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UK Government



BRENTWOOD  
BOROUGH COUNCIL

## UK Shared Prosperity Fund (UKSPF)

Culture and Sport Grant Programme 2025-2026

### Information and Guidance Notes

May 2025

For all enquiries contact [UKSPF@brentwood.gov.uk](mailto:UKSPF@brentwood.gov.uk) or call 01277 312500

#### About UKSPF

The fund has been designed to support the UK Government's mission to proactively kickstart economic growth, help those being left behind and boost community cohesion across the UK. For further information please visit the [UKPSF Prospectus](#).

Brentwood Borough Council's UKPSF allocation for 2025-2026 is £327,146 and must be spent by 31 March 2026.

This grant programme will support one of Brentwood's chosen UKSPF themes, their subthemes and locally identified priorities.

Priority	
Communities and Place	
Theme	
Healthy, Safe and Inclusive Communities	
Subthemes	
Healthy: Improve Health and Wellbeing	Inclusive: Bringing Communities Together
Local priorities	
Sports facilities and participation	Arts, culture and heritage

Total that is available for each subtheme for this grant programme is as follows:

Subtheme	Capital	Revenue
Healthy: Improve Health and Wellbeing (Sports facilities and participation)	£30,000	£20,000
Inclusive: Bringing Communities Together (Arts culture and heritage)	£10,000	£40,000

Applicants can apply for funding for projects delivered between 1 August 2025 and 31 March 2026. Applications can be for either or both capital and revenue but must total between £6,000 and £12,000.

Grants will be paid 100% upon receipt of a signed grant agreement.

## **Who can apply?**

Any organisation with legal status. This may include local authorities, public sector organisations, arms-length bodies of government, higher and further education institutions, private sector companies, voluntary and community organisations and registered charities.

Your organisation must have its own bank account and formal articles, such as a constitution, terms of reference or purpose statement.

Sole traders can apply. They should include their Unique Tax Reference number on the application form where it asks for the Charity or Company Registration number.

If you are delivering a project as a partnership, a lead applicant organisation will need to apply.

Previous applicants and awardees may apply, but this must be for a new or significantly different phase of the previously funded UKPSF project. Priority will be given to new applicants.

Match funding is not required, however, some capital costs may require match funding as our definition of capital is considered as a minimum of £5,000.

## **Subsidy control**

It is possible that grants awarded under UKSPF will be deemed as being a subsidy.

Brentwood Borough Council intends to use the exemption of Minimal Financial Assistance (MFA), which allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements.

MFA is capped at a financial threshold, meaning no recipient can receive more than £315,000 over three years.

If approved, the applicant will be requested, as part of the grant funding agreement to declare that the cap hasn't been met.

More information is available on the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf)

## What can be funded?

Projects must support either of the subthemes and must deliver at least one of the following outputs or outcomes:

Healthy: Improve Health and Wellbeing (Sports facilities and participation)	
<b>Output</b>	<b>Number of amenities/facilities created or improved</b>  <u>Definition</u> -Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets. - Created means the amenity/facility did not previously exist. - 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.
<b>Output</b>	<b>Number of local events or activities supported</b>  <u>Definition</u> An event refers to planned activities. These should fall into the below categories: - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries. - Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action.
<b>Output</b>	<b>Number of organisations receiving grants</b>  <u>Definition</u> Organisations here will either be: - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid
<b>Output</b>	<b>Number of volunteering opportunities supported</b>  <u>Definition</u> This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.
Inclusive: Bringing Communities Together (Arts culture and heritage)	
<b>Output</b>	<b>Number of local events or activities supported</b>  <u>Definition</u> An event refers to planned activities. These should fall into the below categories: - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.

	- Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action.
<b>Output</b>	<b>Number of organisations receiving grants</b>  <u>Definition</u> Organisations here will either be: <ul style="list-style-type: none"> <li>- The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study.</li> <li>- An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation.</li> <li>- Grant means a cash payment by the project that is not repaid</li> </ul>
<b>Output</b>	<b>Number of volunteering opportunities supported</b>  <u>Definition</u> This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. <ul style="list-style-type: none"> <li>- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.</li> </ul>
<b>Outcome</b>	<b>Number of community-led arts, cultural, heritage and creative programmes as a result of support</b>  <u>Definition</u> Number of programmes started because of support provided by UKSPF grant. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage.

## Local priorities

In addition to meeting UKSPF subthemes, we would expect to see projects that support local strategic priorities:

### Relevant to Healthy: Improve Health and Wellbeing:

1. **Increasing access to sport and leisure opportunities** - for young people, older residents and/or those adversely affected by health inequalities.
2. **Improving mental health** through sport and physical activity.
3. **Encouraging more active travel** across the Borough.
4. **Improving local sports facilities** for the community.
5. **Increasing physical activity opportunities for residents with long-term conditions and disabilities.**

### Relevant to Inclusive: Bringing Communities Together

1. **Celebrating Brentwood** – promoting creativity, showcasing unique and individual cultures and making the most of local places and spaces.

2. **Connecting the Borough** – nurturing through culture. Creating and sharing arts in every corner of the borough, building on talent and touring, improving aspiration and health through creativity and the arts.
3. **Sustaining talent** – strengthening our existing arts scene, giving agency to local cultural organisations, upskilling our creatives and supporting our young people take the lead in their own creative practise.

#### **What UKSPF cannot fund**

- Paid for lobbying, entertaining, petitioning or challenging decisions, which means using the fund to lobby (via and external fir or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government, or political activity, including the receipt of UKSPF funding, or attempting to influence legislative or regulatory action.
- Activities of a political or exclusively religious nature.
- VAT reclaimable from HMRC
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties
- Payments for works or activities which the lead the local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Payments made in cash
- Contingencies and contingent liabilities
- Dividends
- Bad debts, costs resulting from deferral of payments to creditors, or winding up a company
- Expenses in respect of litigation, unfair dismissal, or other compensation
- Costs incurred by individuals in setting up and contribution towards private pension schemes
- More than one bid per applicant
- Retrospective bids (where work has already commenced prior to funding being awarded)
- Hospitality and catering (but volunteer refreshments are eligible)
- Organisational running costs (unless these are directly related to the project delivery) and ongoing costs incurred post project completion (such as maintenance of equipment or licenses/ subscriptions)
- Funding for projects outside of the Borough of Brentwood.

## **UK Public Procurement**

The UK Government expects all grant recipients to work within the UK public sector procurement rules. These are:

- For purchases up to £2499 you can make a direct award- ie you need to only have one quote
- For purchases of £2500-£24,999 you must have three quotes
- For purchases of service or goods £25000 and above you must undertake a tender, and this must include publishing the tender on Contracts Finder at <https://www.gov.uk/contracts-finder>

Please ensure that you are able to fulfil these before applying.

## **What is considered revenue and what is considered capital?**

Capital expenditures are usually one-off costs (over £5,000) of acquiring, improving or maintaining fixed assets which will be used to benefit the organisation over a long period of time. Items include:

- Purchasing property
- Improving property
- Purchasing equipment
- Purchasing a vehicle

Revenue expenditure is short-term, operational, day-to-day running costs of an organisation:

Items include:

- Salaries
- Rent
- Utilities
- Insurance
- Marketing

## **How to manage VAT**

Please note that as grant funded projects are not a usual business activity, the funding falls 'outside scope' of VAT. Therefore, the grant payment will be inclusive of all costs (including the VAT that you will pay on goods and services).

