



## UK Shared Prosperity Fund and Rural England Prosperity Fund Energy Efficiency Grants for Community Buildings Guidance Notes 2024-2025 (Year 2 Round 2)

### 1.0 Introduction

This guidance sets out the details on how to apply for the Tewkesbury Borough Council UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) Energy Efficiency for Community Buildings Grant Scheme, along with scheme criteria.

In 2022, the UK Government announced the creation of the UK Shared Prosperity Fund (UKSPF), as part of the Levelling Up agenda. The Fund aims to target funding to build pride in place, support high quality skills training, support pay, employment and productivity growth and increase life chances.

In September 2022, Tewkesbury Borough Council was identified by DEFRA as an area eligible for the Rural England Prosperity Fund (REPF). This fund is a top-up to the UK Shared Prosperity Fund (UKSPF) to support activities that specifically address the particular challenges faced by rural areas.

Tewkesbury Borough Council has been awarded an allocation of capital funding that will be available from November 2023-March 2025. This funding is split over this two-year period for capital grants for non-profit community organisations.

UKSPF aims to target funding to build pride in place, support high quality skills training, support pay, employment and productivity growth and increase life chances. Follow this link to the UKSPF guidance/prospectus: [UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

REPF aims to improve productivity and strengthen the rural economy and rural communities. Follow this link to the REPF fund guidance/prospectus:

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

Tewkesbury Borough Council has created a capital grant scheme to support initiatives which improve energy efficiency in community buildings across the Borough.

This scheme is administered by GRCC (Council by Gloucestershire Rural Community Council) on behalf of the Council. Communication about the scheme and grant applications will be provided by GRCC.

It is the responsibility of the applicant to ensure that application information and supporting evidence is correct by following scheme guidelines. Incomplete or inaccurate applications will be rejected and there may not be an opportunity to reapply.

If you are unsure on what information to provide or have any questions, please contact GRCC on telephone: 01452 528491 or email: [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk)



## 2.0 The Grant Scheme

Capital grant funding will be between £2,500 and £24,999 and the applicant will need to provide at least 15% of the project costs (match funding). All grants will be paid in arrears and subject to the appropriate documents being provided. (Please note that a Grant Funding Agreement will be required with each successful applicant – this agreement will be between the successful applicant and the Council).

This is a competitive grant scheme and submission of an application does not guarantee funding will be awarded. Due to the anticipated high volume of applications, we may be unable to provide feedback to all applicants.

### Meeting the priorities and interventions of UKSPF and REPF

Your grant application will need to demonstrate how it delivers against the following intervention. It will also need to show how it meets the objectives, outputs, and outcomes for this intervention.

Investment in capacity building and infrastructure support for local civil society and community groups.

### Objectives

1. Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities.
  - This includes:
    - community infrastructure
    - community-led projects

Please refer to the links below for information and guidance on the desired outcomes and outputs;

UK Shared Prosperity Fund - [Interventions, Objectives, Outcomes and Outputs – England](https://publishing.service.gov.uk/government/collections/uk-shared-prosperity-fund-interventions-objectives-outcomes-and-outputs-england)  
([publishing.service.gov.uk](https://publishing.service.gov.uk))

Rural England Prosperity Fund - [Rural England Prosperity Fund interventions objectives outputs and outcomes list.pdf](https://publishing.service.gov.uk/government/collections/rural-england-prosperity-fund-interventions-objectives-outputs-and-outcomes-list)  
([publishing.service.gov.uk](https://publishing.service.gov.uk))

All applications must support the objectives of UKSPF and REPF. This includes the UK's commitment to cut greenhouse gas emissions to next zero by 2050; wider environmental considerations, such as resilience to natural hazards and the 25-year environment plan commitments ([25 Year Environment Plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/commitments/25-year-environment-plan))



### 3.0 Timeline for Grant Scheme 2024-2025

The timeline for the applications, grant awards and claims are outlined below:

Activity	Date
Grant application window open	25 <sup>th</sup> September 2024
Grant application window deadline	5pm 5 <sup>th</sup> November 2024
Final claim deadline	28 <sup>th</sup> February 2025

Disclaimer: Timescales shown in the table above are subject to change at the Council’s discretion

The claim deadline for submission of all approved expenses, evidence of spend and defrayal is 28<sup>th</sup> February 2025. Please note that if you submit your grant claim after this date, we will not be able to pay it.

### 4.0 Eligibility

All organisations must meet the following eligibility and qualifying criteria to be eligible to make an application and receive grant funding.

The grant will be open to:

- Registered Charities
- Charitable Incorporated Organisation
- Community Interest Companies
- Town and Parish Councils
- Company Limited by Guarantee
- CASC (Community Amateur Sports Club)\*

\*Please note if you are a CASC your organisation must be able to demonstrate wider community benefit in your application otherwise you will not be eligible.

