

Appendix one

UK Shared Prosperity Fund and Rural England Prosperity Fund Grant Policy

UK Shared Prosperity Fund

Chichester District Council has been allocated funding through the UK Shared Prosperity Fund (UKSPF). The funding priorities for the UKSPF relate to selected Missions from the Levelling Up White Paper. They are:

- **Communities and Place** – enabling investment in restoring community spaces and relationships and creating foundations for economic development at a neighbourhood-level. Outputs under this theme should strengthen the social fabric of communities and support building pride in place.
- **Support for Local Businesses** – interventions that support local businesses to thrive, innovate and grow.
- **People and Skills** – reducing barriers to employment some people face and supporting them to move towards employment and education. Can also include targeting of funding towards skills to support employment and local growth. Funding for 2024/25 only.

The total anticipated funding available for grants split by year and by funding priority is shown in the table below. (Please note these amounts are subject to change).

| UK Shared Prosperity Fund | | | | |
|---------------------------|--------------------|--------------------|--------------------|------------------|
| Funding Priority | 2022-23 Grants Pot | 2023-24 Grants Pot | 2024-25 Grants Pot | Total Grants Pot |
| Communities and Place | £0 | £34,500 | £263,100 | £297,600 |
| Supporting Local Business | £0 | £14,800 | £87,700 | £102,500 |
| People and Skills | £0 | £0 | £87,700 | £87,700 |
| Totals | £0 | £49,300 | £438,500 | £487,800 |

Whilst most of the allocations will be for revenue projects, it is a requirement of the fund that there is a minimum of 13% capital in year 2 and 20% capital in year three.

Rural England Prosperity Fund

Chichester District Council has also been allocated funding through the Rural England Prosperity Fund (REPF). The objectives of the REPF sit within the UKSPF priorities for Supporting Local Businesses and Community and Place. The Rural England Prosperity Fund provides capital funding to:

- Support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversity income streams.
- Support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy.

The total anticipated funding available for Rural England Prosperity Fund grants split by year and by funding priority is shown in the table below. (Please note these amounts are subject to change).

| Rural England Prosperity Fund | | | |
|--------------------------------------|---------------------------|---------------------------|-------------------------|
| Funding Priority | 2023-24 Grants Pot | 2024-25 Grants Pot | Total Grants Pot |
| Communities | £89,809 | £269,427 | £359,236 |
| Business | £89,809 | £269,427 | £359,236 |
| Totals | £179,618 | £538,854 | £718,472 |

The Rural England Prosperity Fund is purely to support capital projects with no revenue expenditure permitted. Expenditure must be on assets such as buildings or equipment and cannot fund any running costs or promotional activity. Projects will also not be funded where they have already benefitted from other current DEFRA funding.

General Guidance for both the UK Shared Prosperity Fund and Rural England Prosperity Fund

Through preparing CDC's Investment Plan for the UK Shared Prosperity Fund and the Rural England Prosperity Fund, a number of interventions, outputs and outcomes were selected. These were selected based on understanding of projects which would have the greatest impact in our district and that can be delivered by either CDC, partner organisations or community groups. A list of the selected interventions, outputs and outcomes is provided at the end of this document.

Grant applicants will be required to set out how their project meets the intervention as specified and how the outputs and outcomes will be measured against the baseline. For example, an organisation requesting a grant to fund a social action project will need to provide a baseline for their engagement numbers and monitor them throughout the life of their project, with the project activity contributing to an overall increase. Chichester District Council will also collect other evidence to show improvement brought about by UKSPF and REPF projects including photographs, enrolment registers, planning and completion documentation.

Grant recipients will be required to submit data, evidence and narrative progress updates on a quarterly or six-monthly basis (depending on the nature and scale of the project) through the life of the project. This is to allow CDC to complete the required information returns for the Department for Levelling Up, Housing and Communities. The frequency and nature of required reporting will be confirmed to grant recipients.

CDC will be requested to submit a range of information to DLUHC – examples include:

- Spend to date and forecast for each investment priority
- Narrative summary of progress with an overall red, amber, or green rating
- Any forecast underspend and how/when it will be addressed
- Case Studies or opportunities for ministerial visits
- Indication of whether any slippage or delays in the programme have been identified, the reasons and how/when it will be resolved.

