



UK Government

## UK Community Renewal Fund Application Form

This form is for project applicants, applying for funding from the UK Community Renewal Fund across the UK. **Annex D in this document includes General Guidance for Completing the Application Form.**

The UK Community Renewal Fund Prospectus, Assessment Criteria, a Technical Note for Project Applicants and Deliverers and Technical Note for Lead Authorities are available [here](#).

The level of information provided should be proportionate to the size and complexity of the project proposed.

### Applicant Information

**Applicant name:**

**Bid Manager Name  
and position:**

*Name and position of  
officer with day to day responsibility for delivering the project*

**Contact telephone number:**

**Email address:**

**Postal address:**

**Website:**

# Applicant Information (continued)

**Company Registration Number (where relevant):**

**Charity Registration Number (where relevant):**

**Senior Responsible Officer contact details:**

**Please confirm the type of organisation:**

Local authority

Private sector

Voluntary sector

University

FE College

Other (please specify)

**Value being Requested (£):**

**The Bid – investment priority**

Please select which investment priority or priorities of the UK Community Renewal Fund are you applying under:

Investment in skills

Investment for local businesses

Investment in communities and place

Supporting people into employment

**Private and Voluntary Sector Applicants in Northern Ireland.** Please confirm you have attached a copy of the applicant's latest accounts.

YES

NO

# Part 1 - Project Summary

1a Project Name

For questions 1b-1f, please describe in 500 words or less per question. Please be as concise as possible.

1b What activities will take place?

1c Who will deliver the activities?

1d How will the activities be delivered?

1e Who will be the beneficiaries of the project?

1f Where will the activities take place?

1g When will the project start?

When will the project end?

1h Which places (district or unitary areas) will benefit from the activity?

Local Authority Area

Approximate percentage  
of activity/expenditure

1i What are the key milestones for the development and implementation of the project?

Milestone

Target Month

## Part 2 – Project Impact

For questions 2a-2d, please describe in 500 words or less per question. Please be as concise as possible.

2a What will be the short and long term benefits of the project on its beneficiaries and the wider community?

2b How does the proposal align with local needs and long-term strategic plans for local growth?

2c How does the project support the Government's Net Zero ambitions or wider environmental considerations? (This is not a requirement for employment support proposals)

2d How does the project demonstrate innovation in service delivery?

2e Which groups will your UK Community Renewal Fund project target?  
Please describe below and complete Annex A – Project Impact Indicators

2f Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

2g What UK Community Renewal Fund Outcomes will the project deliver?  
Please describe below and complete Annex A – Project Impact Indicators

2h How have the outcomes been estimated?

2i Would you expect to achieve any of these outcomes without UK Community Renewal Fund support?

## **Part 3 - Funding Package**

3a How much UK Community Renewal Fund investment is sought?  
*Please also complete Annex B – Funding Package and Profile*

3b Does the funding package include any match funding? If so, how much?  
When will any funding that is not in place be secured?

3c What will the funding package be spent on?

3d How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?

## **Part 4 – Project Applicant Experience and Capacity**

*Please limit your responses to each question to 250 words or less. Please be as concise as possible.*

4a What experience does the organisation have of delivering this type of activity?

4b Describe the resources (e.g. staff) the organisation has available now to deliver the project?

4c If the organisation will have to recruit staff or appoint contractors what plans are in place to manage the risk of delay?

4d Describe the systems and processes that will be used to ensure only costs directly related to the project will be included in grant claims.

## **Part 5 – Project Risk Management**

*Please limit your responses to each question to 250 words or less. Please be as concise as possible.*

5a Summarise the key risks to the project in Annex C – Project Risks

5b Describe the process and that will be used to monitor risk.

## Part 6 – Evaluation

6a A key objective of the UK Community Renewal Fund is to try new ways of delivering activity to businesses and people. It is important that projects are robustly evaluated and that learning is shared with others.

Please limit your responses to around 500 words and describe

- how the project will be evaluated, in terms of how it was delivered and its impact on clients
- how the findings of the evaluation will be disseminated



## Part 7 – Subsidy Control

All bids must also consider how they will deliver in line with subsidy control (or State Aid for aid in scope of the in Northern Ireland Protocol) as per UK Government guidance:

<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

7a Does any aspect of the project involve the provision of subsidies (or State Aid)?

Yes

No

7b If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.

## Part 8 - Branding and Publicity

Guidance on the branding and publicity requirements for the UK Community Renewal Fund is set out in the Fund Technical Note for Project Deliverers.

8a Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.

