



**Funded by
UK Government**



**UK SHARED PROSPERITY FUND DUNDEE
APPLICATION GUIDANCE**

**PEOPLE AND SKILLS
S37: Green skills courses**

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| Invitation to bid opens | 10am on Monday 18 th March 2024 |
| Invitation to bid closes | 4pm on Friday 5 th April 2024 |
| Minimum application level | £10,000 |
| Maximum application level | £100,000 Grants of over £100,000 may be awarded in exceptional circumstances. If your projects costs are over £100,000, please contact DCC’s funding team for an initial conversation – externalfunding@dundeecity.gov.uk |
| Match funding | Not a requirement but applications with match-funding may be considered more favourably. |
| Timing | Projects must be completed before 31 March 2025. |
| Application process | Apply via the online portal . Applications submitted late or via any other method will not be accepted. Please ensure you read the full guidance before submitting your application. |

Intervention Specific Guidance for S37 – Green Skills Courses

Intervention overview

The UKSPF allows local areas to develop programmes that support demand for skills in the local economy, and particularly those focusing on the delivery of green skills. The UKSPF Prospectus indicates that funding can be used to support local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision, by providing new courses, additional volumes, different routes to skills etc. This should be provision that is supplementary to provision available through national employment and skills programmes.

The UK Government identified a range of interventions, which includes:

- S37: Green Skills Courses – to ensure that we have the skilled workforce to support the Just Transition to a net zero economy and climate resilience, with a particular focus on vulnerable or low-income groups who will be disproportionately affected by climate change.

Examples projects outlined in the UKSPF Prospectus include:

- Increased number of people developing their skills to deliver local environmental priorities.
- Skills provisions with regards to the Climate Emergency Skills Action Plan priority sectors.
- Additional resources to support colleges, training providers and employers to adapt existing training.

Green Skills/Jobs

The Scottish Government declared a climate emergency in 2019 and set the target to reach zero greenhouse gas emissions by 2045 and a 75% reduction by 2030. In response Skills Development Scotland published the [Climate Emergency Skills Action Plan \(CESAP\)](#). The work identified three different categories of green job:

- New and emerging – completely new roles based on new technologies.
- Enhanced skills and knowledge – significant changes to the work and skills requirements of existing occupations. For example, plumbers/heating engineers will need to have the skills to install/maintain new heat sources and mechanics will need skills to support the growth in electric vehicles.
- Increased demand – the impact of green economy activities can increase employment demand for some existing occupations. For example, as the development of wind turbines grows more welders are needed.

The CESAP study identified that 32.1% of green jobs are in professional occupations, with 19.6% in skilled trades occupations. New and emerging green jobs tend to be dominated by engineering occupations and increased demand jobs have a high presence of skilled trades and operatives. There needs to be a recognition that jobs in both new industries and traditional non-green industries can be classified as green (or greening) as the economy moves toward net zero.

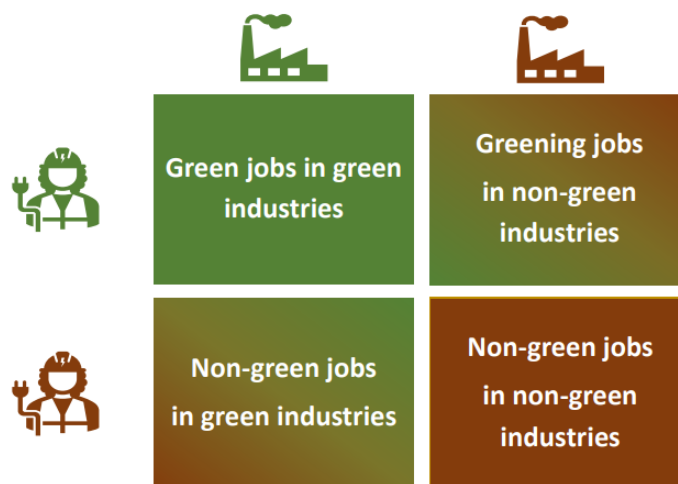
The research estimated that more than one-quarter (25.7%) of all jobs in Scotland were in the Enhanced Skills and Knowledge category, one in ten (9.9%) were Increased Demand, and 4.3% were New and Emerging. This means that for every one job in New and Emerging, there are two jobs in existing occupations that we will need more of, but six jobs that already exist that need new skills to adapt to the implications of the transition to net zero. This highlights the critical role of upskilling in meeting the transition to net zero.