Should grant recipients consider that their project might not meet the stated interventions, outcomes or outputs or will be deviating from the original application, this must be advised immediately to CDC. It is a requirement placed upon CDC that any material changes are reported to the Department for Levelling Up, Housing and Communities. In most cases these requests are required before the change is made to the project. Grant recipients must allow sufficient time for CDC to consider and process these changes.

CDC will be required to demonstrate that any funding is spent during the financial year in which it has been allocated. Fund recipients must ensure that their projects meet the timescales for delivery. The Department for Levelling Up, Housing and Communities are able to claim back any underspend should projects not be completed by 31st March each year.

Grant recipients should be aware that the Department for Levelling Up, Housing and Communities may undertake randomised sampling of use of the UK Shared Prosperity and Rural England Prosperity Funds. This could include surveys, case studies and control trials.

Grant recipients will be required to use the branding and publicity of the UKSPF and REPF scheme across all stages of the project and all communication methods. This can include logo use, plaques on physical assets, website links, social media promotion, print and digital materials. DLUHC do not require sight of branding or publicity materials prior to use, but evidence of compliance should be kept for audit purposes.

All Lead Local Authorities and applicants for grants from the UKSPF and REPF must consider whether the funding will be used to provide a subsidy and whether that subsidy will contravene obligations. Sufficient time should be built into the programme to enable consideration to be given to this. If a subsidy is identified, lead local authorities must explain through the reporting mechanisms how the subsidy has been provided compliantly.

CDC will undertake a check of any other grants which applicants have applied for or been awarded through the district council.

It is expected that grant recipients follow the minimum procedures as set out below in relation to procurement. Grant recipients will be required to submit evidence of compliance with these in order that CDC can monitor and report:

- Contract value up to £2,499 – direct award
- Contract value between £2,500 and £24,999 – 3 written quotes or prices from relevant suppliers
- Contract value £25,000 or more – Formal tender process

CDC is required to adhere to the Equality Act 2010 and work within the duties placed on us through the Public Sector Equality Duty. This requirement covers the work undertaken by CDC Officers in administering and coordinating the UK Shared Prosperity and Rural England Prosperity Funds.

Projects will require match funding of a minimum of 20% and individual grants will not generally exceed £40,000, unless in exceptional circumstances.

Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants will be required to wait for written confirmation of the decision and complete the grant offer agreement before undertaking any associated works.

Applicants will be required to consider the following and demonstrate this in their application:

- Will the project increase participation or employment?
- Does the project demonstrate working with others?
- Does the project have clear objectives and outcomes?
- Does the project demonstrate Value for Money?
- Is there evidence that the project is needed or addresses a recognised gap in provision?
- How have you designed the project to minimise its climate impact?
- Is the project ready for implementation?

Grants and Concessions Panel

Chichester District Council's Grants and Concessions Panel will meet to consider applications for grants from the UKSPF and REPF allocation. Applications will be considered once a year, with additional opportunities made available only in exceptional circumstances. The closing dates for bids will be published on CDC's website. CDC will aim to notify grant applicants within 10 working days of the decision.

Grant applicants should email funding@chichester.gov.uk for details on the UKSP and REPF schemes.

Where CDC Officers have been working with partners to deliver a particular project for which grant funding is being requested, the CDC Officer concerned will attend the Grants and Concessions Panel to provide further detail as required.

The programme is likely to be competitive and we will not be able to support every project.

For both UK Shared Prosperity Fund and Rural England Prosperity Fund, the following approval arrangements will be in place:

- Grants up to £5,000 – Officer delegation
- Grants between £5,000 and £10,000 – Leader of the Council in conjunction with the Cabinet Member for Community services and ward members.
- Grants above £10,000 – Grants and Concessions Panel or by electronic or other documented means.

UKSPF Interventions, Example Projects, Outputs and Outcomes

The UKSPF interventions, example projects, outputs and outcomes are shown in the table below.