Unfortunately, we are not able to support applications with no legal entity in place such as formally or informally constituted groups. This is because of the rules set by central government in relation to the UK Shared Prosperity Fund and the Rural England Prosperity Fund.

Eligible qualifying criteria:

- Grants can only fund capital projects delivered by 28 February 2025
- There is a limit of one grant award per organisation
- You must have had an energy audit within 24 months of the date of your application and you must provide this when you submit your application. An energy audit is not the same as and EPC or DPC. It will take into consideration the following:
  - Current annual energy usage (i.e. units of electricity, gas or oil)
  - How the building is currently being used
  - Pros and cons of potential improvements
  - kWh, £ and annual carbon savings of the proposed activity

We suggest you contact the Grant Administrator if you are unsure about this [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk)

- Projects that require any permissions must have these in place before making an



application. If you do not require permissions, you must evidence that you have checked with the relevant authority and provide this evidence with your application

- If the site of your project is leased, your organisation must have 8 years or more remaining on the lease. If you have less than 8 years remaining on the lease, a letter from the landlord guaranteeing an extension or continuation of the lease is acceptable. Please also submit this.
- Applicants must not have started the proposed activity. If work on a project has started, then it is ineligible for financial support.
- Applicants are required to provide 15% match funding. Match funding can only be capital. It cannot be revenue or in-kind
- The match funding needed for your project must be in place at the time of applying. If this is unachievable then your project will not be eligible.
- Applicants must be able to evidence that all the remaining project costs are in place at the time of applying.
- Applicants will be required to keep all receipts and maintain an asset register of all purchases using this grant funding. We may ask to see this register at any time and may also visit your premises to verify the purchase(s) and record identification details. If you dispose of any interest in any asset without the prior written consent of the Council for a period of 6 years from grant award, the Council reserves the right to reclaim a proportion of the grant in accordance with the terms of the Grant Funding Agreement.
- We cannot support projects that have received funding from other Defra schemes. This includes the Platinum Jubilee Village Hall Improvement Grant Fund
- All successful applications will be assessed against the UK Subsidy Control Regime (see section 11 below). Applicants are required to complete the Subsidy Control declaration where applicable in order to assist the Council in its assessment.

## 5.0 Eligible costs

- You can only apply for this grant to cover capital costs
- You can apply for this grant to improve the energy efficiency of your community building
- We strongly recommend that if you are unsure whether your project has eligible capital costs you check with the grant administrator at [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) for clarification before submitting your application who will check with the Tewkesbury Borough Council finance team.

## 6.0 The application process

To apply you must complete and submit the application form found via the GRCC website. Please ensure you submit all of your supporting documents at the same time as submitting the application form.

An initial check will be made by the grant administrator to ensure that all questions have been completed on the application form, the eligibility criteria is met and the accompanying supporting documentation needed has also been received.

Each applicant will need to provide:

- A copy of your constitution, Trust Deed, Scheme, Terms of Reference, Memorandum and Articles of Association etc.
- Three formal quotes for each item (i.e. not a total of 3 quotes all together) needs to be included in your application. (Please read section 7 below for full details on how quotes can be submitted)



- Evidence that (i) the necessary permissions (including but not limited to; planning permission, building regulations, advertising consent, lease agreements, landowner permissions) have been granted and copies of these are provided when submitting your application, or (ii) that you have checked that no necessary permissions are needed and evidence of this is provided when submitting your application. Evidence that no permissions are needed for your project could be a response from the planning department or building regulations via written confirmation for example.
- Energy audit documentation dated within 24 months of your submitted application date. It is important you refer to the guidance for this on what an energy audit consists of.
- Optional: Any relevant photographs, maps, architect drawings, plans, or other evidence for your project
- Evidence of at least 15% match funding of the total project costs. This must be in place at time of applying. Match funding can only be capital costs. It cannot be revenue or in-kind
- Evidence of all funding or pledged funding needed to meet the total cost of your project.
- A copy of your most recent annual accounts
- A bank account with 2 signatures or more needed to authorise expenditure
- A copy of the most recent bank statement to the date of your application
- Subsidy Control Declaration where applicable
- Applicants will be required to keep all receipts and maintain an asset register of all purchases using this grant funding. We may ask to see this register at any time and may also visit your premises to verify the purchase(s) and record identification details. If you dispose of any interest in any asset without the prior written consent of the Council for a period of 6 years from grant award, the Council reserves the right to reclaim a proportion of the grant in accordance with the terms of the Grant Funding Agreement

An applicant found to unduly influence a panel member by contacting them to discuss the application will be removed from the process. Application must be processed and awarded in a fair and transparent way and no applicant has an advantage over any other.