Yes

No

### Data Protection

Please note that the Ministry for Housing Communities and Local Government (the Department) will be a Data Controller for all UK Community Renewal Fund-related Personal Data collected with this form and submitted to the Department, and the control and processing of Personal Data.

Mayoral Combined Authorities, the Greater London Authority, County Councils or Unitary Authorities, have been designated as a 'Lead Authority' in Great Britain for the UK Community Renewal Fund. Each Lead Authority has been invited to run a local bidding process and will be a Data Controller for all UK Community Renewal Fund related Personal Data collected with the relevant

forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the Department for consideration.

The Lead Authority (in Great Britain) and the Department will processes 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 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 “the Data Protection Legislation (as amended from time to time)”).

As a Processor of UK Community Renewal Fund-related Personal Data your organisation and the Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).

By proceeding to complete and submit this form, you consent that the Lead Authority (in Great Britain) and its contractors where relevant, and the Department, 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 to the Department for funding from the UK Community Renewal Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations 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).

You can find more information about how the Department deals with your data here:

<https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

## Part 9 - Project Applicant Statement

I declare that I have the authority to represent the project applicant in making this application.

I understand that acceptance of this application form by the Lead Authority (in Great Britain) or the Ministry for Housing Communities and Local Government (the Department) does not in any way signify that the project is eligible for funding under the UK Community Renewal Fund or that any such funding has been approved towards it.

On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) and the Department that:

- the project applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to the Lead Authority (in Great Britain) and the Department that: I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes; I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority's Privacy Policies (in Great Britain) and the Department's Privacy Policies;

I shall inform the Lead Authority (for Great Britain projects) if, prior to any UK Community Renewal Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal;

For Northern Ireland projects, I shall inform the Department if, prior to any UK Community Renewal Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the proposal;

Any match funding that has been set out in part 3 will be in place prior to any award of UK Community Renewal Funding; and

I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) or Department may demand

the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

I confirm that I understand that if the project applicant commences project activity, or enters in to any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation's own risk and may render the project ineligible for support.

For and on behalf of the project applicant

Name:

Position

Date

## Annex A – Project Impact Indicators

1a Which groups will your UK Community Renewal Fund project target?

Main Indicator	Indicator Subset	Target Group		Number
		Yes	No	
People	Economically Inactive			
	Unemployed			
	Employed			
	<b>Total</b>			
Businesses	Small <sup>1</sup>			
	Medium <sup>2</sup>			
	Large <sup>3</sup>			
	<b>Total</b>			
Organisations	Public			
	Private			
	Voluntary Sector			
	<b>Total</b>			

1b What types of support will you provide via your UK Community Renewal Fund project?

Main Indicator	Indicator Subset	Proposed Support Type		Number
		Yes	No	
Direct support	1 to 1			
	1 to many			
Financial Support (£s)	Grant			
	Voucher			

<sup>1</sup><https://www.legislation.gov.uk/ukpga/2006/46/section/382>

<sup>2</sup><https://www.legislation.gov.uk/ukpga/2006/46/section/465>

<sup>3</sup>Any business that does not qualify as a small or medium business

1c What UK Community Renewal Fund Outcomes will the project deliver (see Technical Note for Project Applicants and Deliverers for details)?

Outcome	Total

## Annex B – Funding Package and Profile

	Amount £	
(a) UK Community Renewal Fund Requested	£	
(b) Other Public Funding	£	In place Yes No Partial
(c) Private Funding	£	In place Yes No Partial
(d) Total Project Costs (a+b+c)	£	
Expenditure Profile. How much will be spent in:		
Jul – Sept 2021	£	
Oct – Dec 2021	£	
Jan – Mar 2022	£	
<b>Total</b>	£	
How much of the budget will be spent on capital costs?	£	
If the project will deliver under more than one of the UK Community Renewal Fund's investment priorities, please estimate how much will be spent under each theme		
Investment in skills %	%	
Investment for local businesses %	%	
Investment in communities and place %	%	
Supporting people into employment %	%	

# Annex C – Project Risks

## Project Risk Management

Please be as concise as possible.

Summarise:

- the key risks to the delivery and success of the project
- who is responsible for managing the risk, the Owner
- the probability of the risk occurring, is it high, medium or low?
- what would be the impact of the risk, high, medium or low?
- The mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur

<b>Risks Description</b>	<b>Owner</b>	<b>Probability (H,M,L)</b>	<b>Impact (H,M,L)</b>	<b>Mitigation</b>

# Annex D – General Guidance for Completing the Application Form

Provide describe the project as simply as possible. Do not use technical terms, explain any acronyms. If an assessor cannot understand the project it cannot be assessed against the selection criteria and the bid will be rejected.

