



**UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES**

---

**Potential applicants are advised to contact the relevant local authority/authorities in which you intend to operate your project prior to submitting an application. This will help to ensure that the proposed project is eligible and that the application process is understood and adhered to.**

**Applicant Details**

- Please provide the name and registered address of the applicant organisation. In the case of joint bids, which involve more than one delivery organisation, please provide the details of the lead organisation. Details of partner organisations should be provided in the project description.
- Please select an organisation type. The applicant organisation must be eligible/have legal status to receive the UKSPF monies.
- Please provide the name, email address, telephone number and position in the organisation of the project sponsor/contact lead and the same details for a deputy. These are the people who any Stage 1 application queries will be raised with.
- Please provide the organisation's website address.
- Please provide the organisation's company number or charity number.

**Project Details**

- Please state the project name. This will be the name used for any future UKSPF reference, including promotional activities.
- Please select a project status from the following options:
  - In development – the project is currently being worked up, but some further development and planning is required.
  - Ready to commence – the project is fully developed and just requires UKSPF funding to enable it to proceed.
  - In delivery/continuation – the project is currently being delivered but requires UKSPF funding to enable it to continue.
  - Other - please elaborate.
- Please select the counties in which the project will be delivered. The project can be implemented across several North Wales counties or can be specific to just one county. Projects that also intend to deliver outside of the North Wales region will need to follow the application process of those relevant regions or local authorities in order to apply for funding in those areas.



UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES

---

- Please select the primary UKSPF Investment Priority. Proposed projects must address one of the UKSPF investment priorities:
  - Communities and Place
  - Supporting Local Business
  - People and Skills
  - Multiply

Please refer to the **UK Government Shared Prosperity Fund Prospectus, Section 2 – What to Use the Fund For**, for further information and guidance:

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

- Please specify the intervention(s) under the selected UKSPF Investment Priority that aligns with the project's activities and objectives. Please refer to the **UK Shared Prosperity Fund Interventions, Objectives, Outcomes and Outputs – Wales**, for further information and guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1068877/UKSPF\\_Wales\\_outputs\\_and\\_outcomes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068877/UKSPF_Wales_outputs_and_outcomes.pdf)

Priority may be given to those projects that deliver the key interventions that may have been identified by each local authority. Please refer to the relevant local authority websites for further information of whether specific interventions have been identified as a priority for each county.

- Please identify the relevant outputs and outcomes and the target numbers to be achieved against the selected intervention(s). Please refer to the **UK Shared Prosperity Fund Interventions, Objectives, Outcomes and Outputs – Wales**, for further information and guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1068877/UKSPF\\_Wales\\_outputs\\_and\\_outcomes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068877/UKSPF_Wales_outputs_and_outcomes.pdf)

- Please specify the project start and end date. The project must not commence prior to 1<sup>st</sup> April 2022, must be completed and all UKSPF expenditure incurred by **31<sup>st</sup> December 2024** at the latest.



**UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES**

---

**Project Description**

- Please provide a brief description of the project, what it will entail and how it will be implemented.
- Projects must be strategic to maximise impact and deliverability, with a minimum total value of £250,000 of UKSPF funding (projects are anticipated to seek UKSPF funding in excess of £1M or more on average). Organisations seeking a project value of less than £250,000 may be able to access funds through a range of grant programmes which could be delivered with UKSPF funding.
- The UKSPF is predominantly a revenue-based programme and is not intended to support large infrastructure projects. Smaller elements of capital expenditure which are included within a wider revenue-based project could be accommodated as could projects which disburse small capital grants or works across multiple communities or businesses.
- Please explain why this project is needed in the selected county/counties. Projects must reflect local needs and opportunities and demonstrate how they will:
  - improve pride in place in the county/counties and build community resilience
  - enable local businesses to thrive and develop
  - reduce the barriers that county/counties residents face that are preventing them from moving into employment and education
- Please provide details of the specific project activities that will be delivered.
- Please provide details of the organisations that will be involved in the delivery of the project and their respective roles and responsibilities. Please explain whether they are current project partners and stakeholders or whether they will need to be procured and contracted.
- Please specify the potential beneficiaries of the project. This could include beneficiaries from a specific geographical location or beneficiaries from specific target groups. The project must not just be for the benefit of the applicant organisation. The project must demonstrate a wider benefit for the county's or North Wales region's residents, businesses, communities and the environment/public realm.
- Please describe the aims and objectives of the project (i.e. what it seeks to achieve).
- Please specify where in the county/counties the project will be delivered, this can be a specific location or county wide. The project needs to be delivered in the county, either as a stand-alone project or delivered in other local authority areas across the North Wales region.



UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES

---

**Applicant Experience and Capacity**

- Please state what experience the organisation has of delivering projects of a similar size and scale and of working in collaboration with any proposed partners. Please demonstrate that the organisation has the necessary resources, capacity and expertise in place to deliver the project within the UKSPF timeframe and the ability to comply with the rules and requirements attached to UK Government funding regimes.

**Financial**

- Please provide the Total project cost and Total UKSPF grant requested.
- Please provide a breakdown of the grant requested for Year 1 (2023/24) and Year 2 (2024/25), in terms of Revenue and Capital.
- Please list the amount and source of any match funding that has been secured or applied for. Please specify the date the match funding was secured or when a decision is anticipated. Only cash match should be included, in-kind contributions (such as staff and volunteer time, provision of goods and services etc) will not be considered. Match funding is not essential but is encouraged.
- Please provide details of any retrospective costs incurred (from 1st April 2022) that will be claimed. Please explain why this is necessary. Only costs that have been directly incurred by the project and that have been procured in accordance with the UKSPF rules and requirements will be eligible for retrospective funding.
- Please provide a breakdown of expenditure under the various categories of spend. This could include construction costs, service delivery costs, staff costs, organisation overheads
- Please explain how the project budget has been calculated. This could include the provision of supplier quotes and estimates or example costs used from similar projects that have been delivered.

**Strategic Fit**

- Please demonstrate how the project addresses the priorities of relevant local plans and strategies and how it aligns with other existing or intended activities and initiatives being delivered in the county. The project must not duplicate services, activities or facilities that are currently in existence. It can however add value to, or complement, existing provision. Please refer to the relevant local authority websites for further information and for key documents such as Council plans, Wellbeing plans, and Economic Development or Regeneration strategies.



**UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES**

---

- Please demonstrate how the project addresses the priorities of relevant regional and national plans and strategies.
- Please provide details of any consultation undertaken or engagement with potential beneficiaries, stakeholders and partners. Please specify the outcome of this consultation and explain how it has influenced the development of the project. Engagement that reflects the sustainability principles of the Well-being of Future Generations (Wales) Act 2015 is recommended. Those projects that demonstrate strong local collaboration and engagement will be scored more favourably.

**Project Milestones**

- Please specify the key milestones and the dates by which these will be achieved or completed. This could include the appointment of staff, contractors or service deliverers, the various stages of a construction project, stages of activity delivery etc. The delivery plan will be used to monitor and track the progress of the project.

**Multi Local Authority Applications**

- If delivering in more than one local authority area, please indicate how the project costs and outputs will be distributed (% is acceptable at this stage).

**Subsidy Control**

- Please state whether any elements of the project involve the provision of a subsidy. The project will need to consider whether the proposed activities meet the four subsidy characteristics and thus considered to be a subsidy. If the project is considered to be a subsidy, it will need to demonstrate compliance with the subsidy control principles. Please refer to the UK Government Subsidy Control Regime website for further guidance.

<https://www.gov.uk/government/collections/subsidy-control-regime>

**Welsh Language**

- Please state whether the organisation has in place a Welsh Language Policy or Statement. A copy of this may be requested.
- Please state whether the project can deliver all services and/or materials bilingually (English and Welsh). If not, please explain why this is not possible/applicable.



UK SHARED PROSPERITY FUND (UKSPF) : NORTH WALES  
STAGE 1 APPLICATION – GUIDANCE NOTES

---

**Net Zero**

- Please explain how the project addresses the UK Government’s and Welsh Government’s Net Zero ambitions and wider environmental policies and aspirations.

<https://www.gov.uk/government/publications/net-zero-strategy>

<https://gov.wales/net-zero-wales>

**Equalities**

- Please demonstrate how equality impacts have been considered in the development of the project, particularly in respect of the protected characteristics, the Welsh language and environmental sustainability. Please provide details of any measures that will be taken to address or alleviate these impacts

**For further information and guidance please refer to the following websites:**

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

[Conwy County Borough Council](#)

[Denbighshire County Council](#)

[Flintshire County Council](#)

[Gwynedd Council](#)

[Isle of Anglesey County Council](#)

[Wrexham County Borough Council](#)

[Ambition North Wales](#)

**Please note -**

The UKSPF funding is limited. Projects that best demonstrate how they meet local needs and priorities, address the aims and objectives of the UKSPF Prospectus and provide significant value for money may be prioritised.

Successful applicants will be invited to submit a Stage 2 application which will require more detailed information concerning the project and about the applicant organisation.

Unsuccessful applicants may be able to reapply if sufficient UKSPF funding is still available in the county/counties where you intend to deliver the project.

Although the UK Government have announced the financial allocation for North Wales until March 2025, the funds to be provided every financial year are subject to confirmation annually. This will be reflected in the formal offer letter successful applicants receive and should be considered in planning your project.