**UKSPF Dundee Application Questions**

**Local Business Support**

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://www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/the-uk-shared-prosperity-fund-ukspf).

**SECTION 1**

**Initial Questions**

The UK Shared Prosperity Fund 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. It is advised that applicants refer to the Intervention 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](mailto:externalfunding@dundeecity.gov.uk) stating: the name of the group/organisation applying, the intervention to which you are applying, the total amount requested and a very short description of the project.

As soon as you have registered your interest, feel free to complete the application form.

Please select the relevant priority for your project

* SME upskilling
* Support for SMEs to access overseas markets
* Dundee Accelerator Programme

Will your project have spend in the year 2024/25 and be complete by 31st March 2025? (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:

Organisation registered address:

Website (if applicable):

Company Registration Number (where relevant):

Charity Number (where 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?** (600 words max) |
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| **What is the need for your project and how have you identified it? Please provide evidence of the need** (600 words max) |
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| **Fully explain your organisation’s knowledge of the local business ecosystem and highlight your existing contacts and relationships among the local business community** (600 words max) |
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| **Intervention specific questions** (600 words max per question) |
| *In this section, you will be required to answer questions specific to the intervention to which you are applying:*  SME upskilling   * How will you identify businesses to be supported? *(600 words max)* * What previous experience of delivering upskilling support to businesses does your organization have? Please provide examples of delivery models *(600 words max)* * How will your proposal support the upskilling of the SME base in the city and what outcomes are anticipated as a result of this engagement? *(600 words max)*   Support for SMEs to access overseas markets   * Evidence how your programme of support will compliment but not duplicate existing activity delivered by SDI/UK Government and any other partners *(600 words max)* * Outline your organisation’s previous experience of supporting businesses to trade internationally *(600 words max)*   Dundee Accelerator Programme   * Provide evidence of previous experience of supporting the business sector in general and/or the specific sector identified in the bid *(600 words max)* * Provide details of your organisation’s experience of delivering support programmes similar to this accelerator/innovation challenge fund *(600 words max)* * If you are choosing a specific sector to support, please outline the need and potential outcomes of this programme to encourage growth, innovation and to address the productivity challenge |

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| **Explain how your project fits with local/regional/national strategies** (600 words max) |
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| **Please describe your operational experience of delivering similar scale projects and grants** (600 words max) |
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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?** (600 words max) |
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| **Please explain how UKSPF funding support will the future sustainability of your sector, your organisation and the medium to long-term impacts/legacy of the investment.** (600 words) |
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| **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) |
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| **Provide information on your organization/group’s fair work practices** (300 words) |
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**SECTION 5**

**Checklist**

Please 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

**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 accept the Privacy Notice.

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

*Signature*