**UKSPF Dundee Application Questions**

**S37 – Green Skills Courses**

The following questions are those which must be completed when applying to UKSPF Dundee – S37 Green Skills Courses. This document is to allow applicants to prepare their answers before applying via the online application form.

This is not an application form. Bids must be submitted via the [online application form](https://www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/the-uk-shared-prosperity-fund-ukspf).

**SECTION 1**

**Initial Questions**

The UK Shared Prosperity Fund Dundee is exclusively for projects which are to be delivered within the Dundee City Council boundary. Any activity which takes place outside the local authority boundary will not be considered for funding. It is advised that applicants refer to the Intervention Guidance and Scoring Criteria when completing this application.

Prior to submitting an application form we request applicants register their interest by email. Please send a short email to [externalfunding@dundeecity.gov.uk](mailto:externalfunding@dundeecity.gov.uk) stating: the name of the group/organisation applying, which intervention you are applying to, the total amount applied for and a very short description of the project.

As soon as you have registered your interest, feel free to complete the application form.

Will your project have spend in the year 2024/25 and be complete by 31st March 2025? (Yes/No)

Please confirm that all spend will take place within the Dundee City Council Boundary (Yes/No)

**SECTION 2**

**Applicant Information**

Applicant organisation name:

Name of main contact:

Contact telephone number:

Email address:

Organisation registered address:

Website (if applicable):

Company Registration Number (where relevant):

Charity Number (where relevant):

Please confirm the type of organisation:

* Private company
* Registered Charity/Community Interest Company/SCIO
* FEHE
* Local Authority
* Other (please specify) *Enter text*

**SECTION 3**

**Project Summary**

Project title:

Project start date:

Project end date:

Project summary (200 words)

Total project cost:

UKSPF funding requested:

In which ward(s) will your project operate? (Multiple selections possible)

* Coldside
* East End
* The Ferry
* Lochee
* Maryfield
* North East
* Strathmartine
* West End
* All wards

In which postcode will your project mostly take place?

**SECTION 4**

**Project Information** *(please keep to the word count)*

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| **What will your project deliver? What will you do with the funds?** (600 words max) |
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| **What is the need for your project and how have you identified it? Please provide evidence of the need** (600 words max) |
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| **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 provide insight into the client groups being supported** (600 words max) |
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| **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) |
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| **Please explain how you will attract Dundee residents/companies to engage with the programme of training/upskilling/reskilling that you propose** (600 words max) |
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| **Explain how your project fits with local/regional/national strategies** (600 words max) |
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| **Explain how your project fits with the intervention?** (600 words max) |
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| **Please provide detail on your experience and capability in delivering similar projects** (600 words max) |
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| **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 max) |
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| **Please explain how UKSPF funding support will the future sustainability of your sector, your organisation and the medium to long-term impacts/legacy of the investment** (600 words) |
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| **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) |
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| **Provide information on your organization/group’s fair work practices** (300 words) |
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**SECTION 5**

**Checklist**

Please confirm that you have:

* Read and understood the S37 Intervention Specific 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 application form

**SECTION 6**

**Data Protection**

What we do with the personal data you provide ([Link to privacy statement](https://www.dundeecity.gov.uk/service-area/city-development/uk-shared-prosperity-fund-ukspf-privacy-statement))

**SECTION 7**

**Declaration**

I confirm that:

* I am authorised to make this application on behalf of the above business and that the business operates in the Dundee City Council Local Authority area.
* I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business.
* I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making.
* I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated.
* I understand that I am required to notify the Local Authority if I am applying any material changes to the project that may affect the eligibility of my business to receive future payments.
* I confirm that I have read and accept the Privacy Notice.
* Once I submit this form, I will send the Application Supplementary information to [externalfunding@dundeecity.gov.uk](mailto:externalfunding@dundeecity.gov.uk)

I declare that I have completed this form accurately to the best of my knowledge *(add name)*

*Signature*