The report identified the following need in key CESAP sectors:

- **Energy and Waste Treatment:** more than 12,000 people will be need to fill emerging jobs as skilled workers retire, with support needed to transition the workforce from high carbon intensive to low carbon intensive forms of energy production and the demand for new skills will grow as new and emerging technologies such as hydrogen production come to fruition.
- **Construction:** the sector plays a key role in heat decarbonisation leading to significant demand for new workers and new skills – anticipating a total requirement of 21,700 people to meet demand by 2025 This includes the upskilling and reskilling of the current workforce to develop the necessary skills for retrofitting and installing net zero heating systems; an ageing working force and reduced access to migrant labour and shortages in key trades including plumbers, electricians and retrofit co-ordinators.
- **Transport:** the sector is expected to be subject to significant demand for changing skills because of the drive to ULEV infrastructure and EV cars increases; requirements for training new and reskilling existing workers on the maintenance and repair of ULEV vehicles; with up to 65,000 people needing to undertake training to support the uptake of electric/hybrid vehicles.

- Manufacturing (including engineering):** need to reduce the manufacturing sectors reliance on fossil fuels. The challenge of an ageing workforce and the reduction of migrant labour will see replacement demand for 6,900 people up to 2025; shortages of workers trained in key trades required to support decarbonisation in the sector such as welders, fabricators and engineers and significant upskilling and reskilling to allow workers to adapt to new ways of working that supports the decarbonisation of the sector.

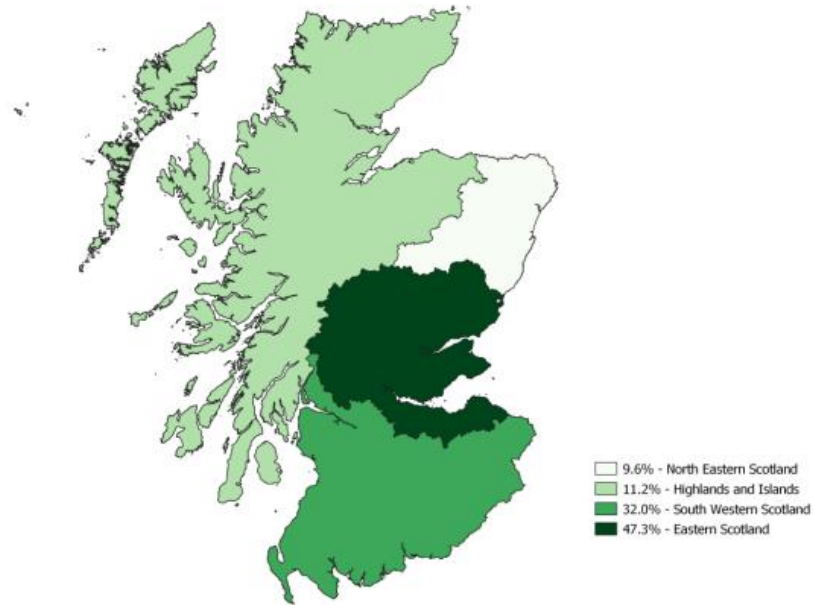
Figure 2.1: Four types of jobs that need to be recognised in estimates of the extent of green



Source: [SDS - CESAP](#)

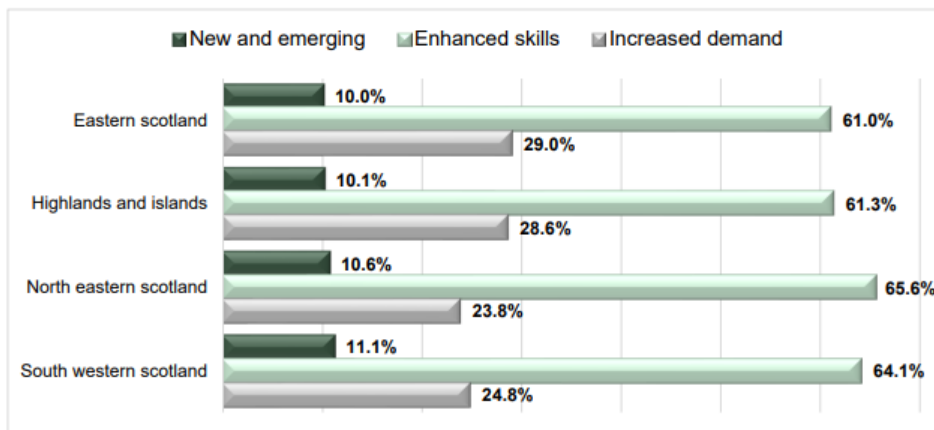
The growth of the low carbon/sustainability/clean growth/net zero sector is a key opportunity to create jobs and economic growth, but there is a need to ensure that people have the necessary skills to support that growth. The opportunity to provide access to clean growth training for young people, attract new entrants to the exciting job opportunities in the new low carbon economy while providing equality of opportunity to our region's citizens is to be supported. There is a recognised shortage in terms of green skills and programmes to address the future green skills needs of key sectors, from construction, to energy, transport and low carbon. Working together with partners across the region, there is the potential to develop a strong clean growth/green skills proposition, attracting investment across the sector.

