

**Glasgow City Council**

**Shared Prosperity Fund (UKSPF) - Capital**

**Guidance Note and Application Form**

The UK Government’s Shared Prosperity Fund (UKSPF) is part of ‘Levelling Up’. It has a capital funding element, and the Council is now seeking funding applications for projects that meet the aims of this fund. These are more fully detailed in the information and links below.

UKSPF is focused on *‘Strengthening social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects’* and *‘Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention’.*

UKSPF has three Investment Priorities:

1. Communities and Place;
2. Supporting Local Business;
3. People and Skills;

This funding call relates to the **Communities and Place** Investment Priority.

**What does the grant cover?**

This funding call is for capital works relating to Communities and Place. This includes interventions such as:

* Place-based investment in town centres;
* Improving community assets;
* Improvements to the natural environment;
* Cultural facilities;
* Active travel enhancements.

Further details, including examples of the types of project that can be supported, and the expected outputs and outcomes, can be found in the links below.

Eligible costs can be up to 100% depending on circumstance and can cover:

• Professional fees and related costs – such as appointing an architect to produce drawings and oversee and certify works and obtaining statutory consents;

• Costs from works such as contractor’s invoices and materials.

All bids will be subject to scrutiny under relevant legislation including Subsidy Control.

**What does the grant not cover?**

The grant will not cover revenue or non-capital works or any works that result in a single operator’s private gain. The grant will not cover the costs of the administration by the organisation applying.

**Who can apply?**

Applications are invited from a wide variety of groups and organisations including traders’ groups, charities, Housing Associations and other community organisations. The applicant must be able to demonstrate support for their initiative by people in the local area. Applicant organisations should have a bank account and should be a constituted organisation with a nominated signatory for proceeding with grant awards*.* Preference will be given to organisations with auditable accounts.

**Ownership clarification**

Successful grant recipients MUST be able to demonstrate a marketable title to the property or site (or long-term lease, or evidence of permission to use) as part of the grant process. When applying, please confirm that you own the property or site; if not, some indication that the owner is supportive or aware of plans will be required.

**Projects will be evaluated against the following criteria:**

* Is the project in an area of [multiple deprivation](http://www.gov.scot/publications/scottish-index-multiple-deprivation-2020/)?
* Is the project in line with the Council’s [Strategic Plan](https://www.glasgow.gov.uk/strategicplan) and/ or identified in the [City Development Plan](https://www.glasgow.gov.uk/cdp) as a priority for regeneration?
* How does the project contribute to communities and place, involve the community, and promote equalities?
* Does the project contribute towards carbon net zero?
* Does the applicant have the capacity to deliver the project - within timescale and within budget?

The projects which the Council considers best meet these criteria may be awarded grant funding at a level which the Council shall determine. Projects must be able to commence main works contract by March 2024, and projects that can demonstrate grant spend by that date will be prioritised. We welcome applications for projects that are already in development. Deliverability is critical- applicants should be in a position to procure and appoint, and secure any required statutory consents, in time to meet the March 2024 stipulation.

**How can I apply?**

If you are interested in applying for a grant, please fill out the **application form on the following pages** and email to the address below by **4pm on Monday 24th July 2023**. If you would like more information, please contact us on the same email address.

Email: **[gtcap@glasgow.gov.uk](mailto:gtcap@glasgow.gov.uk)**

It is intended that successful applicants will be notified in early August 2023, though funding recommendations will be subject to GCC committee confirmation, expected in mid-August.

