

UK SHARED PROSPERITY FUND 2023-24

Application Form

Before completing this application form, you should read the accompanying application guidance which provides background to SPF and information on what type of activities can be considered by the Fund.

If you have any queries regarding eligibility, please contact the External Funding Team at UKGovFunding@scotborders.gov.uk or by telephoning 01835-826661.

Quick Eligibility Criteria Check

We are looking for projects in the £20,000+ request range.

Your activity needs to be completed by end February 2025. Please only apply for funding for activities you know you can confidently deliver within this time period.

Your activity must have all necessary planning consents or statutory requirements in place before an application is submitted. Due to limited time period for delivery, activities need be ready to commence if funding is awarded.

If you require match-funding for the activity, this should also be confirmed at the time of application to avoid any delays.

Please ensure you complete and return the full application form to:
UKGovFunding@scotborders.gov.uk

Section 1 – Tell us about your group/organisation

Your organisation needs to be properly set up in order to apply, if you are unable to complete all sections below please contact the External Funding Team for advice.

Legal name of group / organisation		
Trading name or known name, if different from above		
Legal Form	<input type="checkbox"/> Constituted Community Group <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Public Body	<input type="checkbox"/> Scottish Charitable Incorporated Organisation <input type="checkbox"/> Trust <input type="checkbox"/> Small Business <input type="checkbox"/> Other <input type="text" value="Provide status"/>
Scottish Charity Registration Number/Company Registration No (if registered)		
Registered Address Details		
Address line 1		
Address line 2		
Address line 3		
Town		
Postcode		
Website		
Facebook		
VAT Registration No (if applicable)		Fully VAT Registered <input type="checkbox"/> Part VAT Registered <input type="checkbox"/>

Contact person for the your organisation (this should be the name of the person who will be delivering the activity)	
First Name	
Last name	
Position	
Phone Number	
Email address	
Is this a partnership application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide the name of Partner/s <i>please note the application should be in the name of the lead partner who will take responsibility for the management and delivery of the project and to which grant funding will be paid</i>	
Partner/s contact details:	

(c) Describe how your activity supports the development/delivery of the South of Scotland Regional Economic Strategy. [Regional Economic Strategy - South of Scotland Regional Economic Partnership \(dumgal.gov.uk\)](https://www.dumgal.gov.uk/Regional-Economic-Strategy-South-of-Scotland-Regional-Economic-Partnership)

(250 words maximum)

(d) Describe how the local community has been involved in developing the proposed activity and what evidence there is to support it. It is important that your community is aware of the project and has demonstrated support for it to go ahead. Tell us in what way you have consulted with the community

(250 words maximum)

(e) Please tell us which Outputs/Outcomes you will measure in relation to this activity *(please refer to the Outputs and Outcomes List supplied with the Application Guidance)*

Outputs	Estimate
Outcomes	Estimate

(f) Tell us in what way you have ensured equalities have been taken into consideration during the planning of your activity, particularly in regard to the protected characteristics? More information on Equalities can be found at [Protected characteristics | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com)

(250 words maximum)

Section 3 – Tell us about your activity expenditure and how your budget will be made up

Items of Expenditure	Capital £	Revenue £	Total £	SPF Request £	Match- Funding £	Name of Match Funder *
<i>ie. Groundworks</i>	£30,000	£0.00	£30,000	£25,000	£5,000	<i>Awards for All</i>
TOTALS						

* Match funding requires to be in place at the time of application – you will be asked to supply a copy of letter(s) confirming match-funding if you are successful in achieving funding.

Spend Profile – please indicate how much you expect to spend yearly over the funding period				
Activity	2022/23	2023/24	2024/25	Total
	-			
	-			
	-			
	-			
	-			
	-			
	-			
	-			
	-			
TOTALS	-			

<p>Please confirm that you will be able to spend all of this funding by end February 2025.</p>	<input type="checkbox"/> Yes
<p>Please confirm that your activity will be ready start with all necessary planning consents, statutory requirements and match funding in place.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please confirm that you will be able to provide evidence of spending this money.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please confirm you will ensure best value for money is undertaken and you are happy to comply with UK Government minimum procurement requirements (ie. £0- £2,499 direct award, £2,500 - £24,999 3 written quotes, over £25,000 formal tender process)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please submit a copy of your organisation’s Constitution or set of rules <i>(community organisations/charities only)</i></p> <p>Please submit a copy of your organisation’s most recent bank statements covering 3 months <i>(all applicants)</i></p> <p>Please submit a copy of your organisation’s most recent 3 years annual accounts <i>(all applicants)</i></p> <p>If you are unable to supply any of the above please contact the External Funding Team for guidance at UKGovFunding@scotborders.gov.uk or by telephoning 01835-826661.</p>	

Section 5 – Authorisation

On behalf of the organisation named in Section 1, I hereby apply for a grant as outlined in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct.

I accept that failure to provide a correct declaration and other accurate information may lead to funding being refused, withdrawn or recovered.

Name of authorised person/s* (Approved Signatory)	
Date of Signing:	
Position of authorised person/s	

**This should be a senior person in your organisation – electronic signatures only – no need to print and sign*

Scottish Borders Council will be the Data Controller for all SPF personal data collected with the relevant forms as part of this process, and the control and processing of personal data.

Scottish Borders Council will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to the processing of Personal Data and privacy, including where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together with “the Data Protection Legislation (as amended from time to time)”).

By proceeding to complete and submit this form, you consent that Scottish Borders Council and its contractors where relevant, and the UK Government, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Council may need to share your Personal Data with the UK Government and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

Without prejudice to the foregoing generality, Scottish Borders Council and the UK Government may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the UK Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of His Majesty’s Government, in right of the Scottish Administration or the United Kingdom, and their

servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the UK Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.

If you would like to provide feedback on how we can improve the application process we would be happy to receive this:-

Please return the completed application form to UKGovFunding@scotborders.gov.uk