Figure 5.6 Proportion of all green job vacancies by Scottish NUTS2 region, February 2019 to January 2022⁴⁸



Source: IER

Figure 5.7: Green job vacancies within Scottish regions by green job category, February 2019 to January 2022



Source: IER

The report highlights that the current number of green jobs is significant but that there are also many non-green jobs in Scotland and attempts need to be made to encourage sectors to start greening. If a just transition is to be realised more also needs to be done to address the under-representation of female workers in green jobs and encouraging younger workers into green jobs.

Dundee City Council's Net Zero Transition Plan 2024-2030

In December 2023, Dundee City Council took an important step towards a sustainable future after councillors approved the Council's Net Zero Transition Plan – a strategic commitment aimed at making the council net-zero by 2038. The Plan positions Dundee City Council as a leader in the transition to a low-carbon and climate-resilient body organisation. It is centred around lowering emissions from buildings, streetlighting, fleet, business & service travel, and waste produced by the Council.

The Plan highlights the need for the current and future local workforce to have access to green skills training. This is partly due to many of the jobs and skills that exist today will be redundant in the future as technologies change, for example, increased renewables, electric vehicles and digitisation of services. The Plan also commits to relevant targets and actions, such as identifying opportunities for future employability skills and retraining the workforce, equipping young people with the skills to partake in the green economy and to develop green technology, and in partnership working to develop the skills for the low carbon transition jobs of the future.

Applications should clearly outline how they will support the Council and the city in delivering these targets and activities.

Green Skills Intervention

The aim of the Green Skills intervention is to enable local people/SMEs to access the skills required to develop careers in the low carbon/green sector and for companies to have access to the skills required to grow and adapt their business as we move towards a net zero economy.

The challenge fund is seeking bids that will deliver green skills training to local people keen to access a career in the low carbon economy or to advance their career prospects and supports the needs of local companies to reskill and upskill staff. This could for example be short courses (full or part-time) or the development of micro credentials with a focus on green skills. Pilot programmes will also be considered. Projects that support the specific skills requirements of local SMEs will also be considered and projects engaging with employers to address the need to upskill or reskill to support growth are also sought.

Potential clients could include:

- Those not in work but looking to move into the green sector through reskilling or upskilling
- People in work seeking to enhance their skills
- Employers seeking to ensure they have the skills needed to grow their business.

This funding is not aimed directly at individual SMEs seeking to upskill their staff, but rather at contractors/organisations who can deliver skills to multiple SMEs. However, consideration of existing programmes of support, such as the new Tay Cities SME Skills fund ([Tay Cities SME Skills Fund \(dundeeandangus.ac.uk\)](https://dundeeandangus.ac.uk)) and programmes already delivered by colleges and training providers must be evidenced in any application. We cannot duplicate existing activity, but can add value e.g. enhance the courses, increase the number of places available or create new programmes / access routes.

Priority will be given to projects that address the need to green jobs in green industries and greening jobs in non-green industries, alongside the key sectors identified in the CESAP report – energy, transport, construction, and manufacturing.

An understanding of the local economy and national skills needs will be important.

Outputs and outcomes

S37 Outputs include but are not limited to:

- Number of people supported to gain employment
- Number of people achieving a qualification

S37 Outcomes include but are not limited to:

- Number of people in education/training
- Number of people in employment, including self-employment, following support
- Number of economically active individuals engaged in mainstream skills education and training
- Number of SMEs with enhanced access to skills to green their business

Applicants must select which of the outputs and outcomes the project will achieve. You must also provide a baseline figure in order that progress can be measured in achieving the outcomes and outputs.

