



Funded by
UK Government



Stoke-on-Trent UK Shared Prosperity Frequently Asked Questions

When is the closing date for submission to Stoke-on-Trent UK Shared Prosperity Fund?

The deadline to submit applications for the fund is midnight Friday 28 April 2023.

Where do I submit my application to?

Completed applications need to be submitted to ukspf@gov.uk

Where can I find out more information or ask further questions?

The Stoke-on-Trent UK Shared Prosperity Fund prospectus is available at www.stoke.gov.uk/ukspf. If you have any further questions you can contact the team at ukspf@gov.uk

What do I need to understand before I complete the application form?

We recommend that you review the UK Government UK Shared Prosperity Fund prospectus at [UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](http://www.gov.uk) the Stoke-on-Trent UK Shared Prosperity prospectus and our Powering Up Prospectus at www.stoke.gov.uk/ukspf this will provide more information on the funding and the types of projects we are looking for. As this is Government Funded we will expect all projects to submit forecast outputs and outcomes. The outputs / outcomes guidance is available by e-mailing ukspf@stoke.gov.uk and will be provided in your application pack.

Please consider the current landscape of support when designing your project, it is important that projects do not duplicate services that are currently offered in the area. There are advantages if bids are 'scalable', primarily to ensure that the City Council maximizes the investment opportunity

What geographical area can my project cover?

Projects can only aid residents and businesses within the Stoke-on-Trent area.

What type of applicants can apply?

Your company must be a legally constituted organisation able to receive public monies

What if the indicative outputs / outcomes do not fit with my project? Can I create my own?

No, you can only use the indicative outputs and outcomes within the technical guidance list. There is not an opportunity to record additional results. We understand that sometimes projects will not fit with the required results, but the funding is on condition of delivering them.

This is my first time applying for external government funding, can I get any additional help?

For further assistance and support please contact the team at ukspf@stoke.gov.uk

Timings and next steps

What is the timetable for assessment of applications

- Launch of Local Prospectus & Open Call – 14 February 2023
- Application Submission Deadline - 28 April 2023
- Submission Clarification – 28 April to 12 May 2023
- Project selection 12 May - to 26 May 2023
- Applicants notified – 5 June 2023
- Anticipated project start date - June 2023

How will be applications be assessed?

The assessment of applications will be a two-stage process.

Stage One

As the Lead Authority, Stoke-on-Trent City Council will appraise all the applications in order to produce a summary of each scheme, a specific appraisal panel to undertake the task of shortlisting applications will be established.

The City Council's assessment will clearly have to take the Government eligibility guidance into account, however there will be a focus on the following:

Selection Criteria

Strategic Fit

- Addressing the Priority Investment Themes as outlined within the Stoke-on-Trent prospectus
- How the proposal aligns with local strategy
- How the project works alongside, supplementing existing provision.
- Providing good value for money in terms of outcomes against investment
- collaboration between partner organisations

Deliverability, effectiveness, and efficiency

- Confirmation that projects can be established, delivered and completed by the end of the programme.
- Project risks have been identified and are adequately mitigated
- The applicant sets out an efficient mode of delivery

Value for Money

- The City Council support the approach in encouraging larger scale projects which demonstrate real impact

Stage Two

Short listed applications who pass stage one of the appraisals will be presented to the City's UK Shared Prosperity Investment board, who will select the successful projects.

Funding

Are there any costs that would not be eligible towards funding?

The Eligible Expenditure may not in any circumstance include any of the following non-exhaustive list: The list below does not override activities which are deemed eligible in these Conditions:

- paid for lobbying, which means using the Grant or Funding to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;
- using the Grant or Funding to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the Projects;
- using the Grant or Funding to petition for additional funding;
- expenses, such as for entertaining, specifically aimed at exerting undue influence to change government policy;
- input VAT reclaimable from HMRC;
- payments for activities of a political or exclusively religious nature; or
- payments for publicity, including brochures, pamphlets, flyers or other material promoting or otherwise publicising the Project and Project Activities that do not comply with paragraph 24 of this Funding Agreement.

Other examples of expenditure, which are prohibited, include the following:

- interest payments or service charge payments for finance leases;
- gifts;
- statutory fines, criminal fines or penalties, civil penalties, damages or any legal costs associated with any criminal or civil court proceedings or any regulatory investigation;
- payments for works or activities which the Project Deliverer or any member of the Project Deliverer's Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- bad debts to related parties;
- payments for unfair dismissal or other compensation;
- depreciation, amortisation or impairment of assets; and
- liabilities incurred before the Commencement Date unless agreed in writing by the Council.

How will the funding be distributed to successful projects?

Successful projects will receive grant payment on submission of a claim form. The claim form will be accompanied by evidence of project spend. Once approved by the programme team the project lead will receive payment via BACS.

How often can we submit a claim form?

Claim forms will be expected on a monthly basis. We understand that some project deliverers may struggle to cash flow projects long-term so in these instances claims can be submitted more frequently if required.

Is there a requirement for match funding?

Although match funding is not required you are strongly encouraged to consider match funding from the private, public and third sectors and leverage to provide value for money.

Are there any exclusions to match funding?

No.

How will monitoring work?

There will be an opportunity to record progress within the monthly claims. In addition, reports at six monthly intervals will need to be submitted to Central Government. At this time, we do not know what format this will take as and when we receive further information from Government, we will update this sheet.

Are there guidelines successful projects would need to follow with regards to making purchases and publicity?

Procurement – further information on requirements for procurement can be found at [UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-procurement-8)

Publicity – further information on requirements for publicity can be found at [UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-branding-and-publicity-6)