Interventions should consider local and national policies and priorities, including environmental priorities (e.g., Net Zero) and should complement existing provision (e.g., Project Gigabit and Job Centre Plus) or interventions being delivered by other funding sources. They must comply with all relevant laws, and measures are expected to be in place to recover funding where beneficiaries do not comply. Some costs cannot be included in proposed interventions including costs for political activity, statutory duties, donations, and contingencies.

Grant applicants will be expected to demonstrate how their project will deliver the outputs and outcomes as specified in the table below for the proposed project. Information relating to baseline data must be provided at grant application stage, along with details of the measuring and monitoring processes in place to provide evidence of the output and outcome being achieved. Please note that figures shown are the total anticipated amounts for the life of the UKSPF and the outputs/outcomes of a range of projects may be combined to reach them.

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|------------------------------|--|--|--|---|
| Communities and Place | E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people | <ul style="list-style-type: none"> Regenerating a town square or high street Public realm improvements (e.g., street art, street furniture, decorative improvements) Outreach / engagement / participatory programmes for community spaces | Amount of public realm created or improved: 1000(m2) | <ul style="list-style-type: none"> Increased footfall (3% increase) Reduced vacancy rates (3% decrease) |
| Communities and Place | E3: Creation / improvement of local green spaces, community gardens, watercourses, and embankments, along with incorporating natural features into wider public spaces. | <ul style="list-style-type: none"> Development of a new park, particularly in areas with the least access to greenspace Development of a new community garden Improvements to a canal towpath, particularly in more deprived neighbourhoods Urban/riparian tree planting Changes to management of green spaces, verges etc. Regeneration of existing parks or community gardens, particularly in | Amount of green or blue space created or improved: 1000 (m2) | <ul style="list-style-type: none"> Increased users of facilities/amenities (3% increase) |

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|------------------------------|--|---|---|---|
| | | areas with poor quality parks and gardens <ul style="list-style-type: none"> Improving access to existing parks | | |
| Communities and Place | E4: Enhanced support for existing cultural, historic and heritage institutions | <ul style="list-style-type: none"> Development, restoration, or refurbishment of local natural, cultural and heritage assets and sites Delivery of outreach, engagement and participatory programmes for local assets and sites | Number of events/participatory programmes: 5 | <ul style="list-style-type: none"> Increased visitor numbers (3% increase) |
| Communities and Place | E5: Design and management of the built and landscaped environment to 'design out crime' | <ul style="list-style-type: none"> Promoting the active use of streets and public spaces throughout the daytime and evening Improvements to streetlighting Installation of new CCTV | Number of neighbourhood improvements undertaken: 50 | <ul style="list-style-type: none"> Reduction in neighbourhood crime (3% decrease) |
| Communities and Place | E6: Support for local arts, cultural, heritage and creative activities. | <ul style="list-style-type: none"> Funding for maker spaces Funding for local art galleries/museums for exhibitions Support for artists to showcase work Locally led music and theatre performances, tours, author events and film screenings Funding for cultural, heritage and creative events Support for outreach / engagement / participatory programmes as part of wider local arts, cultural, heritage and creative activities Support for the establishment / development of cultural / heritage collaborative networks to share knowledge locally | Number of organisations receiving grants: 10 | <ul style="list-style-type: none"> Number of community-led arts, cultural, heritage and creative programmes as a result of support (5) |
| Communities and Place | E8: Funding for the development and promotion of wider campaigns which | <ul style="list-style-type: none"> Campaigns promoting the local area and its culture/heritage/leisure/visitor offer to residents and visitors | Number of people reached: 500 | <ul style="list-style-type: none"> Increased footfall (3% increase) |