All grants are made at the discretion of Tewkesbury Borough Council and are subject to available funds.

The decision of Tewkesbury Borough Council is final and reserves the right to vary the level of grant or reject an application.

## 7.0 Procurement

Applicants are required to demonstrate best value when procuring goods, works or services. Applicants (noting the requirement to demonstrate best value) may directly award goods, works or services where the value of such is £2,499 or below. Otherwise, applicants are required to obtain at least three competitive quotations for all goods, works or services with an anticipated value of £2,500 to £24,999 purchased in connection with this project.

A tender formal tender process must be undertaken for any procurement with an anticipated value of £25,000 that is being awarded to one contractor. For further information on visit [UK Shared Prosperity Fund: procurement](#). A subsidy declaration form can be found in section 11 if it is necessary for your project.

## 7.1 Quotes



Quotations must be provided for all items of expenditure, including those funded by your 15% match funding contribution.

Quotes must be submitted via email at the same time the grant application submission.

Quotes must be submitted as received from the supplier/contactor. There will preferably be a visible logo, items/services listed and the cost of those items/services.

Any documents provided by the Applicant for the purpose of demonstrating compliance with this section shall be considered by the Council and the Council reserves the right to require the Applicant to obtain formal quotations or further information where such documents are deemed inappropriate to demonstrate compliance with the Applicant’s procurement obligation.

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods, works and services. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier.

Applicants should not undertake to make any prior commitments to suppliers prior to funding being awarded and confirmed. Any costs that have been committed to prior to the date of grant approval and award will not be eligible for grant support.

8.0 The assessment process

A panel of representatives from the community sector and Tewkesbury Borough Council will assess each application and make a recommendation concerning the funding. The recommendations will be signed off by the Council. Applications will be scored against the assessment process detailed in the section below.

Question	Points to consider/cover	Score	Weighting
Project proposal	Outline the proposed project. What does the project aim to achieve? Where is the project based? Who are the beneficiaries? How was the project created? What will the grant be spent on?	0-100	15%
Need for the proposed project	Evidence of engagement with community Supporting data How will it impact communities/beneficiaries?	0-100	20%
Project delivery	Financial management Relevant skills and experience of those involved The decision makers Risks and mitigations Effective timeline	0-100	15%
Objectives, outputs, and outcomes of the REPF intervention	How does the project meet the objectives of the intervention? How does the project meet the outputs and outcomes of the intervention?	0-100	30%
Contribution to Nature Recovery and Government Net Zero objectives	The UKs Net Zero objectives Nature recovery	0-100	10%



Value for money	How does this project offer value for money? How would grant funding for this project provide added value? Would the project be achievable in full or on a smaller scale without investment from UKSPF/REPF?	0-100	10%
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The panel will be scoring based on how comprehensive the answers are as follows:

100	Excellent – Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides details of how the requirement will be met in full.
70	Good – Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
50	Acceptable – Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
20	Poor – Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient/limited detail.
0	Unacceptable – Nil or inadequate response. Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.

All grants are made at the discretion of the Council and are subject to available funds, execution of a Grant Funding Agreement and compliance with the grant terms of such agreement.

The decision of the Council is final, and the Council reserves the right to vary the level of grant, reject an application and/or require that funds are repaid to the Council should the applicant breach any of its obligations.

9.0 The Grant Offer

The Grant Offer is time limited and will expire 10 days after the date it is issued to the applicant if not received by The Council in that time. It is the applicant’s responsibility to ensure that the Grant Funding Agreement is signed and returned to The Council within the deadline. Grant Funding Agreements will be sent to successful applicants via email, therefore it is important that you share the right email address on your application.

The Grant Funding Agreement MUST be signed by an authorised signatory of the applicant in accordance with its governing documents. By signing this Grant Funding Agreement, the applicant acknowledges that the Council is subject to its own funding agreement in accordance with the UKSPF and REPF and that the grant is subject to the applicant assisting the Council with compliance of its obligations under the same.

The grant is approved only for the purposes stated in the Grant Funding Agreement. Please note that the Council reserves the right to require repayment of the grant from the applicant should the applicant fail to comply with its obligations under the Grant Funding Agreement (including for the avoidance of doubt, failure to achieve the outcomes and breach of subsidy control).

10.0 VAT

VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the Council cannot give VAT advice to applicants. It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the



grant will be awarded based on net costs and VAT cannot be claimed. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.

If the organisation is VAT registered, the percentage match funding should be calculated on the costs exclusive of VAT.

For organisation that are not VAT registered, please calculate the percentage match funding inclusive of VAT.

## 11.0 Declarations Section

You will be required to complete a declaration section on the application form, including: subsidy control commitments, fraud, conflict of interests, sharing consent and data processing.

