



Funded by UK Government  Wedi ei ariannu gan Llywodraeth y DU



**UK Government Shared Prosperity Fund Community Multiply Grant
Application Guidance**

Data Protection

The information you provide on this form will only be used for the purposes of processing your UK Government Shared Prosperity Fund Community Grant application. To learn more about how the RCT Together Community Development Team will process personal information, please visit:

[Data Protection | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://www.rctcbc.gov.uk)

<http://www.rctcbc.gov.uk/serviceprivacynotice>

This guidance is to clarify and help applicants complete the application form.

Application Section	Guidance
Project Fit	<p>Must be delivered within Rhondda Cynon Taf County Borough Council boundaries.</p> <p>Projects will need to be meet the objectives of the UKSPF Communities and Place investment priority.</p> <p>The investment priority will enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level. The intention of this is to strengthen the social fabric of communities, supporting in building pride in place.</p> <p>The objectives are –</p> <ul style="list-style-type: none"> • 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 access to amenities, such as community



infrastructure and local green space, and community-led projects.

- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.

For further information please refer to the UK Government Shared Prosperity Fund here:

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

The objective of Multiply is to increase the levels of functional numeracy in the adult population across the UK. UKG have identified the following success measures for the whole programme at a national level:

1. More adults achieving maths qualifications / participating in numeracy courses
2. Improved labour market outcomes
3. Increased adult numeracy across the population.

In Rhondda Cynon Taf

The UK Government Shared Prosperity Fund has been made available to Rhondda Cynon Taf County Borough Council (RCTCBC) by UK Government to enable places to invest in capacity building and infrastructure support to restore community spaces and relationships and create the foundations for social, environmental, economic & cultural development at the neighbourhood-level.

RCTCBC has made a Community Multiply Grant available with the intention to:

- Increase adult numeracy across the population.

Projects must be delivered within Rhondda Cynon Taf Local Authority area and should contribute to one, or more of the objectives identified in the Rhondda Cynon Taf Corporate Plan; Working with our Communities 2024-2030. These are:



	<ol style="list-style-type: none"> 1. PEOPLE AND COMMUNITIES - <i>Supporting and empowering RCT residents and communities to live safe, healthy and fulfilling lives.</i> 2. WORK AND BUSINESS - <i>Helping to strengthen and grow RCT's economy.</i> 3. NATURE AND THE ENVIRONMENT - <i>A green and clean RCT that improves and protects RCT's environment and nature.</i> 4. CULTURE AND HERITAGE - <i>Recognising and celebrating RCT's past, present and future.</i> <p>To see a copy of the current Corporate Plan please go to www.rctcbc.gov.uk or click: https://www.rctcbc.gov.uk/EN/Council/Performancebudgetsandspending/Councilperformance/TheCouncilsCorporatePlan.aspx</p>
Who can apply?	<p>RCTCBC is making a Community Grant available to not for personal profit organisations, that are within the Third Sector and Community Groups, including Community Interest Companies and Companies Limited by Guarantee that can evidence they have a Constitution, or Governing Document; and a Bank Account in the name of the organisation with a minimum of 2 separate (unrelated) signatories.</p> <p>Currently Multiply commissioned providers within RCT are ineligible to apply.</p>
<p>How much can I apply for?</p> <p>What are the timescales?</p> <p>What can I apply for?</p>	<p><u>Lower-Level Award - £1,000 - £14,999</u></p> <p>Projects are revenue only.</p> <p>The Lower-Level Award application round will open on 10th June 2024 and close on 28th June 2024 at 5pm.</p> <p>The timescale for eligible spend / activity is 1st July 2024 – 31st December 2024.</p> <p>Projects must complete all financial transactions and activity by 31st December 2024.</p> <p><u>Eligible Spend – For example only:</u></p> <ul style="list-style-type: none"> • Project Resources



