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**UKSPF Leicester: Open Call 4 (OC4) – Creative Industry**

**Application for grant funding –** May / June 2024 to March 2025

**Important Information**

Please read **UKSPF Leicester Open Call 4: Creative Industry - Invitation to bid** and all the questions accompanying this application before you complete this form, taking note of the following:

* When completing this application please do not exceed 500 words for each individual question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover (minimum £5,000,000) and Professional Indemnity insurance (minimum £2,000,000), and Health & Safety, Equality & Diversity, Sustainability and Safeguarding policies (if relevant). We may seek references if we have not worked with you previously.
* Questions in Part 2 and Part 3 are weighted following scoring as detailed in Appendix A of the Invitation to Bid. The maximum score for each question is 5, which is then multiplied by a scoring weighting, as indicated in the dark grey box to the right of the question.
* If you have any difficulty completing this application form, please contact Leicester City Council for technical guidance by emailing [UKSPF.programme@leicester.gov.uk](mailto:UKSPF.programme@leicester.gov.uk)

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| **Summary Information** | | |
| **Name of organisation:** | Click or tap here to enter text. | |
| **For Office Use Only** | | Date/time application received: Click or tap here to enter text. |

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| **Part 1. Applicant Details** | | |
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| **Organisation name:** | Click or tap here to enter text. | |
| **Key person responsible  for the project:** | Click or tap here to enter text. | |
| **Position held:** | Click or tap here to enter text. | |
| **Contact telephone number:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **Person with overall  financial responsibility:** | Click or tap here to enter text. | |
| *Where applicable:* | | |
| **Website:** | Click or tap here to enter text. | |
| **Company registration number:** | Click or tap here to enter text. | |
| **Charity registration number:** | Click or tap here to enter text. | |
| **Please confirm the type of organisation:** | | |
| Local Authority  Private Sector  Voluntary Sector | | University  FE College  Other (please specify)  Click or tap here to enter text. |
| 1.1 What are the main activities of your organisation? | | |
| Click or tap here to enter text. | | |
| 1.2 Please describe the group(s) which your organisation predominately works with or supports? | | |
| Click or tap here to enter text. | | |

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| 1.3 Economic and financial standing | |
| Please indicate and attach to your application one of the following to demonstrate your organisation’s economic and financial standing: | |
| 1. A copy of audited accounts for the last two years. |  |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available  (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

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| 1.4 Do you anticipate any significant changes to the way your organisation is funded during the next 12 months? If yes, please provide further details of these changes. |
| Click or tap here to enter text. |

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| 1.5 Does your application displace, replace and/or duplicate any activities that your organisation currently delivers? |
| Click or tap here to enter text. |

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| 1.6 Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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| 1.7 Does any aspect of the proposed project involve the provision of subsidies? If yes, explain how the subsidies are compliant with the UK Subsidy Control Regime. |
| Click or tap here to enter text. |

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| 1.8 Policies and liability insurance | | | | |
| Does your organisation have: | Yes | No | Under development | n/a |
| A written Health & Safety policy. |  |  |  |  |
| A written Equality & Diversity statement. |  |  |  |  |
| A written sustainability policy |  |  |  |  |
| A written Safeguarding policy for vulnerable adults (if applicable). |  |  |  |  |
| A written Safeguarding policy for children (if applicable). |  |  |  |  |
| Where there will be contact with children or vulnerable adults have you ensured compliance with the Disclosure and Barring Service Checks? |  |  |  |  |
| Public and Employer Liability insurance to a minimum of £5,000,000, and Professional Indemnity insurance to a minimum of £2,000,000 |  |  |  |  |

*\*If your application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.*

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| **Part 2. Project Proposal** | |
| Project Name |  |
| Please provide a summary overview of your proposed project (100 words max). This may be used for any future publicity announcements | |
| Click or tap here to enter text. | |

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| **2.1 Supporting Local Businesses** | |
| 2.1.1 Your Plan. Please provide a description of your creative industry network proposal. Include details of proposed activities, the economic impact/value and show how the plan will secure meaningful impact for members | **5 (x4)** |
| Click or tap here to enter text. | |

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| 2.1.2a Sector focus and Network Members. Please provide details of the relevant creative industry category that is appropriate to describe the network, describe who the members are and demonstrate how this proposal has their support. | **5 (x 3)** |
| Click or tap here to enter text. | |

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| **2.1.2b Posts / roles involved in the delivery model and key responsibilities (including own organisation and partners)** | | | **5** |
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| **Job Title / Role** | **Total FTE funded through UKSPF Supporting Local Business funding** | **Key roles / responsibilities of staff** | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |
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| * + 1. Please provide an outline of your high-level delivery timeline including major milestones | | | **5** |
| **Period** | **Activity** | **Major milestones** | |
| **April – Jun 2024**(No funds available in this Qtr. to support activity, however, planning activities may be appropriate) | Click or tap here to enter text. | Click or tap here to enter text. | |
| **Jul – Sep 2024** | Click or tap here to enter text. | Click or tap here to enter text. | |
| **Oct – Dec 2024** | Click or tap here to enter text. | Click or tap here to enter text. | |
| **Jan – Mar 2025** | Click or tap here to enter text. | Click or tap here to enter text. | |

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| * + 1. Engagement. Explain how your proposal will ensure meaningful engagement with members of the network | **5 (x2)** |
| Click or tap here to enter text. | |