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|----------------------------------|---|--|--|---|
| | encourage people to visit and explore the local area. | <ul style="list-style-type: none"> Campaigns to encourage visitors from further afield to visit and stay in the region, collaborating with other places where appropriate | | <ul style="list-style-type: none"> Reduced vacancy rates (3% decreased) |
| Communities and Place | E9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places. | <ul style="list-style-type: none"> Funding for local volunteering groups, such as youth charities, carers groups or refugee support groups Support for people to develop volunteering and/or social action projects locally | Number of projects: 5 | <ul style="list-style-type: none"> Improved engagement numbers (3% increase) |
| Communities and Place | E10: Funding for local sports facilities, tournaments, teams, and leagues; to bring people together. | <ul style="list-style-type: none"> Renovation/maintenance of existing sports facilities Support for community sports leagues Regeneration of an unused area to build sports facilities Creation of new 3G sports pitches and other sports facilities | Number of facilities supported/created: 3 | <ul style="list-style-type: none"> Increased users of facilities/amenities (3% increase) |
| Communities and Place | E11: Investment in capacity building and infrastructure support for local civil society and community groups | <ul style="list-style-type: none"> Funding for community spaces, such as village halls, libraries or community centres for local civil society and community groups to use Training programmes to support local civil society and community group leaders. | Number of organisations receiving grants: 10 | <ul style="list-style-type: none"> Improved engagement numbers (3% increase) |
| Communities and Place | E13: Community measures to reduce the cost of living, including measures to improve energy efficiency, and combat fuel poverty and climate change. | <ul style="list-style-type: none"> Programmes/campaigns to encourage uptake of energy efficiency measures for homes, including water pumps and increased insulation. | Number of people reached: 250 | <ul style="list-style-type: none"> Increased take up of energy efficiency measures (3% increase) |
| Supporting Local Business | E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap | <ul style="list-style-type: none"> Funding to support the establishment and ongoing running of a new open-air market | Number of local markets supported: 5 | <ul style="list-style-type: none"> Increased footfall (3% increase) |

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|----------------------------------|--|---|--|--|
| | around support for small businesses. | <ul style="list-style-type: none"> Business support activity for entrepreneurs | | |
| Supporting Local Business | E17: Funding for the development and promotion of the visitor economy, such as local attractions, trails, tours, and tourism products more generally. | <ul style="list-style-type: none"> Development of local visitor trails and tours Grants for the development, promotion, and upkeep of local tourist attractions Development of other local visitor experiences based around the local offer | Number of local events or activities supported: 5 | <ul style="list-style-type: none"> Increased footfall (3% increase) |
| Supporting Local Business | E23: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow, and innovate, including through local networks. | <ul style="list-style-type: none"> Strengthening local entrepreneurial ecosystems and connecting businesses to wider support on, for example, innovation, trade, and skills Establishing local peer-to-peer networking/support and learning to improve sharing of best practice Development of evidence-based regional entrepreneurial support, led by entrepreneurs, risk capital providers, corporates, academia, and government | Number of businesses receiving grants: 5 | <ul style="list-style-type: none"> Jobs safeguarded (10) |
| Supporting Local Business | E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy. Infrastructure to deliver effective decarbonisation across energy, buildings, and transport and beyond. | <ul style="list-style-type: none"> Funding for net zero initiatives for local business | Number of businesses receiving non-financial support: 10 | <ul style="list-style-type: none"> Number of businesses adopting new to the firm technologies or processes (3). |
| Supporting Local Business | E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. | No example projects specified by DLUHC | Number of businesses receiving non-financial support: 10 | Increased number of businesses supported (3% increase) |

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|---------------------|---|--|---|---|
| People and Skills | <p>E33: Employment support for economically inactive people: Intensive and wrap-around 121 support to move people closer to mainstream provision and employment, supplemented by additional and/or specialist life and basic skills support where there are local provision gaps.</p> <p>This can include projects promoting the importance of work to help people live healthier and more independent lives, alongside building future financial resilience and wellbeing. This intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from support.</p> <p>Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs</p> | <ul style="list-style-type: none"> • Personalised and intensive support through keyworkers, including referrals to relevant local training, skills, and specialised support • Supported employment provisions and placements for individuals with health and disability needs. • Support for groups of people with similar health barriers to share personal experiences, coping strategies or information about their conditions. • Counselling and advice services including tailored work-focused mental health support to help individuals with coping strategies and support plans for transition into work. • Financial support to enrol onto courses and complete qualifications, including debt advice, housing support, financial support for clothes or travel, childcare support. • Enrichment activities for the socially isolated delivered in community centres such as sports, arts, and other interactive activities. • Volunteering and work experience opportunities to improve opportunities and promote wellbeing • Referrals to services that offer a holistic approach to substance misuse treatment • Specialist outreach for housing or those with criminal backgrounds | Number of people receiving support to gain employment: 15 | Number of people in employment, including self-employment, following support (15) |

| Investment Priority | Selected Intervention | Example Projects | Outputs | Outcomes |
|---------------------|-----------------------|---|---------|----------|
| | | <ul style="list-style-type: none"> Person-centred emotional, practical, or financial support for carers, and advice on how to balance caring and work responsibilities, or support around health and wellbeing | | |