	<ul style="list-style-type: none"> • Equipment – e.g., small pieces of portable items such as kettle, urn, sewing machine with a value of less than £2,499. • Refreshments • Venue Hire • Community Engagement Activity costs - including external sessional staffing. • Energy Efficiency Audits • Low level remedial energy efficiency responses – e.g. – replacing light bulbs, radiator backing sheets, draught excluders. • Organisation salaries directly related to the activity/project – full financial payroll reports will be required if funding is granted for salary costs. <p><u>Non-Eligible Spend for example only:</u></p> <ul style="list-style-type: none"> • Utility running costs. • Project Management Fees <p>All applications will be assessed by a panel as part of a competitive process. Please refer to the Assessment Criteria document provided.</p>
<p>How will my application be processed?</p>	<p>You will receive an acknowledgement receipt upon submission of your application.</p> <p>All applications will be assessed following the closure of the application window by the assessment panel.</p> <p>You will be notified of the decision of the assessment panel within 10 working days.</p>
<p>Section 1 Contact details</p>	<p>This is the name of the person completing the application on behalf of the organisation. Address and contact details should be for the organisation, not personal data.</p> <p>This is the person who will be contacted at every stage of the application process.</p>
<p>Section 2 Organisation details</p>	<p>This is the name and contact details of the organisation.</p> <p>You should confirm if you have the relevant insurances and policies in place to undertake your project. We may ask to view these upon request so it's important that you have these readily available.</p>
<p>Section 3</p>	<p>These are the bank details for your organisation.</p>



Organisation bank details	You need to ensure the details here matches the evidence you submit with your application i.e. the same account number and sort code.
Section 4.a. Project Name	This is the name of the project you are applying for. This is usually different to your organisation's name.
Section 4.b. What do you want the funding for?	This is your project plan. Your project must meet the UKGSPF Multiply objective: <ul style="list-style-type: none"> • Increase adult numeracy across the population.
What are you planning to do?	<p><u>Assessment Criteria 2. Activities and Timescales:</u> <i>Provide details of activities that will take place and planned delivery dates.</i></p> <p>You must demonstrate how your activity will incorporate numeracy and/or mathematics.</p> <p>Potential Community Multiply activity could include a range of community activities. For example (but not limited to):</p> <ul style="list-style-type: none"> • Cooking Classes: Teaching basic cooking skills involves measurement, fractions, and proportion, making it a great way to learn numeracy while having fun in the kitchen. • Gardening workshops: Planning and designing a garden involves measurements and spacing for plants, calculating soil volume and estimating yields all of which require basic maths. • Craft Workshops: Many crafts like knitting, quilting and woodworking involve measurements and geometric shapes, providing opportunities to practice maths skills in creative setting. • DIY Home Improvement Projects: Activities such as building bird houses, contracting raised garden beds incorporate measurements, area calculations and budgeting. • Outdoor Exploration and Nature walks: Exploring nature's trails or parks can involve estimating distance, measuring tree heights, and identifying patterns in nature. All of which require numerical concepts. <p>The timescale for eligible spend / activity is 1st July 2024 – 31st December 2024.</p>
Section 4.c. Outcomes	You should give projections for the outputs and outcomes. Number of Enrolments – number of individuals



	<p>Individuals must be aged 19 or over.</p> <p>Individuals must be a resident of RCT.</p> <p>Individuals must self-declare to say that they have not achieved level 2 or equivalent in maths, or that any previous maths qualifications are no longer relevant e.g. due to length of time passed since completion.</p> <p>An enrolment form will be provided for successful applicants.</p> <p>Number of individuals completing a minimum of 2-hours activity - number of individuals.</p> <p>An activity register will be provided to successful applicants.</p> <p>Number of referrals to commissioned providers - number of individuals.</p> <p>A list of commissioned providers will be provided to successful applications for participants wants to progress in learning.</p>
<p>4.d.</p> <p>RCTCBC Corporate Plan</p>	<p>You should review the priorities and tick any that apply.</p> <p>To see a copy of the Corporate Plan please go to www.rctcbc.gov.uk or click here: https://www.rctcbc.gov.uk/EN/Council/Performancebudgetsandspending/Councilperformance/TheCouncilsCorporatePlan.aspx</p>
<p>Section 4.e.</p> <p>Climate Change</p>	<p>You should review the priorities within the RCTCBC Think Climate: Climate Change Strategy 2022-25 and say how your project will positively contribute to climate change and reduce carbon e.g. increasing energy efficiency, ensuring plastic-free delivery etc.</p> <p>"Think Climate" RCT CBC Climate Change Strategy 2022 - 2025</p>
<p>Section 4.f.</p> <p>Equal Opportunities & Welsh Language</p>	<p>You should say how your project will promote equal opportunities accessible to all & promote the Welsh Language e.g. Easy Read versions of information, sign language, provision of accessible toilet/changing places, ease of access and egress for people with disabilities, and welcoming participants in Welsh, Providing bilingual signs; having Welsh speaking staff on site; ensuring publications are bilingual, activities delivered in Welsh etc.</p>
<p>4.g.</p>	<p>We need to be confident that any grants awarded are going to be spent, delivered and evidenced promptly and accurately.</p>



