UK SHARED PROSPERITY FUND DUNDEE
APPLICATION GUIDANCE

MULTIPLY
S42 Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications

Invitation to bid opens	12pm on Monday 15th April 2024
Invitation to bid closes	4pm on Monday 6th May 2024
Minimum application level	£10,000
Maximum application level	£25,000
Match funding	Not a requirement but applications with match-funding may be considered more favourably.
Timing	For delivery until 31 March 2025
Application process	Apply via the online portal. Applications submitted late or via any other method will not be accepted. Please ensure you read the full guidance before submitting your application.

Intervention Specific Guidance for S42

Intervention overview
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. Their research shows that 49% of the UK's working-age population has the numeracy level expected of a primary school leaver. It costs the national economy up to £25 billion a year.

School leaver data for Dundee schools shows that an average of 35% of school leavers in 2021 did not achieve Level 5 maths. From 8 secondary schools across with city, the % of school leavers from 2 schools who did not achieve SCQF level 5 maths was significantly higher than the Dundee average, at 54% and 56%.

The UK Government is seeking to ensure that all citizens have higher level numeracy skills to enable them to take advantage of all opportunities available to them. Multiply funding has been ring-fenced by the Government to support those needing help with numeracy.

This intervention aims to support learning activities for adults aged 16 years+ and without a SCQF level 5 qualification in maths, who wish to improve their numeracy skills and knowledge. People who have

a SCQF level 5 qualification can also participate if their maths skills no longer meet the traditional standard and where Multiply can help them progress into work, in their career or on to higher levels of training,

Learners who already have an SCQF level 5 maths qualification can access Multiply provision if:
- A skills assessment has determined they have functional maths skills below SCQF level 5 and;
- Multiply will help them progress into work, in their career or on to higher levels of training.

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.

Your project must be for a minimum of 25 learners, each receiving a minimum of 40 hours of learning, which totals 1,000 hours of learning hours across the project. It is possible to specify any other combination totalling 1,000 hours but a clear rational for this must be provided.

Outputs and outcomes

S42 Outputs
- Number of people participating in Multiply funded courses
- Number of adult numeracy courses run in a local area through Multiply
- Number of Multiply learning hours each participant will be offered

S42 Outcomes
- Number of adults participating in maths qualifications and courses up to, and including, SCQF level 5/Level 2 equivalent
- Number of Multiply learning hours completed (average per participant)

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.

Applicants can also identify their own outputs in addition to those listed above if there are additional deliverables.

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](.).

Who can apply?

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.

What type of projects are eligible?
Projects must take place within the Dundee City Council area and should be delivered before 31 March 2025.

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

Process for Awarding Funds
All projects which meet the basic criteria for this Challenge Fund will be taken before a scoring panel of three assessors. This panel will assess the applications and make recommendations on which projects should receive funding.

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.

If the award is considered 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.

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 Multiply 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 Multiply 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 Multiply 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 Multiply 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. 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.

If you have previously delivered Multiply in Dundee, please describe what the project achieved and include evidence of success, e.g. evaluation, case study *(600 words max)*

If you have previously delivered a Multiply project in Dundee, you should describe the outputs and outcomes achieved, how many learners were supported, the successes of the project, and any challenges you faced. Include evidence. If you have not delivered Multiply in Dundee, enter N/A as the answer to this question and move on to the next.

Please explain how you will attract Dundee residents to engage with the programme of activities that you propose *(600 words max)*

Applicants should provide an overview of how they will reach the participant numbers proposed and the marketing/engagement approach to ensuring these targets are met. Have you identified the cohort to be involved or are they already engaged with your organisation?

How will the proposed project be delivered and in an engaging and innovative way? *(600 words)*

Many people with lower numeracy skills are unable or are put off with standard maths courses. Preference will be given to projects delivered in innovative and creative ways via disguised learning methods. Explain how your proposed project will fit this criteria.

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.

Experience and capability of delivering similar projects? *(600 words)*

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.

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

Answer this question by providing some details about 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. Provide details on how these will be counted and measured.

Please describe how you will embed the learning from Multiply within your organisation. How will the lessons learned shape and influence practice within your organisation? *(600 words)*

Explain the medium to longer term positive impacts the Multiply grant will have for your organisation and sector (if any). 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, 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 Multiply Dundee S42 Challenge Fund 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 online 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.

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, you must send the completed Application Supplementary information to externalfunding@dundeecity.gov.uk

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](#)
[Multiply in Scotland](#)
[National Numeracy – getting on with numbers](#)
[Report – Number Confidence and Social Mobility](#)