multiple awards were received, then multiple records should be provided. This information will be assessed by officers at Dundee City Council and if your application is deemed to constitute a potential subsidy, they will contact you to request further information.

Please note that this will not be held against your application and will not be considered positively or negatively in scoring your application. It is a requirement in line with Dundee City Council's obligations under the UK Subsidy Control Act and applicants are asked to provide the information requested as accurately as possible.

If information comes to light later that was not presented at this stage, applicants may be found to be in breach of the funding conditions and appropriate action will be taken at that stage, including exclusion from the challenge fund process, withdrawal of any funding offer or clawback of any funding allocated.

There are a small number of legal routes to award a subsidy, including Minimal Financial Assistance or by undertaking a [subsidy control principles assessment](#). If an organisation has had more than £315,000 of public funding in the last three financial years, then the grant cannot be awarded under Minimal Financial Assistance (if the grant is considered a subsidy) and an alternative route will need to be identified. This may mean it takes longer to prepare the grant offer letter as we identify an appropriate route for delivery. If it is necessary to offer the grant as a subsidy we may contact you for further information.

**Once you have submitted your application via the online portal, send the completed Application Supplementary information to [externalfunding@dundeecity.gov.uk](mailto:externalfunding@dundeecity.gov.uk)**

#### Section 4 - Further Information

[UK Shared Prosperity Fund: overview \(1\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: reporting and performance management \(3\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: monitoring and evaluation \(4\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: subsidy control \(7\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)

[UK Subsidy Control Statutory Guidance](#)

[UKSPF Outputs and Outcomes Guidance](#)