

### **Community development grant schemes**

The community development grant scheme is funded by the UK government through the UK Shared Prosperity Fund (UKSPF).

UDC has been allocated a total of £327,146 for the financial year 2025/26.

A funding pot of £84,400 is available for this grant scheme.

The UKSPF 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>

The grant schemes align with the council's corporate plan 2023-27 objectives to:

- Build stronger communities
- Protect and enhance our environment

Projects must be completed before 31<sup>st</sup> March 2026. Should a project be unable to be completed by this date then the grant provision will be lost.

#### **How much can I apply for?**

There are two streams of funding:

1. Community initiatives – grants of up to £1,000 to start or expand activities or initiative that encourages local people to come together, with the aim of reducing isolation and improving health and wellbeing. Full criteria below.
2. Community business scheme – grants of up to £7,500 for the creation or growth of community businesses, including pubs, cafes, transport, energy schemes, and creative spaces. Full criteria below.

#### **Apply**

Applications will be made online via the council's website

#### **Closing date for applications**

This is a rolling grant scheme, and applications can be made until such time as the funding is exhausted.

We recommend that you **apply as early as possible** as funding is limited and will be allocated on a first come first served basis.

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Applicants should be aware that it is unlikely there will be enough funding for every application received, each application will be assessed, and some applicants may be offered a lower level of grant, while others may be unsuccessful.

### **Assessment of bids**

Grant applications are assessed on their individual merit against the grant funding eligibility criteria on behalf of the Council by officers from the Economic Development and Communities Teams.

Applicants should be aware that any other UDC grant support received or applied for may be taken into consideration when reviewing applications.

Bids will be assessed against:

- the criteria set out in the UKSPF Prospectus
- the extent to which the bid meets the objectives of the UKSPF
- the extent to which the bid is able to demonstrate quantifiable outputs and outcomes
- the extent to which bids align with the UDC Corporate Plan 2023-2027

Applicants are encouraged to use local suppliers to carry out proposed works.

### **When will I receive the grant?**

If your application is successful, the district council will transfer the grant by BACS upon receipt of a signed grant funding agreement. Bank details, account name, number and sort code need to be supplied with proof of expenditure. Photographic evidence of the completed project may be requested. Funding can only be used for the project outlined in your application form.

### **Terms and conditions**

1. Successful applicants will need to sign a grant funding agreement with UDC, provide information relating to outputs and outcomes within the specified timeframes and may also be required to participate, at a later date, in an evaluation of their project to understand whether the proposed outputs and outcomes have been met.
2. Branding and publicity for the UK Shared Prosperity Fund play a key role in ensuring effective promotion and acknowledgement of the wider Levelling Up agenda.

The Grant Recipient must comply with UK Government Levelling Up publicity and branding requirements contained in the following guidance:

[www.gov.uk/guidance/ukshared-prosperity-fund-branding-and-publicity](https://www.gov.uk/guidance/ukshared-prosperity-fund-branding-and-publicity)

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3. The Recipient agrees to participate in and co-operate with promotional activities relating to the Grant and the Project if required to do so by the Council.
4. If the recipient/organisation wishes to dispose of buildings/facilities that have been the subject of a grant, then it will be required to inform the District Council in writing of the proposal.
5. The district council reserves the right to require full or part repayment of the grant, following any such disposal of the building/facility.
6. Membership of the organisation making the application must be open to all and no exclusions made. The Council needs to ensure that consideration is given towards the nine protected characteristics under the Equalities Act 2010.
7. Where a grant is provided by the district council, it must be clearly shown in the accounts of the recipient.
8. Where appropriate, e.g. where the project affects the whole community, applicants are encouraged to discuss their scheme with their relevant town or parish council and submit the comments of that council with their applications.
9. Information must be supplied relating to the progress of the project and the identified outputs and outcomes. Forms will be sent to you for completion at mid-year and in April 2026.
10. A spreadsheet detailing all expenditure must be submitted to UDC with the reporting form. All receipts and invoices must be kept for seven years for auditing purposes. UDC reserves the right to ask for a copy to be provided for reporting and auditing purposes.
11. Information may be shared with other government departments, agencies, persons or organisations helping UDC with the assessment and monitoring of applications or appointed in connection with the administration of the UK Shared Prosperity Fund. Information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is subject to audit and reviews by internal auditors who may need to access the information submitted in your application.

### **Any other questions?**

If you have any queries regarding the community development grant scheme contact:

Sarah Lewin, Economic Development manager 01799 510521

[slewin@uttlesford.gov.uk](mailto:slewin@uttlesford.gov.uk)

Sue Hayden, Senior Health and Wellbeing Officer 01799 510537

[shayden@uttlesford.gov.uk](mailto:shayden@uttlesford.gov.uk)

### **Your Data**

In line with the Data Protection Act 2018 and UK GDPR, Uttlesford District Council are data controller and collect your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need

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for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.