### 11.1 UK Subsidy Control Regime

The Council, as a public authority, is required to consider and ensure compliance with the UK Subsidy Control Regime enacted through the Subsidy Control Act 2022. This places an obligation on public authorities to consider the provision of support to an enterprise which conveys an economic advantage.

Further information about this may be found at [UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7).

Applications will therefore need to demonstrate that they are not contravene the UK's obligations on subsidy control and as such submit a Subsidy Control Declaration with its application. Please use this link for the definition of this: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>.

If necessary, please complete a subsidy control form found on the GRCC website.

### 11.2 Fraud

The Council will not accept deliberate manipulation and fraud. Any organisation caught falsifying their records to gain grant payments may face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

Two individuals with due authority in the organisation will need to sign a declaration to confirm that the organisation is the liable party, that the organisation is eligible in accordance with the criteria and to confirm the accuracy of all information within the application form. By submitting the application, you will be agreeing to the declaration.

### 11.3 Data Privacy/Protection

This scheme is funded by the REPF which is provided to Local Authorities to support communities as part of the levelling-up agenda. The terms of the grant require the Council/the appointed intermediary (GRCC) to collect and process a range of personal data about the project's beneficiaries.

Further details about this data processing and applicant rights will be set out in the Privacy Notice on the Council's website.

By submitting an application to this scheme, you are consenting to any Personal Data collected being processed by the Council and the appointed intermediary (GRCC) and also shared with partners involved in the delivery of UKSPF and REPF. This includes the Ministry of Housing, Communities & Local Government (MHCLG). The Personal Data will be held for the purposes of contacting applicants





and assessing forthcoming applications. For more information, please see the privacy notice [REPF-UKSPF-grants-Privacy-Notice-GH-15.11.23-.docx \(live.com\)](#)

For more information about how the appointed intermediary and partners use your information, please see the corresponding privacy notices.

Appointed intermediary GRCC - <https://www.grcc.org.uk/about-us/privacy-policy>

This includes the Ministry of Housing, Communities & Local Government (MHCLG)-  
<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/personal-information-charter>

## 11.4 Conflict of interests

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods and services. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier. By signing the application form you will be declaring no conflict of interest, or connection directly or indirectly with the preferred provider.

## 12.0 Contact Us

Please ensure you have read these guidance notes in full before submitting any queries. If you have any questions, please contact GRCC: Tel: 01452 528491 or Email: [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk)

## Frequently Asked Questions

Can an organisation from outside the local authority areas, but operate in these areas, apply?  
Yes, but the project for which the grant application is being made must be based within Tewkesbury Borough.

There is a limit to the size of grant that is available, but is there a limit on the size of an overall project cost?

No there is no limit to the overall project cost but an applicant should pay attention to the rules on procurement listed in the guidance.

Is match funding needed?

Yes. 15% of the total project costs match funding is needed. The remainder of funding for your total project cost must be in place at the time of applying. You must ensure that all funding can be levered and spent by 28 February 2025. Match funding can only be capital costs. It cannot be revenue or in-kind.

What can we use the capital grant for?

Grants must be for capital items. The fund cannot support promotional activities or revenue costs. Please check with [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) if you are unsure if your items/project are classed as capital costs.

When will we receive the grant payment?

If you are successful, grant payment will be made in arrears by Tewkesbury Borough Council after invoices have been paid by the applicant. All applicants should consider their cashflow when deciding whether to submit a grant application.

What is the latest date that applications can be submitted?

The deadline for applications is 5pm 5<sup>th</sup> November 2024.



Where can I find out more about the grant and possibly speak to the grant administrator in person? Posts on social media, websites and in news articles will be made. You can also email [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) or 01452 528491. GRCC are the appointed grant administrators for the programme.

Are there any groups, projects or organisations that would not be eligible to apply? Unfortunately, we are not able to support applications with no legal entity in place such as formally or informally constituted groups. This is because of the rules set by central government in relation to the UK Shared Prosperity Fund and the Rural England Prosperity Fund. However, do please contact the Grant Administrator who will endeavour to sign post you to other grant sources and help. Please check the list of eligible organisations in the guidance document for this scheme.

What documentation will be needed to complete an application? Please refer to the list of items required as part of your application in this guidance document.

Can I get any help and support for my grant application? Any applicant can email the Grant administrator - [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) or call 01452 528491 to request help and to answer any queries.

How will applications be decided? A panel of representatives from the community sector and Tewkesbury Borough Council will assess each application and make a recommendation concerning the funding. Tewkesbury Borough Council have full discretion over awarded grants.

How long before we will hear whether our grant application is successful? We will inform all applicants that are considered by the grant panel within 3 weeks where possible.

Can I get any help and support for my grant application? Any applicant can email the Grant administrator - [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) or call 01452 528491 to request help and to answer any queries.