## How to apply

You may apply for both capital and revenue funding within a single application for either:

- Healthy: Improve Health and Wellbeing (Sports facilities and participation), or;
- Inclusive: Bringing Communities Together (Arts culture and heritage)

Applications will be made in a single-stage process:

Applications open	19 May 2025
Applications close	23 June 2025 (midnight)
Applicants notified of outcome	21 July 2025

## Full application form – summary of questions

### About your organisation

- Name of organisation
- Type of org
- Company, Charity or Unique Tax Reference number
- VAT reg number if applicable
- Address, postcode
- Lead contact name, position, email and phone number

### Your proposal

- Project title
- Start date, end date (between 1 August 2025 and 31 March 2026)
- For which subtheme are you applying?
  - Healthy: Improve Health and Wellbeing (Sports facilities and participation), or;
  - Inclusive: Bringing Communities Together (Arts culture and heritage)
- Please tell us the total cost of your project.
- How much are you applying for in capital and/ or revenue against your chosen subtheme?

**1. Describe your project. Tell us where it will be delivered, what you will be doing, who it is aimed at and how you will deliver it. Tell us why you feel it fits with the UKSPF subtheme (maximum 10,000 characters, including spaces)**

Here you should provide a detailed description of your project, what you want to do, how and why, clearly outlining why it fits with your selected UKSPF subtheme.

**2a. Please tell us which local priorities your project will support (tick all that apply)**

Tick the relevant boxes to show which local priorities your project meets.

**2b. Please tell us how your project will support the priorities you have selected (max 7,000 characters, including spaces)**

Tell us in detail how your project meets your selected priorities.

**3. How do you know that the community need or want this project? Have you talked with community and local partners, and if so, who? How have they helped you identify the need and shape the project delivery? (max 5,000 characters, including spaces)**

We would expect all projects to be developed with and shaped by communities or project beneficiaries. Tell us in detail who you have consulted and how they have helped to codesign your project.

**4. The UK Government and Brentwood Borough Council are committed to equality and diversity in all their work and funding. How does your approach and project support this? (max 3,000 characters, including spaces)**

Please tell us how you are engaging and including a diverse range of people in your project.

**5. How will your project operate sustainably: including minimizing environmental impact and carbon emissions as part of the project itself, or its delivery? (max 3,000 characters, including spaces)**

We expect all applicants to consider the environmental impact of their project. Please tell us about the steps you are taking to minimise your carbon footprint and environmental impact.

**6. How will you ensure your project has legacy past initial delivery? And if there are any ongoing costs, how will you manage these after the end of the project? (max 5,000 characters, including spaces)**

We are looking for projects that have a long-lasting impact on participants, communities and places. Please tell us how you will ensure that your project has a strong legacy or that it can continue to be delivered once UKSPF funding has been used.



**7. Setting up and delivering projects always has risks. Assuming you are awarded funding, what risks and challenges do you think you will face and how do you intend to minimise them? (max 5,000 characters, including spaces)**

Here you should outline the key risks and challenges you might encounter when delivering your project, detailing how will you ensure that you mitigate these as much as possible.

**8a. The UKSPF fund requires you to deliver specific outputs and outcomes as listed. Please tell us which ones will you deliver, how many, and how will you collect the data and evidence needed to confirm that you have delivered them**

Please indicate, on the table, which outcomes and outputs you expect to deliver and how you intend to do this. Outline how you intend to evidence your delivery.

**8b. We would expect all UKSPF funded projects to enhance health and wellbeing in the Borough. Please tell us how your project will do this and how this will be measured.**

**(You may have already provided some of this information in questions 1 and 2b. If so, please use this question as an opportunity to provide further detail (max 5,000 characters, including spaces)).**

Please detail how your project will improve health and wellbeing in the Borough. This may be for direct beneficiaries or wider communities. Tell us how you will measure and evidence this improvement.

**9. You will need to provide a report on project progress (including outputs and outcomes achieved) and financial spend at the end of the project. How will you ensure you have the time and expertise needed to do this? (max 2,000 characters, including spaces)**

We are required to provide reporting to DLUHC on the local impact of UKPSF and will request an end of project report from funding recipients. Please tell us how you will ensure this will be well managed.

