

## **UK Shared Prosperity Fund and Rural England Prosperity Fund**

The First Application Round will run from 12 December 2023 to the 31 January 2024 and relates to expenditure in financial year 2023/24.

The Second Round opens on 29 April to 31 June 2024 and relates to expenditure in financial year 2024/25.

Projects must start within 4 weeks of the applicant receiving the grant award letter.

## **CHECKLIST for applicants to grant funding:**

**1. Before submitting an application, please ensure you have read and understood the information and terms in the SPF Scheme Document.**

**Incomplete applications will not be accepted.**

Applicants for the Local Business Support grant schemes will be directed to apply via the SPF-funded local business support service.

2. The UKSPF Grant Scheme document at 7.3 [Information to include in submission](#) provides details of requirements.

NOTE: You need to have read and understood the rules regarding Subsidy Control at section 6. Appendix 1: Grant Schemes, Additional terms – Subsidy Control, of the grant Scheme Document.

**You will not be able to complete an online submission** unless you have the following relevant documents available for upload to the online system:

- 2 sets of approved accounts
- Last 3 months bank statements
- Certificate of Public Liability Insurance / Indemnity Cover
- Certificate of Employees Liability Insurance/ Indemnity Cover
- Equality & Diversity policy
- General Data Protection Regulation (GDPR) policy (as per Data protection Act 2018)
- Safeguarding policy
- Governance/Constitutional documents

3. You will be able to complete pages of the application and save before submission. This allows you to return and complete pages of the application at a later time if required.

Key boxes in the application form will require you to have prepared answers to the following:

- the overall aims and objectives of your organisation and provision
- a summary of your project
- Evidence of need for your project
- brief but specific details of how the outcomes will be achieved.
- how you will monitor and evaluate outcomes.
- full costings for your grant application
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**Once submission is made there is no ability to amend the application again.**

4. On submission you will receive a reference number and a copy of your application by email. Please retain for future reference.

5. Decisions on applications will be made by the Dorset Council Grants Panel, which will meet every month to assess the applications. Applicants will be notified of decisions within two weeks of the Panel.

Should you have any further questions regarding the application process for the grant scheme please email: [sharedprosperityfund@dorsetcouncil.gov.uk](mailto:sharedprosperityfund@dorsetcouncil.gov.uk)