Some sections of the form contain guidance on the number of words to be used. Additional information and text in excess of any limits will not be considered. If possible use fewer words. The assessment of bids will be based on the information provided in the Application Form only. Do not attach appendices or include links to websites.

The UK Government will not contact bidders to clarify any aspect of submitted bids.

## Part 1 - Project Summary

Full details of the investment priorities are set out in the Prospectus. Bids must demonstrate how they align with at least one of the priorities.

If the proposed project intends to deliver under more than one priority, provide an estimate of the percentage of funding that will be spent under each priority in Annex B – Funding Package and Profile.

**1 b – 1 f** Clearly explain what the project intends to do and how it will be done. Be as straightforward as possible. If it helps to use diagrams these can be inserted into the application. When reviewing your bid consider the following questions from the point of view of someone who knows nothing about the organisation or the project:

- is it clear what the project would do?
- is it clear who will deliver the activities, who is involved and their roles?
- is it clear how, when and where the project will be delivered (ie. will the project deliver one to one support, one to many events/activities, will it be delivered in a specific location, on business or personal premises)?
- is it clear which individuals and businesses will benefit from the project, is there a focus on certain groups of people or types of businesses?
- is it clear how the project activities reflect the investment priorities?

If the project will work with people or businesses, you can summarise the customer journey using a flow chart showing specific project activities. A logic model or theory of change may also help explain your proposal.



1 h. List the local authority areas that may benefit from the project. For projects working with people or businesses this should be based on the location of the intended beneficiaries. In Great Britain, the relevant local authority area is as set out in the [list of places](#).

A project may be delivered in a single area or cover several areas. A project may operate in all parts of a local authority area or focus on particular locations.

1 i. These key milestones must link to the proposed activities and demonstrate that the project is deliverable by 31 March. Do not include milestones relating to the approval of the bid. Consider:

- securing internal approvals for the project or any other funding
- establishing the project team
- procurement for external services/suppliers
- project launch and recruiting beneficiaries
- key points on the beneficiary journey

Projects will be monitored against these milestones.

## **Part 2 - Project Impact**

**2 a.** Consider the impact on the beneficiaries and what the organisations involved in delivering the project hope to learn from it. Summarise the objectives of the project. These should be specific, measurable, achievable and time constrained. Set out how the project responds to any market failure or delivery inefficiency.

In part 5 explain how performance against these objectives will be evaluated.

**2 b.** Describe how the project activities and expected impacts contributes to local priorities set out in local plans. When lead authorities invite bids, they will identify the key local growth priorities they have chosen to focus on.

**2 c.** This section is not a requirement for bids submitted entirely under the 'supporting employment' investment priority. Projects under the employment investment priority will not be disadvantaged during the assessment and prioritisation of bids because this criterion does not apply.

Explain how the project would contribute to the UK Government's Net Zero or wider environmental considerations. Projects should be based on low or zero carbon best practice, adopt and support innovative clean tech where possible and support the growing skills and supply chains in support of Net Zero where possible.

As a minimum projects should meet the clean growth principle and must not conflict with the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050.

**2 d.** Describe how the project demonstrates innovation in service delivery for example:

- introducing new delivery approaches
- new integrated approaches across policy themes or
- collaboration across areas
- testing existing approaches with different types of beneficiaries
- new ways of using digital technology to support beneficiaries

Trying new ways of working is riskier and in some cases can be more expensive than established ways of working. This will be taken in account during the assessment and prioritisation of bids and during the monitoring of successful projects.

**2 e.** Complete Annex A of the application – Project Impact Indicators.

Provide any further information on the groups or sub-groups of people or businesses the project would work with. Describe how the number in each group has been estimated.

**2 f.** The UK Government is required to consider equalities impacts in line with the Equality Act 2010. This questions helps us understand how equality considerations have shaped the design of the project and the extent to which [groups with protected characteristics](#) have been considered and any mitigations proposed. It does not form part of the assessment process.

**2 g/h.** Complete Annex A of the application. Provide any further information on project outcomes and explain how the figures have been estimated. For example, explain the relationships between the number of intended final beneficiaries and the outcomes you intend to achieve?

Projects will be required to report on the number and type of beneficiaries supported and the outcomes achieved.

**2 i.** Describe what would happen if the bid to the UK Community Renewal Fund is unsuccessful. Would the project proceed on a smaller scale, would the activities be undertaken in a different way or at a later date, or would none of the activities occur?

