

# **UKSPF Sustainable Community Places and Spaces Grant**

Application guidance and additional information  
booklet

## Overview

South Ribble Borough Council's Community Development team have been allocated £98,339 to support local organisations improve community places and spaces.

The objectives of the project are to:

- Assist in creating a sense of local pride and belonging, investing in activities that enhances physical, cultural, and social ties and access to amenities, such as community infrastructure and local green space, through community-led projects.
- Build 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.

The priority of the grant scheme is to provide financial aid that will enable local communities and groups to:

- Improve assets with a view to climate change
- Improve local green or open spaces
- Improve access and/or use of facilities
- Provide sustainability for assets, which will serve the community long term

This one-off community grant fund programme will support organisations to further enhance and sustain facilities, to help provide services that support the local community. The maximum available award is £20,000 with no minimum grant limit to ensure organisations with smaller projects can be supported within this grant scheme.

## Projects

Projects supported by the scheme should be innovative and creative, addressing local needs and clearly demonstrating the difference the project will make to local people and communities. Bids may address gaps in services or complement and enhance any existing offer.

Projects should be about helping organisations to grow, deliver more and /or expand its facilities to benefit communities across the borough. Applicants will need to show they can deliver a lasting legacy for our residents and communities, enhancing the life of people in South Ribble and supporting better outcomes.

Applications should clearly demonstrate what the project is, how the funds will be used and what will be achieved long-term. You should be mindful that your project will need to be

completed by March 31 2026. We realise that some projects may be delayed due to waiting for other funding, contractor availability and/or weather, if your project overruns, or you come across any barriers we may be able to support you with, you should let us know as soon as possible.

## Eligibility Criteria

To be considered for funding, applicants must:

- Be based or working within South Ribble. This means delivering services open to residents of South Ribble locally.
- Be a registered charity, voluntary, community, faith, or social enterprise sector group/organisation.
- Organisations that are not eligible include those that are trading as a commercial business, local authorities, and organisations that are wholly funded by a local authority or council.
  - Other types of organisations, including community interest companies (CICs) will be considered on a case-by-case basis.
  - Awards will not be made to private individuals.
- Have a bank account registered to their group or organisation with at least two unrelated signatories.
  - Awards will not be made to groups or organisations who do not have a bank account in their name.
- Able to start delivery by end of October 2025.
- Must be able to complete the project by March 2026.
- Ensure that it addresses one or more of the key priorities.
- Ensure the project is based on local need.
- Demonstrate the positive impacts which will be made through the project.
- Funding will not be awarded to any retrospective spending.

## Funding conditions

All projects must be complete by March 31 2026. Applicants will be required to keep a record of all project activity, expenditure and outputs achieved for 6 years following project completion for auditing purposes.

It will be a condition of funding that the successful organisation mentions South Ribble Borough Council and the UKSPF as funders in their publicity material. Images can be requested if required.

To ensure the grants awarded are adding value to our communities, recipient organisations will be required to provide a progress/end of project report detailing the outcomes that have been achieved and providing any necessary monitoring information.

Recipients of grants should inform the Council of any problems with completing the project as early as possible. The Council will expect repayment of the grant in full if the project is not completed or necessary monitoring information is not received by a set date. The Council may consider requests to repay in part, or not at all if the project is not completed due to circumstances beyond the applicant's control.

## Due diligence and compliance

Applicants should be aware that to be considered, we will require documentation to evidence eligibility for funding. Details on what we require can be found further on in these application guidance notes.

Where organisations are registered with Companies House or the Charity Commission, we will use these resources to evidence authority to sign grant agreements for successful applicants. Where organisations are not registered with Companies House or the Charity Commission, we will require a signed constitution or similar governing document. If you are not sure how your group is set up, you can email us at [communities@southribble.gov.uk](mailto:communities@southribble.gov.uk).

## Application form

### Introduction

This information is about you, the person writing the application. We will contact you with the outcome of your application using this information.

- What is your name?
- What is your organisation?
- What is your position?
- What is your email address?

### Project details

Use this section to set the scene and tell us about your project. Please be specific on what the funds will be used for, who is going to benefit from the project after it is completed, what impact you believe it will have on your organisation and service users/members. Keep the information relevant and to the point.

For example, if your project is for kitchen renovations, we would like to know about why you would like to renovate the kitchen. Is this space going to be used for the community? Is there potential for a small business to access the space? Is this facility going to benefit your organisation only or the wider community? Do you think it will encourage more people to visit your facility?

We want to know if you've delivered similar projects before. Let us know how you kept the project on track, if you met any barriers along the way and how you overcame this to achieve your outcomes. If you haven't delivered a similar project before, what barriers do you think you might face and let us know how you think you may overcome them.

We will ask you about the funds you may already have, where you got them from, and why you need funds from us. Let us know what you are spending the funds on by providing a breakdown of costs that will list all costs involved in your project, and if you have match funding already, what our funds will be used on. We recommend that you gather quotes before completing the application form.

All successful applicants will be required to report on the number of increased users of the funded facility/amenities as standard. If you have identified any other outcomes for your project, tell us what these are and how you are going to measure them.

Some projects may involve making a facility more accessible to others. If your project will be used for this, please ensure that this is clearly covered.

## Documentation

We are expecting to see new community groups and organisations apply for funding. Where you are new to us, we will ask you how your organisation is set up. For example:

- Constituted group
- CIC
- Registered charity
- Small charity (not registered with the charity commission)
- Other

We may also require documentation to be uploaded to the application form. This includes:

- A governing document if your organisation is a constituted group
- Public Liability Insurance
- Employer's Liability Insurance (if applicable)

- Other relevant insurance policies you may require for the project

Whilst not required at application stage, if your organisation is successful for funding, you must be able to supply evidence of a bank account that is in your organisation's name and not a personal bank account. If you are unsure if you meet this requirement, you can email [communities@southribble.gov.uk](mailto:communities@southribble.gov.uk) for advice. We cannot recommend bank accounts and will only be able to verify if you meet this requirement.

If your organisation has been previously funded by the Community Development team via HSF Local Resilience Fund, HAF, or through your local Community Hub, we may already have the required documentation to progress your application if you are successful.

## **A note from us**

We want your project to succeed, if you have any questions or queries before completing your application form you can email us at [communities@southribble.gov.uk](mailto:communities@southribble.gov.uk)