



Funded by
UK Government



City of
Doncaster
Council

UKSPF SPACE 2 CREATE TRANCHE 3

Application Guidance and Information

This project is funded by the UK government through the UK Shared Prosperity Fund.

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK, investing in communities and place, supporting local business, and people and skills. For more information, visit

<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

This document provides information and guidance to applicants on the UK Shared Prosperity Fund Space 2 Create Grant Scheme 2024-5.

Please follow this guidance carefully when answering each question to increase the chances of being successful at the grant panel stages.

What is the Grant?

Space 2 Create tranche 3 will support ideas to physically create and showcase novel uses of spaces including but not limited to: event and performance space, co-working space, innovation hubs for digital and creative businesses.

We will engage with previous Space 2 Create grant recipients to enable the delivery of their findings, and to encourage those who are experienced in repurposing vacant and/or underutilised spaces to support the local economy, attract additional footfall into our urban centres and make a positive impact to Doncaster's vibrancy.

The key underlying principle throughout tranche 3 is to think creatively in terms of providing spaces for entrepreneurship, innovation and creative use. This project will seek to provide the spaces that support businesses to thrive, giving them the confidence to land, scale and create higher-paid, higher skilled employment.

Approved projects will be awarded a grant to deliver their proposals.

The grant should be sought as part of additional match funding secured for a project, with evidence of secured investment funding forming part of the grant application process, and supporting evidence required.

Grant incentives are available up to £25k (Min. £5k) based on a 75/25% intervention rate and are dependent on outcomes and outputs achieved.

As an example, the successful applicant provides £15,000 for an £20,000 project with an incentive funding of £5,000 being awarded.

The grant is open to all existing UK based companies but MUST be delivered within Doncaster.

By delivering on the ideas and propositions developed through the CRF project 'Thrive' - Space 2 Create Tranche 3 takes a different approach to the project.

Building on the work and ideas developed through the CRF project 'Thrive' - Space 2 Create Tranche 3 takes a different approach. This could be your opportunity to have an impact on the emerging creative sector in the city of Doncaster.

Who is eligible the grant incentive and who can apply?

We will be offering applicants the opportunity to apply for a grant incentive of up to £24,999 and will also support applications from businesses and individuals who wish to apply collaboratively.

As an example, the successful applicant provides £15,000 for an £20,000 project with incentive funding of £5,000 being awarded.

All applicants must

- Be an individual/organisation/business that is based within the UK.
- Be able to deliver the project and provide evidence by 15th March 2025.

- Agree to take part in the grant incentive evaluation programme at the end of the project if required.

Businesses must be a micro or Small to Medium Enterprise (SME) who are currently trading:

- The business must not be in liquidation, dissolved, struck off or subject to a striking off notice.
- Your business staff headcount must be below 250 Full time equivalent (FTE). Businesses with more than 250 employees will not be eligible.
- Your business must have a balance sheet of below £43 million.
- Your business must have a turnover of below £50 million.
- Your grant incentive must support in generating greater vibrancy and economic impact within City of Doncaster.

All successful applicants and subsequent awards will be subject to satisfactory, completed due diligence, quality assurance and compliance monitoring.

Items that the grant incentive cannot be used to fund

- If your business has received another subsidy or grant in the last 3 years, the total (including if accepting this grant incentive) must not be in excess of £315,000. Businesses exceeding this level of funding will not be eligible.
- Businesses operating in the following sectors will not be eligible:
 - Betting shops
 - Payday loan shops
 - Pawnbrokers
 - Amusement arcades
 - National Charities
 - National Retailers

Items that the grant incentive cannot be used to fund

- Paid for lobbying, which means using grant funds 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 grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant.
- Using grant funding to petition for additional funding.
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy.
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under the UK Shared Prosperity Fund.
- Payments for activities of a party political or exclusively religious nature.
- Interest payments or service charge payments for finance leases.
- Gifts, or payments for gifts or donations.
- Statutory fines, criminal fines, or penalties.

- Payments for works or activities which the Lead Authority, project deliverer, end beneficiary, or any member of their 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 or amortisation costs.
- Contingencies and contingent liabilities.
- Dividends.
- Costs resulting from the deferral of payments to creditors.
- Costs involved in winding up a company.
- Legal expenses in respect of litigation.
- Costs incurred by individuals in setting up and contributing towards private pension schemes.
- Payments that breach or are contrary to the funding agreement or UK legislation.