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| 2.1.5 Outputs. Explain the rationale around the outputs and how your delivery model will support the delivery of the Supporting Local Businesses outputs you have identified in OC4 - Appendix B – Creative Industry - Budget & Performance Profile | **5 (x2)** |
| Click or tap here to enter text. | |

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| 2.1.6 Outcomes. Explain the rationale around the outcomes and how your delivery model will support the delivery of the Supporting Local Businesses Outcome you have identified in OC4 - Appendix B – Creative Industry - Budget & Performance Profile | **5 (x2)** |
| Click or tap here to enter text. | |

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| 2.1.7 Distinctiveness. Please show how the project does not duplicate existing provision and is additional to existing provision to the creative industry sector within Leicester | **5 (x2)** |
| Click or tap here to enter text. | |

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| 2.1.8 Track Record. Please provide details of any similar projects delivered by your organisation since April 2020. Please include a summary of performance against targets, numbers of businesses supported, outputs and outcomes achieved if relevant. | **5 (x2)** |
| Click or tap here to enter text. | |

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| 2.1.9 Costs and Funding | | | **5** |
| Complete the table with a breakdown of your proposed costs (Please note – the Grand Total must align with the **Supporting Local Businesses: Total** you have included in OC4 - Appendix B – Supporting Local Businesses - Budget & Performance Profile | | | |
| Supporting Local Businesses Indicator |  | | |
| **E23: Strengthening local entrepreneurial ecosystems** |  |  | |
| Support Local Businesses UK SPF Revenue  (please add rows as needed) | Total Cost 2024-25  (£) | | |
| **Staffing** |  | | |
| **Administration** |  | | |
| **Overheads** |  | | |
| **Materials** |  | | |
| **Beneficiary costs** |  | | |
| **Marketing/promotion** |  | | |
| **Other (please state** |  | | |
| **Total UK SPF** |  | | |

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| 2.1.10 In-kind contributions / Match Funding | | **5 (x2)** |
| Please describe any in–kind contributions your organisation will bring to the Supporting Local Businesses delivery and the network(s) (e.g. staff time, free venue, volunteer support, engagement support, resources and refreshments, etc.). Include an indicative value.  Plus describe any match funding your organisation/ partnership will bring to the project, including the source and the status (secured, applied for/decision pending, or not identified) | | |
| 1. | Click or tap here to enter text. | |
| 2. | Click or tap here to enter text. | |
| 3. | Click or tap here to enter text. | |
| 4. | Click or tap here to enter text. | |

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| **Part 3: Quality Assurance** |

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| 3.1 Quality Control. Describe how you will ensure network member businesses receive a high quality experience. How you will evidence their progress and get feedback? | 5 |
| Click or tap here to enter text. | |

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| 3.2 Performance Management. Describe your processes to ensure the target outputs and outcomes are achieved | **5** |
| Click or tap here to enter text. | |

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| 3.3 Risks. Summarise any key risks associated with your proposal and how you will mitigate them | **5** |
| Click or tap here to enter text. | |

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| 3.4 Equalities etc. Describe how your proposed activities promote equality, diversity and sustainability | **5** |
| Click or tap here to enter text. | |

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| Part 4: Agreement |
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| The following section must be completed by the main person who is responsible for this project application on a day-to-day basis.   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Leicester City Council (LCC). 2. If successful, we will enter into a grant funding agreement with LCC detailing the terms and conditions of the grant. 3. We will comply with any relevant legislation affecting the way that we carry out the project. 4. LCC can use our name and the name of the project in its own publicity. 5. We will fully complete the paperwork required for LCC to report on progress and performance to Government, and return to LCC as required. 6. We will participate in any evaluation commissioned by LCC or through Department of Levelling Up, Housing and Communities. 7. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to LCC, if requested. 8. If we receive grant funding for a project, we understand that LCC will not automatically grant fund any later projects. 9. We will provide information on client journey progress through the claims process as outlined in our application form. 10. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to Leicester City Council internal and external audit and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods. 11. LCC may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:   .   * If we fail to keep and supply therecords required in 4 above. * If we do not comply with the terms and conditions of the grant. * If the application form was completed dishonestly or the project documents give false or misleading information. * If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. * If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project. * If we fail to complete the project by the date in the agreement. * If we close down, become insolvent or bankrupt.   I confirm that the organisation named in Part 1, Applicant Details, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement.  Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

**IMPORTANT**

**Leicester City Council can only process your application if:**

* You have completed all the questions on this form.
* The correct person has signed the form.
* You enclose all the necessary documentation.

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| **Task** | **Completed** |
| We have answered all the relevant questions on the application form |  |
| We have read and signed Part 4: Agreement |  |
| We have enclosed Appendix B |  |
| We have enclosed a copy of our financial records/statements as requested for 1.3 |  |
| We have made a copy of this application for our own reference |  |

**Please use the checklist below to ensure you are sending us everything that we need to assess your application.**

Return your completed application with supporting documentation to **UKSPF.programme@leicester.gov.uk**

Applications must be received by **Midnight on Friday 8th March 2024**

Note: Applicants may be required to complete Due Diligence forms before approval. Support will be available from Leicester City Council for organisations that are not familiar with this process.

**Contact Details**

Should you have any queries regarding this application or the process please contact email the UKSPF team at [UKSPF.programme@leicester.gov.uk](mailto:UKSPF.programme@leicester.gov.uk)