Rural England Prosperity Fund Interventions, Example Projects, Outputs and Outcomes

The REPF interventions, example projects, outputs and outcomes are shown in the table below.

Grant applicants will be expected to demonstrate how their project will deliver the outputs and outcomes as specified in the table below for the proposed project. Information relating to baseline data must be provided at grant application stage, along with details of the measuring and monitoring processes in place to provide evidence of the output and outcome being achieved. Please note that figures shown are the total anticipated amounts for the life of the REPF and the outputs/outcomes of a range of projects may be combined to reach them.

| Investment Priority | Selected Intervention | Example Projects | Outcomes |
|------------------------------------|--|---|----------------------------------|
| Supporting Rural Businesses | 1.1 Capital grant funding for small scale investment in micro and small enterprises in rural areas. | <ul style="list-style-type: none"> Creation and expansion of rural leisure and tourism businesses. E.g., creating event venues or farm tourism facilities such as accommodation, wedding venues and leisure facilities. Funding for resilience infrastructure and nature-based solution that protect local businesses and community areas from natural hazards including flooding and coastal erosion Purchase of equipment for food processing for non-farmer-owned businesses. E.g., purchasing new process and packaging machinery such as brewing equipment and onsite vending machines, equipping development kitchens, or modernising existing kitchen equipment for increased energy efficiency or increased productivity through automation. | Jobs created Jobs safeguarded |
| Supporting Rural Businesses | 1.3: Capital grant funding for developing and promoting the visitor economy. | <ul style="list-style-type: none"> Development of local visitor trails and infrastructure to support this such as information boards or visitor centres. Grants for the development of local tourist attractions Development of local visitor experiences based on the local offer. | Jobs created Jobs safeguarded |

| Investment Priority | Selected Intervention | Example Projects | Outcomes |
|-------------------------------------|--|--|--|
| Supporting Rural Communities | 2.1: Capital grant funding for investment and support for digital infrastructure for local community facilities. | <ul style="list-style-type: none"> Capital grants for provision of gigabit capable digital infrastructure at rural hubs for community use. E.g., village halls, pubs, post offices. | Increased users of facilities or amenities |
| Supporting Rural Communities | 2.2: Capital grant funding for investment in capacity building and infrastructure support for local civil society and community groups. | <ul style="list-style-type: none"> Capital grants for provision of net zero infrastructure for rural communities and to support rural tourism activity. E.g., EV charging points, community energy schemes, such as scaled up biomass, heat pumps or solar. Capital grants for kitchens in community hubs which can support food and drink entrepreneurs get accreditation for food production. Funding for resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion. | Increased users of facilities or amenities |
| Supporting Rural Communities | 2.3: Capital grant funding for creation and improvements to local rural green spaces. | <ul style="list-style-type: none"> Capital grants to establish or enhance rural green and blue infrastructure including community gardens, green spaces, watercourses, and embankments, greening of streets and paths, or incorporating natural features into wider public spaces. | <p>Increased use of cycleways or paths</p> <p>Increased users of facilities or amenities</p> |
| Communities | 2.6: Capital grant funding for active travel enhancements in the local area. | <ul style="list-style-type: none"> Creation of new or upgrading of existing footpaths and cycle paths, particularly in areas of health need. | Increased use of cycleways or paths |
| Communities | 2.7: Capital grant funding for rural circular economy projects | Capital grants to enable setting up or enhancing rural community-led repair cafes or mend workshops. This includes providing premises and tools/equipment to support this activity. | Number of community-led programmes as a result of support |