This list is not exhaustive. If you are unsure whether you are eligible for funding or if you need any clarification, please contact the team at Space2Create@doncaster.gov.uk

Items to be purchased and quotations guidance

You will need to obtain a formal quote for each item of proposed expenditure. You will need to submit copies of the quotes you have obtained with your application form.

You are not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision will be required which demonstrates the chosen supplier's experience and/or value for money. For smaller or generic goods/services, it is acceptable to provide a quote using printouts from websites e.g. a screenshot from a retailer.

Please note your quote will require the following details:

- Supplier name, address, email and contact details.
- Full detail of the service/product requested must match with the application details.
- Applicant's business name, address, email and contact details.
- Date and validity of the request up to one month.
- Costs quoted in Sterling - ensuring the costs and totals correspond to the grant application.
- Quote has a reference number **not order number** as at the stage of going to panel no service or product must have been ordered or purchased retrospectively.

Please submit your application and supporting documentation online [here](#).

Please note that funds available for this scheme are limited and we are expecting a high demand. We will score all applications based on the evaluation and selection (see section above) and the highest scoring applications will be awarded via the open competitive process to the collective value of £100,000 only. Application for this grant incentive does not guarantee award of funds.

Application Question Guidance

Q1 – Please tell us about yourself/organisation/business and why you are interested in receiving a grant incentive from Space 2 Create. Please detail any previous project experience

- What is your background?
- Please detail some examples of previous experience within a similar project.
- Please give examples of successes with regards to similar projects that you have undertaken

Q2 – Tell us about the project as fully as possible to give the panel a clear understanding of your proposal, and how you plan to use the grant incentive. How much do require and how will you spend the funds?

Describe:

- Your project, quality, impact and how this will support your business/organisation. – Demonstrate your process, strategic impact and innovations
- How will it support your business/organisation?
- How will you deliver?
- When and where it will take place?
- What Health & Safety measures are/will be in place?
- Do you have appropriate permissions where applicable i.e. use of a building and or planning permissions.

Q3 – What will your project achieve? Please state all relevant impact, outputs and outcomes you expect to accomplish through your project and how you will evidence this next to the appropriate section

Against each relevant section, please state how your project will achieve the expected impact and outputs and how this will be measured/evidenced. There are blank sections for you to include your own impact and outputs if applicable.

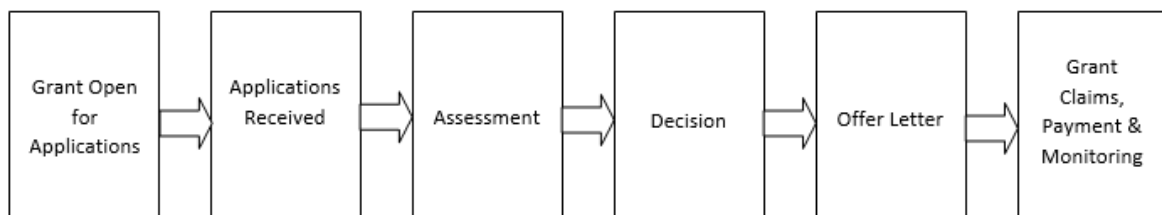
NOTE: Projects must be delivered and evidenced by 15th March 2025.

Essential Information

- Doncaster Council reserves the right to close grant applications at any time.

- All funds awarded must be spent by 20th December 2024 or we reserve the right to claw back partial or full funds.
- All agreed outputs related to the grant must be evidenced by 15th March 2025. or we reserve the right to claw back partial or full funds.
- The grant cannot be used to fund costs incurred prior to the date of the grant approval.
- Grants must be spent as stated in the Grant Approval/Agreement, which will be sent to you for your signature if you are successful in your application.
- You will be required to produce evidence that the grant has been spent in line with your Grant Approval/application. Failure to provide this information will result in your organisation being required to pay back to the Council the value of any grant expenditure that cannot be evidenced.
- Please take the time to review the forms and obtain a formal quote for each item of proposed expenditure. You will need to provide a copy of the quote you have obtained with your application form.
- The successful applicant must make available for inspection by a representative of the Council on request, financial records to evidence appropriate spending of the grant.
- The applicant must be able to complete the moderation process in a timely manner.
- The grant must not result in any personal/private benefit.
- Failure to comply with any of the above may result in the claw back of funds.