Applicants can also identify their own outputs in addition to those listed above if there are additional deliverables.

Background to the UKSPF in Dundee

Introduction

The UK Shared Prosperity Fund (UKSPF) has been developed as part of the UK Government's Levelling Up Agenda, to act as a replacement for the EU Structural Funds post-Brexit. It will provide £2.6 billion of investment across the UK by March 2025, with each lead authority receiving a direct allocation over 3 financial years. It aims to enable truly local decision-making and better target the priorities of places within the UK. Dundee City Council as the Lead Local Authority has received an allocation on behalf of the city and will manage its distribution across the themes for the duration of the full UKSPF programme. An Investment Plan which was submitted to the UK Government was approved in December 2022.

An overview of the UKSPF Programme can be found on the UK Government [website](#).

Who can apply?

All legally constituted organisations with experience of delivering green skills training or accessing green skills training. Organisations must have been in existence for at least 12 months to apply.

Organisations must be appropriately constituted, partnership agreement/Memorandum of Understanding/Statement of Purpose and have a bank account (in case of a partnership, one organisation/partner must be designated as the account holder and have a relevant bank account). If you are a new group, you will need a statement of purpose and a bank account in the name of the group. Public Sector Body applications must be approved by the relevant Chief Officer. Due diligence will be undertaken for all applicants.

What type of projects are eligible?

Projects must take place within the Dundee City Council area and must incur some financial spend in the financial year 24/25 and should be delivered before 31 March 2025.

Eligible costs

Eligible costs could include the delivery of training; venue hire; participant support; marketing; small scale equipment purchases.

The following costs should not be included in UKSPF interventions:

- Paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) 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
- Payments for activities of a party 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 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
- Contingencies and contingent liabilities
- Dividends
- Bad debts, costs resulting from the 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 contributing towards private pension schemes

Process for Awarding Funds

All projects which meet the basic criteria for this Challenge Fund will be taken before an Investment Panel of three assessors including at least one representative from Dundee City Council as the Lead Local Authority and one representative from the relevant sector with knowledge of the type of projects that would achieve the best outcomes in Dundee. These panels will assess the applications and make recommendations on which projects should receive funding.

Successful applicants will be required to sign a Grant Offer Letter from Dundee City Council which will include several stipulations relating to monitoring and evaluation of your project, including financial claims showing expenditure through to bank statement. You will be required to provide regular project updates to Dundee City Council Monitoring Officers and attend scrutiny meetings as required throughout the lifetime of the programme. You will also be required to evaluate your project to ensure that the proposed outcomes have been met.

If the award is considered a subsidy under the Subsidy Control Act 2022, then we may seek further information from you in order that we can legally award the grant.

How will funds be distributed?

Each successful project will be required to sign a grant offer letter with Dundee City Council outlining the proposed milestones for the project, reporting requirements and how the grant will be paid.

How to complete the online application

Please answer all questions directly in the online application form, do not attach any supplementary information. When completing the application please assume that the Assessment Panel who will be scoring bids has no prior knowledge of your organisation or proposal therefore outline as clearly as possible the need for the project, why your organisation is best placed to deliver the project, the proposed outcomes/outputs and how your project will deliver the aims and objectives of the UK Shared Prosperity Fund and local, regional and/or national strategies.

Initial Questions

This section will act as a gateway to ensure your project meets the required criteria and is therefore eligible to apply for funds from the UK Shared Prosperity Fund Dundee. There are two Yes/No

questions in this section. Applicants must be able to answer Yes to both or their project will not be eligible for UKSPF Dundee funding.

Applicant Information

Applicants should complete this section with as much information as possible. When identifying a main contact person please consider who would be the most appropriate person to receive correspondence regarding the UK Shared Prosperity Fund within your organisation.

Project Summary

In this section, include the project title and start and end dates. Confirm which geographical location(s) your project will operate in by stating which ward(s) that will be. Multiple selections are allowed here.

There is also a short section (approx. 200 words) to provide a high-level summary of your project. This information may be used to promote your project and to report back to the UK Government on the projects that are being funded by the UK Shared Prosperity Fund in Dundee. Please also enter what your project costs will be, along with how much you are requesting from UKSPF Dundee.

Project Information

This section is divided into several different questions and is where you have an opportunity to explain the rationale behind your project, what it will deliver and what it will achieve as a result of the funding. Please try and answer concisely, ensuring that the relevant points are covered, while keeping within the suggested word count.