#### **Supporting documents - budget, milestones and evidence**

**10. Please upload your completed budget and timeline template**

Use the upload tab to upload your spreadsheet.

**11. Please describe the process you will follow to procure external goods and services costing over £2,500 or over. Please upload evidence to this form i.e quotes or links to invitations to tender. (max 2,000 characters, including spaces)**

Here we need to see that you have understood UK Public Procurement rules as outline on page 4 of this guidance. Please upload evidence that you will be adhering to procurement rules.

**12. Please upload your valid Public Liability Insurance certificate and any other relevant insurances**

Use the upload tab to upload your insurance certificates.

**13. If you are working with vulnerable people, including children and young people, please upload your Safeguarding Policy/ Statement.**

Use the upload tab to upload your policy/ statement.

**14. If applicable, please upload your organisation's constitution or terms of reference.**

Use the upload tab to upload your constitution or terms of reference.

**15. Please upload any other evidence you wish to submit. This should include evidence of community need, relevant permissions, plans, photos, letters of support etc.**

Use the tabs to upload up to 3 additional documents. Additional documents above the upload limit can be email directly to [ukspf@brentwood.gov.uk](mailto:ukspf@brentwood.gov.uk) by the closing deadline. Please reference your application number when doing so.

#### **Data notice, consent and declaration**

Please read the data notice and confirm that you have provided correct information to the best of your knowledge.

**Example of completed Budget template tab (from template spreadsheet)**

<b>Name of organisation:</b>		
Brentwood Community CIC		
<b>Expenditure</b>		
		<b>Procurement evidence (please indicate either 'N/A', 'quotes' or 'full tender' and upload evidence as described above)</b>
<b>REVENUE - Detailed items</b>	<b>Cost</b>	
Young coach training	£850	N/A
Hire of temporary fencing x 4 events	£3,000	3 quotes secured
4 x basketball hoops @ £250 each	£1,000	N/A
4 x Team kits – 60 x £30	£1,800	N/A
<b>CAPITAL - Detailed items</b>	<b>Cost</b>	
Computer and printer	£6,500	3 quotes secured
<b>Total expenditure</b>	<b>£13,150</b>	

<b>Income and match funding</b>		
<b>Source</b>	<b>Value</b>	<b>Confirmed or Unconfirmed?</b>
Own funds	£500	Confirmed
Grants are us	£500	Unconfirmed
Coaching sessions – charge to participants	£150	Unconfirmed
<b>Total income</b>	<b>£1,150</b>	

<b>In-kind support</b>		
<b>Detail</b>	<b>Value</b>	<b>Confirmed or Unconfirmed?</b>
Volunteer coaches x 5 @£20 per hour for 30 hours each	£3000	Confirmed
Pitch hire – donated by leisure centre @£50 per hour x 30 hours	£1500	Confirmed
Volunteer coaches x 5 @£20 per hour for 30 hours each	£3000	Confirmed
<b>Total value of in-kind support</b>	<b>£7,500</b>	

<b>USKPF Grant requested (must total between £6,000 and £12,000)</b>	<b>Value</b>
Culture - Revenue	£
Culture- Capital	£
Sport- Revenue	£5,500
Sport- Capital	£6,500

**The total of your income + your UKPSF request should balance your expenditure.**

**Example of completed timeline tab (from template sheet)**

	2025					2026		
<b>Delivery</b>	<b>August</b>	<b>Sept</b>	<b>October</b>	<b>Nov</b>	<b>Dec</b>	<b>January</b>	<b>February</b>	<b>March</b>
<i>ie</i> Recruitment of workshop facilitator								
Create promotional materials								
Purchase key equipment								
Advertise for coaches								
Recruit young people								
Training								
Tournament								
Young coach courses								
Fundraising for future sessions								
Young coach led sessions								
Awards event								