Grant Incentive Process



Due diligence documents, as requested in line with the grant's requirements, should be submitted with the application form. We may contact you if any required documentation is missing or incomplete.

Once your application has been accepted, evaluations in line with the grant and eligibility criteria will take place by a panel. Decisions will be communicated as detailed in the table below.

Any grant offered will be subject to the Terms and Conditions in your offer letter which you will be expected to sign to confirm your acceptance of such terms. By accepting the grant incentive, you will be accepting the Terms and Conditions.

Decision

The Panel will have final approval. All applications will be assessed against the following criteria:

- Quality of project,
- Decision made based on economic impact and impact on the urban areas,
- Proven track record or evidence of high-quality delivery.

If your application is successful, you will be informed by email and will then receive a Grant Incentive Offer Letter that will need to be signed and returned. If your application is unsuccessful, you will be informed by email.

Grant Incentive Payment and Monitoring

Once Grant Incentive Offer and Agreements have been accepted and signed, payments will be processed.

A dedicated Officer will be allocated to each successful applicant, who will be in touch to arrange grant monitoring.

Please ensure all sections of the application form are complete. Any incomplete forms can result in your application being rejected or the grant process being delayed.

Due Diligence Requirements

You must adhere to good safeguarding practice and comply with any legal responsibilities that apply to You and the Project. You must make sure that the activities and undertakings are carried out using care and skill having regard to the health and safety of anyone affected by those activities including end users, the public and employees in line with current legislation.

You must provide the following:

- Safeguarding Policy for those who are delivering face to face activities involving children and young people and vulnerable adults (to include whistleblowing, LADO and PREVENT procedures).
- DBS checks for those delivering face-to-face activities involving children and young people and vulnerable adults.
- Level 3 Safeguarding trained for Deputy Safeguarding Lead - for those delivering face-to-face activities involving children and young people and vulnerable adults – evidence required.
- Equalities and Diversity Policy.
- Business continuity plan.
- Health & Safety Policy for delivery of activities and services that are public facing.
- Current risk assessments for venues and activities.
- Internet & E Safety Policy for online delivery only.
- Public & Employers liability insurance.

Evaluation and Selection

All questions will be graded against the matrix below. The panel would be looking for scores at 3 and above, for successful applications. You may also be asked for additional information during this process, in the form of a clarification question, to enable an assessment of, for example, eligibility, financial viability etc.

Your application, along with a relevant report, will be submitted to an independent assessment / evaluation panel who will consider each proposal against the aims of the grant incentive scheme and make a final decision.

Score	Interpretation
4	Fully Capable - A comprehensive and strong answer indicating the proposal is fully capable of delivering the outcomes and Grant Incentive Objectives required.
3	Potential - The information presented indicates the organisation has the potential to achieve the outcomes and Grant Incentive Objectives required.
2	Slight Concerns - There are slight concerns that the organisation will not be able to achieve the outcomes and Grant Incentive Objectives required.
1	Serious Reservations - There are serious indications that the organisation will not be able to achieve the outcomes and Grant Incentive Objectives required.
0	Inadequate - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the outcomes and Grant Incentive Objectives required.

The Evaluation Panel will assess applications, with decisions made based on how the proposals meet evaluation criteria, feasibility, and show a proven track record of high-quality delivery. Applicants must answer all questions with narrative that clearly explains the proposal with evidence of how the grant Incentive will meet the outcomes and objectives.

The Appeals Process

Any decision made on an application is final.

Due to the anticipated number of applications, it may not be possible to provide individual feedback on each decision.

However, any enquiries regarding the handling of the application should be sent to: Space2Create@doncaster.gov.uk

Privacy Statement

The data you provide on this application will be dealt with in line with Data Protection Legislation. Information provided by you will be used to process your application and administer the relevant Grant Incentive. The Council has a legal basis for processing your data, which is for the performance of a task in the public interest and also for a legal obligation which applies to us.

Some personal data you provide will be used to send marketing information; this will be processed because you have given your consent to do so. You may withdraw consent at any time by emailing us or unsubscribing.

More information on your rights and how Doncaster Council handles your information for this processing, can be found at the following link on the Council's website:
<https://www.doncaster.gov.uk/services/the-council-democracy/business-grant-schemes-privacy-notice>