For further information about how Uttlesford District Council use your data please use the following link: <https://www.uttlesford.gov.uk/privacy-notice>

If you require an application form in an alternative format and/or language, please contact us on 01799 510510

## **Community initiatives grant**

### **What can be funded?**

This fund can be claimed for regular events that encourage local people to come together, with the aim of reducing isolation and improving health and wellbeing. One off activity will not be eligible for this grant.

Applicants can be awarded one grant per location of up to £1,000. Applicants can apply for more than one grant if the activity is proposed to be carried out in different locations across the district.

The support can cover items such as:

- Venue hire
- Basic equipment such as soup kettles, tea urns, highchairs or exercise equipment
- Marketing and promotional activities

Events should take place at a community facility, such as a village, church or school hall. Applications are also welcome for events held in privately run spaces such as pubs.

The grant cannot be used for:

- Staff wages
- Existing activities that are not being significantly enhanced

### **How to apply**

Applications can be made using the online form.

Applicants will be asked to supply information relating to why the proposed activity is needed, preferably demonstrating community support, and provide information about how the event will be sustained once the funding has been spent.

We recommend writing the requested information in a word document and copying into the form.

- Are you a charity, voluntary group or local business
- Tell us about the proposed activity
- How much are you applying for and how will the money be spent
- Who are the targeted audience
- What evidence have you identified that this is needed in your area
- When and where are your events and how many do you plan to run
- Are there any restrictions on who can attend the events
- How many people will benefit from the project
- Have you received any other funding for this project
- Is there an alternative funding option if this bid is unsuccessful
- How will the activity be sustained after the funding has been exhausted

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### **Community business fund**

Grants are available for the creation or growth of a community businesses, including pubs, cafes, transport, energy schemes, and creative spaces.

#### Who can apply?

Applicants can be awarded one grant of up to £7,500.

The scheme is open to community businesses based in the Uttlesford district.

#### What is a community business?

Community businesses are run by local people for local people. There are many types of community businesses but what they all have in common is that they are inclusive and give decision making power to local people. Profits generated must flow back into the community to deliver positive local impact.

The four key features of a community business:

1. Locally rooted. They are rooted in a particular geographical location and build on the strengths of that place to address community needs.
2. Accountable to the local community. This can be demonstrated in many ways (e.g. membership structure, ownership, broad range of local trustees) but you must have evidence of regular community input into decision making.
3. Trading for the benefit of the local community. They have a clear trading model and sell services and products in and around their local area. The way the business is run and the profits it makes are used to deliver local benefit.
4. Broad community impact. They engage with a variety of different groups in their community and deliver impact against a range of different community needs.

The project can either be new or an existing business.

The Community Business Fund will only fund incorporated organisations. This means that your organisation is recognised as a legal entity in its own right, rather than as a collection of individuals.

Examples of incorporated organisations include:

- Charitable Incorporated Organisation
- Community Benefit Society
- Community Interest Company Limited by Guarantee
- Community Interest Company Limited by Shares
- Company Limited by Guarantee
- Company Limited by Shares
- Co-operative Society.

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You must have a charitable purpose at the heart of what you are asking us to fund, which meets charitable needs in your community. This does not mean that you have to be a charity as we will fund a variety of legal structures, but we cannot fund activities which don't further a charitable purpose.

We cannot accept proposals that promote the advancement of religion or that are party political in nature. This does not prevent faith groups from applying for funding for activities which have a charitable purpose other than the advancement of religion.

### **What can be funded?**

For existing projects, we will not fund 'business as usual'. Your application must demonstrate how the funding will help you to significantly increase your trading income, secure an asset or significantly reduce your costs (such as the installation of net zero infrastructure that will enable you to be more energy efficient).

For new projects, you can apply for funding to develop your idea. You will be asked to demonstrate your commitment to becoming a community business and be able to explain how the grant will help you move along this journey. Funding could be used to develop the governance structure of the organisation or conduct consultation or feasibility studies.

All projects must be able to demonstrate at least one of the seven core impact areas below. If your application is successful, you will be asked to report against the impact area(s) you selected.

1. Reduce social isolation
2. Improve health and wellbeing
3. Increase employability
4. Create better access to basic services
5. Improve local environment
6. Enable greater community cohesion
7. Foster greater community pride and empowerment

### **How to apply**

Applications can be made using the online form.

Applicants will be asked to supply information relating to what you intend to do, demonstrating community support, and provide information about how business will be sustained once the funding has been spent.

We recommend writing the requested information in a word document and copying into the form.

- Who you are e.g. a charity, voluntary group or individual
- What are your aims



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- Describe your proposal (300 words max)
- How much you are applying for and a detailed breakdown of how the money be spent.
- What evidence have you identified that this is needed in your area
- How has your local community played a part in setting up your organisation and developing your proposal
- What difference will your proposal have on your local community
- Will the proposal lead to employment or volunteer opportunities. If so, how many.
- Have you received any other funding for this project
- Is there an alternative funding option if this bid is unsuccessful
- How will the activity be sustained after the funding has been exhausted