### **Part 3 - Funding Package**

**3 b.** Match funding is any funding other than funding from the UK Community Renewal Fund that will be used to meet project costs. This includes from the project applicant or other organisations including income from beneficiaries. Please set out who match funding will come from, where relevant.

If the project relies on match funding and it is not secured, explain when it is expected to be secured and what the impact would be if it is not secured.

**3 c.** Summarise the amount that will be spent under the main areas of expenditure. The breakdown must be detailed enough to demonstrate that the funding package and budget is appropriate to the proposed activities and sufficient to deliver the project.

Examples of the types of headings to use are:

- staff costs - salaries and contractual benefits, National Insurance and superannuation contributions
- overheads, at 15% of staff costs
- business travel, subsistence and accommodation
- fees of contractors and consultants
- costs of materials or venue hire
- marketing and publicity costs
- grants provided to end beneficiaries
- training participant costs e.g. allowances, travel expenses
- dependent care costs of training participants
- small items of equipment
- evaluation
- external audit cost (Northern Ireland)

VAT that cannot be recovered from HMRC as part of the VAT system is eligible for support. Estimate the amount of irrecoverable VAT the project would incur in section 3 c.

**3 d.** Describe how the figures provided in section 3 c were estimated. For example

- staff costs of X posts at salaries of £Y pro-rata for Z months of activity
- grants of between £X and £Y at an average of £Z per grant multiplied by the number of expected beneficiaries
- materials at a cost of £X per beneficiary multiplied by the number of expected beneficiaries

Explain what has been done to test the budget is accurate and how any unexpected costs or cost increases would be managed.

## **Part 4 – Project Applicant Experience and Capacity**

**4 a - c.** The deliverability of projects is significant element of the criteria that will be used to assess bids to the UK Community Renewal Fund. It is important that we can have confidence that organisations that are offered funding are able to implement their projects quickly and effectively.

As the UK Community Renewal Fund is seeking innovation and new ways of working it is not essential that applicant organisations have a track record in delivering similar projects. It is however essential that organisations can draw on relevant experience and are able to demonstrate they have or will have access to the resources and expertise they need to deliver the project.

If the project will recruit staff or appoint contractors, this should be included in the project milestones. Describe the contingency plans that are in place to manage the risk if there are delays.

**4 d.** Project costs must be based on the actual expenditure incurred in delivering the project, evidenced through invoices or other transactions. Describe the process and controls the organisation would use to ensure only costs related to the project are included in grant claims.

Describe how the project will manage the risk of the project being defrauded by beneficiaries, contractors or members of staff. If the project involves grants, describe how fraud risk will be managed at key stages of the grant process. UK Community Renewal Fund projects may be selected for audit visits by the lead authority (GB) or the UK Government (GB & NI).

## **Part 5 – Project Risk Management**

Complete Annex C. This should provide a clear summary of the key risks to delivering the project activity and achieving the project's objectives.

**5 b** Describe how the risk identified in Annex C will be monitored, what systems will be used, who is responsible.

Be realistic, projects rarely run exactly as planned. The project must demonstrate that risks have been considered and appropriate plans are in place to keep the project on track.

## **Part 6– Evaluation**

The project's evaluation budget must be set out in part 3 c. of the application. This should be 1-2% of the amount of UK Community Renewal Fund requested, with a minimum threshold of £10,000.

**6 a.** Describe how the project will be evaluated. Evaluation should consider both the impact of the project and lessons from the process of how the project was delivered.

Evaluators should generally be independent of the project and have appropriate evaluation expertise. However, in the case of smaller projects this may not be necessary or cost effective and an evaluation could be undertaken in-house, in which case it should still be undertaken by someone with the necessary skills and be subject to independent review.

The approach will vary depending on the scale and nature of each project. However, all evaluations are expected to consider the following themes:

- appropriateness of initial design
- progress against targets
- delivery and management
- outcomes and impact
- value for money
- lessons learnt

Describe how the evaluation will be used to inform future activity and how it will be shared with others.

## **Part 7 – Subsidies and/or State Aid where relevant**

**7 a/b** If the project will provide support to businesses or public/voluntary sector organisations that are operating in a commercial way there is potential for this support to represent a subsidy.

If the project would involve the award of subsidies explain how this will be managed in line with the UK's obligations. For example small scale awards can be managed under the threshold for Special Drawing Rights (or De Minimis where State Aid applies).

If the project provides support to businesses but you feel this does not constitute a subsidy explain why.

## **Part 8 - Branding and Publicity**

Please confirm that the project will comply with branding and publicity requirements set out in the Fund Technical Requirements and Guidance document. Failure to do so will mean your bid is rejected.