**UKSPF Dundee Application Questions**

**Local Business Support**

**Proof Of Concept – Life Sciences**

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**

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 Intervention Guidance when completing this application.

This call closes at 16:00 on Wednesday 18th September or when all funds have been allocated, **whichever is soonest**. It is therefore advised to apply ASAP.

Prior to submitting an application, 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, the total amount applied for and a very short description of the project. The funding team will confirm they status of the challenge fund and if there remains budget to be allocated.

As soon as you have registered your interest and it has been confirmed that the call is still open, feel free to complete the application form and the application supplementary information.

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

In which postcode will your project mostly take place?

**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)* |
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| **What is the need for your project and how have you identified it? Please provide evidence of the need** *(400 words max)* |
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| **Demonstrate your track record as a leader of supporting and developing spin-out companies***(400 words)* |
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| **Demonstrate your track record as a leader of supporting and developing spin-out companies** *(500 words)* |
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| **Explain how your project fits with local/regional/national strategies** (4*00 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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| **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 this 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*