<p>Proven Track record</p>	<p>You should tell us about previous experience of delivering grant funded projects successfully.</p>
<p>4.h. Permissions</p>	<p>We need to know that you have the necessary permissions in place to deliver your project. These need to be in place before you make your application.</p> <p>For example, if you currently lease a facility; do you have permission from your landlord to undertake the activity or make the planned changes?</p> <p>You will need to submit evidence of any permissions as an attachment with application form e.g., written confirmation from your landlord.</p>
<p>Section 5 Project Costs</p>	<p>In this section you need to provide details of costs for the financial year.</p> <p>Revenue expenditures are typically ongoing operating expenses that are used in the running of your project.</p> <p>Single revenue items to a value in excess of £2,499 can be considered. Where such items are included 3 comparable quotes must be submitted at the time of application. (Value between £2500 - £14,999)</p> <p>Capital expenditure is <u>ineligible</u> and relates to expenditure of a long-term nature, (the expenditure has value over a number of years), where assets are purchased, constructed or enhanced upon'.</p> <p>Put the total amount of the cost in each line and add the totals.</p> <p>The total cost may be greater than the total grant that you are applying for. If that is the case, you will need to say where the additional funding is coming from on the second financial table. You do not need to mention <i>in-kind</i> contributions.</p> <p>If your organisation is VAT registered, you will not be able to claim VAT.</p> <p>If your organisation is not VAT registered, then VAT is an eligible project cost.</p> <p>You must also provide details of any financial match funding you have applied for, in relation to this project/activity.</p>



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<p>How your grant will be paid</p>	<p>If your application is approved, you will receive an email notification and an offer letter with the detail of the grant and its Terms and Conditions. If you wish to accept the grant you will need to review, sign and return the Terms and Conditions. A payment will then be made into the bank account shown in the application form upon receipt of an invoice for the agreed amount of your offer letter.</p> <p>Payment will be made to your organisation in advance. Please be aware the grant may need to be refunded to the Council should the organisation or planned activity fail to comply with the Terms and Conditions and/or fail to deliver or evidence the outputs required and agreed.</p>
<p>Section 6</p>	<p>You will need to confirm whether you meet the definition of an enterprise. If the answer is yes to a) or b), you meet the definition of an Enterprise. Please read, complete and sign the declaration in the Subsidy Control – Minimal Financial Assistance section on the application form. If the answer is c) none of the above, you do not meet the definition of an Enterprise - please go to Section 7.</p>
<p>Section 7 Authorisation</p>	<p>The person completing your application plus one other authorised person from your organisation must sign and date the application before it is submitted.</p>
<p>Section 8 Checklist</p>	<p>This section is for you to ensure you have included all the necessary information before submitting your application.</p> <p>This is a competitive process. Please adhere to the word limit per section. Please provide all the information before 14th June 2024.</p> <p>Missing, inaccurate information, or exceeding word limits could result in your application being declined.</p>

If there are any further queries not covered in this guidance, please email spfrcbcommunitygrant@rctcbc.gov.uk or call 01443 425368.