What will your project deliver? What will you do with the funds? (600 words)

Please state exactly what you aim to deliver with your project. Be specific, what activities will you deliver? Will you recruit staff to deliver the activities described? The more information you provide, the more accurately we will be able to assess your application. Explain your activities, deliverables and timeline. It should be concise and clear and refer specifically to the scope of your project and what the funding will be spent on. You will have the opportunity to explain the need and rationale of your project in follow-up questions.

What is the need for your project and how have you identified it? Please provide evidence of the need (600 words)

In this question we want to understand why your project is needed. A strong application will support this with qualitative and/or quantitative data to demonstrate the need and may be based on evidence provided through community engagement or direct interaction with the relevant client or user group. We also want to know how your project will fill existing gaps within service provision in the city and what steps you will take to ensure that your project is not duplicating existing activity or funding.

Outline how the project addresses key skills gaps in the green economy; providing an overview of the skills to be delivered ensuring they meet the need for green skills and insight into the client groups being supported (600 words max)

Outline the skills that your project aims to deliver and provide evidence of the need for the skills/training proposed and how the project will deliver on this. What sector will your project support? Will you focus on any specific client group e.g. in work, female, young people or will your project be generic to all?

Outline how your project avoids duplicating existing activity and/or adds value to existing activity e.g. enables more people to access the training programme (600 words max)

Applicants should provide evidence of previous delivery in relation to green skills. Applicants should provide evidence that their proposals address a gap in current delivery, target a different audience, or add value to existing programmes. How will your project integrate into existing offerings.

Please explain how you will attract Dundee residents/companies to engage with the programme of training/upskilling/reskilling that you propose (600 words max)

Applicants should provide an overview of how they reached the client numbers proposed and their marketing/engagement approach to ensuring these targets are met.

Explain how your project fits with local, regional and national strategies (600 words)

Strong applications will explain how the project and activities to be delivered fit within the UK Shared Prosperity Fund and Levelling-Up objectives as well as relevant local, regional and national plans.

Explain how your project fits with the intervention? (600 words)

The aim of the Green Skills intervention is to enable local people/SMEs to access the skills required to develop careers in the low carbon/green sector and for companies to have access to the skills required to grow and adapt their business as we move towards a net zero economy. How will your project achieve this aim?

Experience and capability of delivering similar projects? (600 words)

Please describe your organisational experience of delivery of similar scale projects and grants, related to the intervention that you are applying too. Be specific, what have you delivered, what were the budgets available to you and how successful were you in achieving your aims and objectives. Please also describe your experience of submitting financial claims and providing timely monitoring reports in line with funders' timescales and guidance. Please also provide any additional information that will help us to understand your ability to deliver including, but not limited to:

- Links with the local community/previous engagement with the relevant user group
- Skills knowledge and expertise of your project delivery team
- Assets and resources that you have available including space, buildings, equipment etc.

What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community? How will these be counted and measured (600 words)

The outputs and outcomes for each intervention can be found in the [UKSPF outputs and outcomes guidance](#). Answer this question by providing some details about the expected outputs and outcomes that you anticipate your project will achieve. Consider the benefits for the individuals and organisations involved in the project, and the positive impact it will have on the wider local community. Provide details on how these will be counted and measured.

Please explain how UKSPF funding will support the future sustainability of your sector, your organisation and the medium to long-term impacts/legacy of the investment. (600 words)

Explain the medium to longer term positive impacts the UKSPF grant will have for your organisation and sector (if any). Will the project also benefit other Dundee-based organisations in your sector? Consider the impact on team experience, reputation, service quality, increased users, productivity, assets etc.

If the requested UKSPF grant is for a short-term or temporary projects, explain how the investment will add value to your organisation, which in turn will support its sustainability. Examples could include increased outreach, productivity, improved customer experiences, brand identity, or experience gained in delivering something new.

Please use this space to provide any further information you feel is relevant to your application or to continue responses to previous questions where you have reached the word limit. (600 words)

Feel free to use this box to provide additional information which may be relevant to your application and was not covered by the previous questions.

Provide information on your organisation/group's fair work practices (300 words)

As Dundee City Council is committed to supporting the Fair Work Agenda, please provide some details about your organisation or groups fair work practices. This could include, being a Living Wage Employer, providing adequate job security for employees or providing an inclusive and diverse environment for people to work in.