**Further Information**

GCC Committee report: [www.glasgow.gov.uk/councillorsandcommittees/viewDoc.asp?c=P62AFQDNZ3DXZ3ZL2U](http://www.glasgow.gov.uk/councillorsandcommittees/viewDoc.asp?c=P62AFQDNZ3DXZ3ZL2U)

UKSPF Interventions, Objectives, Outcomes and Outputs: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068876/UKSPF_Scotland_outputs_and_outcomes.pdf>

UKSPF Interventions List: <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-interventions-outputs-and-indicators/interventions-list-for-scotland>

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**Application Form**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Address of project** |  |
| **Grant Request Amount** | **£** |
| **Organisation Details** | **Name:**  **Address:**  **Telephone Number:**  **Email:**  **Nature of organisation you are representing** (e.g. traders’ group or BID, RSL, community organisation etc.): |
| **Please provide details of site/location ownership. Applicants MUST own or have a secure lease, or consent from the owner.** |  |
| **Property Owner Details** (if different) | **Name:**  **Address:**  **Telephone Number:**  **Email:**  Has the owner consented to this application?  If yes, please provide evidence of this consent. |

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| **Project Summary *(maximum 300 words)***  Please summarise your project and the works you would like to apply for funding for.  If available please attach relevant plans, specifications, tender returns, permissions and consents etc. |
|  |
| **Communities and Place *(between 300-600 words)***  How does the project deliver against UKSPF’s Communities and Place Investment Priority, as set out in the *Interventions, Objectives, Outcomes and Outputs* document (link above)?  Demonstrate how project development has involved and engaged communities, and will contribute to equalities. |
|  |
| **Sustainability and Carbon Net Zero *(150-300 words)***  What sustainability measures will the project incorporate, and how will it contribute to the Council’s commitment to net zero carbon emissions by 2030? |
|  |
| **Viability, Deliverability and Capacity *(250-400 words)***  Demonstrate that your organisation:   * has a track record of delivering projects; * has ability to procure and deliver this project, within required timescales; * has considered the management of risk; * has the capacity to manage and maintain the completed project, and deliver outcomes. |
|  |
| **Project Costs**  Please provide project cost details including a contingency of 10% and project income.  Use additional lines if required. |
| |  |  | | --- | --- | | **Cost Heading** | **Amount £** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **TOTAL** | £ | |
| **Project Funding**  Please provide details of other funding for the project – including confirmed and unconfirmed funding. Use additional lines if required. |
| |  |  |  | | --- | --- | --- | | **Funding** | **Amount** | **Confirmed?** | | Shared Prosperity Fund request |  | ------ | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Total** | £ | £ | |

**Please read our Privacy Statement, below, before submitting.**

**Privacy Statement for UK Shared Prosperity Fund (Capital), financial year 2023/24, Glasgow City Council**

**Who we are**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email, or by phone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to process your application (or your application on behalf of your organisation) for the above Glasgow City Council – The Place Fund grant to fund and support your nominated project. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) i.e. to agree to fund and support your nominated project and on the basis of your consent. If you do not provide us with the information we have asked for then we will not be able to provide this

service to you.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details

internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. We may also be required to share your data with The Scottish Government for possible audit purposes. If we are required to share your data with any other future third parties, we will contact you to seek your

consent for any additional data sharing that may be necessary. Anonymisation of personal data will take place whenever possible. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

**How long do we keep your information for?**

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need, in this case we will be holding these records with your data for this process for 7 years and which will be held on secure servers. We also maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at or you can request a hard copy from the contact address stated above.

**Your rights under data protection law**

**Access to your information**

You have the right to request a copy of the personal information that we hold about you.

**Correcting your information**

We want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information**

You have the right to ask us to delete personal information about you where:

• You think that we no longer need to hold the information for the purposes for which it was originally obtained

• We are using that information with your consent and you have withdrawn your consent (see *Withdrawing consent to using your information* below)

• You have a genuine objection to our use of your personal information (see *Objecting to how we*

*may use your information* below)

• Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't

want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Withdrawing consent to use your information**

Please be aware that whilst you have the right to withdraw your consent for us to keep and use your

personal data, withdrawal of consent will also require us to discontinue the service that we have contracted with you. This may also require us to reasonably and practically recover any retrievable funds that may have been granted at the time of consent withdrawal.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to assess your application for funding through the Shared Prosperity Fund. If you want any more information on how we will use their information you can visit our website or email.

**Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by Email or by Phone on 0141 287 1055. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or visit their website at [www.ico.org.uk](http://www.ico.org.uk)

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place.