Checklist

In order to complete your application, you must confirm that you have:

- Read and understood the UKSPF Dundee S37 Challenge Fund Guidance
- Completed the application supplementary information by selecting relevant outputs/outcomes
- Completed the application supplementary information by providing details on budget and costs
- Completed all the questions in the online application form

Data protection

This section contains a link to the [UKSPF Privacy Statement](#) which explains what we do with the personal data you provide.

Declaration

Please read the declaration and tick the box to accept the conditions and acknowledge that you have read and agree to the Council's [UKSPF Privacy Statement](#) as well as confirming that you have the authority within your group or organisation to submit this application.

Once you submit your application, you can print a copy of your answers for your own records. Once you press 'submit' you will receive a message confirming your application has been received. Click on the three dots on the top right hand of the page and you will have the option to print the document or save it as a PDF.

How to fill out the Application Supplementary Information

Outputs & Targets

You will be required to submit details of your project's outputs and targets in the separate Excel sheet. This form allows you to add in the pre-determined outputs and outcomes your project will achieve. Select the output/outcome, add the target figure and add the baseline. A project baseline is the starting point for your project. For example, if it is a brand new project the baseline target figure will be zero. You can also add your own additional outputs and outcomes in the 'free text box' if relevant.

Applicants should feel free to specify any other outputs and outcomes that they think are appropriate and will be delivered by the project, but the application will be assessed based on value for money in terms of the specific outputs and outcomes.

Applicants are encouraged to be as realistic as possible, targets that are deemed unattainable will not be looked on favourably as the targets specified here will form the basis of the monitoring and

evaluation of your project. Similarly, projects deemed unambitious will likely not score highly with the investment panel. We encourage applicants to give serious consideration to this section and identify appropriate targets.

Budget & Costs

You will be required to submit details of your project's budget in the budget tab of the Excel document. Applicants must specify the amount that they are requesting from the UK Shared Prosperity Fund as well as how much match funding they have available from other sources (if required and bearing in mind match funding may have a positive impact on value for money). Applicants must also specify what the other sources are, i.e. own funds or other funding pots (name the funder).

Applicants are asked to provide a cost breakdown showing what the funding will be spent-on, i.e. staff, materials, venue hire etc. Please be as accurate as possible when providing this information.

If your organisation is providing in-kind funding to the project there is a section that will allow you to provide further details of what that will entail. This may be particularly useful for smaller organisations who are unable to provide direct match-funding for the project.

State Funding

As the Lead Authority in administering Dundee's allocation of the UK Shared Prosperity Fund, Dundee City Council has several obligations under the UK's Subsidy Control Act legislation. To that end, applicants are asked to answer Yes or No to a question on whether they have received any state funding within the last three financial years. This is any funding that has come from any local, regional or national public body including the European Union.

Any applicant answering Yes to this will be required to provide further information on the date, amount and source of the funding. If multiple awards were received, then multiple records should be provided. This information will be assessed by officers at Dundee City Council and if your application is deemed to constitute a potential subsidy, they will contact you to request further information.

Please note that this will not be held against your application and will not be considered positively or negatively in scoring your application. It is a requirement in line with Dundee City Council's obligations under the UK Subsidy Control Act and applicants are asked to provide the information requested as accurately as possible.

If information comes to light later that was not presented at this stage, applicants may be found to be in breach of the funding conditions and appropriate action will be taken at that stage, including exclusion from the challenge fund process, withdrawal of any funding offer or clawback of any funding allocated.

There are a small number of legal routes to award a subsidy, including Minimal Financial Assistance or by undertaking a [subsidy control principles assessment](#). If an organisation has had more than £315,000 of public funding in the last three financial years, then the grant cannot be awarded under Minimal Financial Assistance (if the grant is considered a subsidy) and an alternative route will need to be identified. This may mean it takes longer to prepare the grant offer letter as we identify an appropriate route for delivery. If it is necessary to offer the grant as a subsidy we may contact you for further information.

Once you have submitted your application via the online portal, you must send the completed Application Supplementary information to externalfunding@dundeecity.gov.uk

Further Information

[UK Shared Prosperity Fund: overview \(1\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: reporting and performance management \(3\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: monitoring and evaluation \(4\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: subsidy control \(7\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)

[UK Subsidy Control Statutory Guidance](#)

[SDS Climate Emergency Skills Action Plan 2020-25](#)

[Dundee Climate Action Plan](#)

[Dundee City Council's Net Zero Transition Plan 2024-2030](#)