**City of Lincoln Council and Investors in Lincoln – UKSPF Community Grant Scheme 2025/26**

**Application Form**

Please read the application guidance notes before completing this application. We also highly recommend reading the Assessment Framework which can be found at the end of this application. This shows how your application will be assessed.

A copy of this application form alongside these guidance notes can be downloaded from the City of Lincoln Council website. Applications should be submitted electronically to major.developments@lincoln.gov.uk The deadline for applications is **Friday 22nd August at 5pm.** For further information or advice, please contact major.developments@lincoln.gov.uk

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| **SECTION 1: APPLICANT INFORMATION** | | | |
| Applicant name *(organisation)* |  | | |
| Lead contact name |  | | |
| Lead contact position |  | | |
| Contact email address |  | | |
| Contact telephone |  | | |
| Postal address |  | | |
| Please confirm the type of organisation  *e.g., public sector organisation, voluntary organisation, faith group, registered charity, social enterprise etc..* |  | | |
| Company registration number *(where applicable)* |  | |
| Charity registration number *(where applicable)* |  | |
| Please provide a brief summary of the services/activities normally delivered by your organisation.  *(50 words max)* |  | |
| Who are the primary beneficiaries of your organisation?  *Does your organisation specifically engage/ support particular groups or beneficiaries or exclude any particular groups or beneficiaries?*  *(50 words max)* |  | |
| Does your organisation sell any goods and services?  *If yes, please provide brief details.* | Yes  No | |
| Have you recently received a grant from the previous Community Chest grant programme or are you receiving UKSPF funding from another part of the programme?  *If yes, please provide brief details.* | Yes  No | |
| **SECTION 2: yOUR PROJECT** | | | |
| **Project name** |  |  | |
| How will the funding enable your organisation to contribute to the UKSPF theme:  Inclusive: bringing communities together, tackling homelessness  *(100 words max)* |  | | |
| Does your project contribute to any of the five key priorities within City of Lincoln Council’s Vision 2030?  (See Guidance for Full Description of Priorities) | Let’s drive inclusive, sustainable, economic growth  Let’s reduce all kinds of inequality  Let’s deliver quality housing  Let’s enhance our remarkable place  Let’s address the challenge of climate change |  | |
| How will the funding enable your organisation to contribute to the priorities selected above?  *(100 words max)* |  | | |
| **What project activities will take place?**  *Please list out the project activities you are seeking funding for.*  ***(100 words max)*** |  | | |
| **Where will the project take place?**  *Is it a particular street, estate, neighbourhood etc?*  *If you project is serving a specific ward, please state it here.* |  | | |
| Who will deliver the activities? Are there any project partners?  ***(100 words max)*** |  | | |
| Who will be the target beneficiaries of the project? *Who will the project help?*  ***(50 words max)*** |  | | |
| How do you know there is a need for the project?  *How have you reached out to the community to demonstrate a need for the project?*  ***(150 words max)*** |  | | |
| Which of these UKSPF outputs will the project deliver?  *Please see the guidance notes for a full definition of the outputs and the evidence you will be required to provide for each output. Please be realistic when you estimate the outputs your project will deliver.* | |  |  | | --- | --- | | Output | Estimate (to be delivered by the end of February 2026) | | Number of local events or activities supported |  | | Number of people reached |  | | Number of households receiving support |  | | | |
| Which of these UKSPF outcomes will the project deliver?  *Please see the guidance notes for a full definition of the outcomes and the evidence you will be required to provide for each outcome*.  *Please be realistic when you estimate the outcomes your project will deliver.* | |  |  | | --- | --- | | Outcome | Estimate (to be delivered by the end of February 2026) | | Increased users of facilities / amenities |  | | Improved engagement numbers |  | | Increased visitor numbers |  | | | |

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| **SECTION 3: PROJECT TIMESCALES** | | | |
| **When will your project start and finish?**  *Subject to approval timescales, if successful.*  *Please note that all project activity must be completed by the end of February 2026.*  *All of the grant funding provided will need to have been spent and left your bank account by the end of March 2026. You will need to provide copies of bank statements to show that the money has left your account by this date* |  | | |
| **Please list the key milestones in the delivery of your project. Include start and completion dates.** | **Milestone** | | **Target Date** |
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| **SECTION 4: PROJECT COSTS** | | | |
| **Does your group / organisation have a bank account**  (This is a requirement of the grant) | Yes  No | | |
| **Payments are usually made in arrears. However, where an applicant does not have the financial resource to cover project costs, payments may be made in advance or in staged payments. Will you require Forward Funding? If yes, please give a brief description.** | No  Yes  If yes, please explain why: | | |
| **Will any grant awarded be kept and accounted for separately as restricted grant funds to be used only for the purposes agreed.**  (This is a requirement of the grant) | Yes  No | | |
| **Total Project Costs** | £ | | |
| **Amount of grant requested**  **Minimum grant is £2,500.**  **Maximum grant is £10,000 but this is in exceptional circumstances - we expect most grants to be below this level.** | £ | | |
| **Please provide a breakdown of the project costs you would like the grant to pay for.** | |  |  | | --- | --- | |  |  | | Activity | Cost (£) | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Total |  | | | |
| **How have you developed this project budget?**  Have you secured quotations for example?  Please see guidance notes for advice on the number of quotations you will be required to secure for different items if you are successful with your application |  | | |
| **If successful, would you like to request staged payments?**  Payments are usually made in arrears. However, where an applicant does not have the financial resource to cover project costs, payments may be made in staged payments. Please note, some funding will always be retained until monitoring requirements are fully met. | Yes  No | | |
| **How much match funding will you be providing?**  *Match funding can either be a cash contribution to the project costs or in kind contributions?*  *There is no minimum requirement for the level of match funding expected but groups are encouraged to provide some level of match funding.*  *If match funding is being provided as in kind / for free, please provide details below.* |  | | |
| **How many volunteer hours do you expect to be contributed to deliver the project?** |  | | |
| **Are any of the following going to be provided in kind / for free as part of the project?** | |  |  | | --- | --- | |  |  | | Item | Estimated value of contribution | | Training and development |  | | Staff, workers or volunteers |  | | Equipment e.g. computers, sports kit, gardening tools |  | | Providing management at no cost |  | | Marketing and publicity materials |  | | Room or venue hire |  | | Other (please specify) |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Total value |  | | | |
| **How have you estimated the value of these contributions?** |  | | |
| **SECTION 5: REQUIRED DOCUMENTATION** | | | |
| **Does your organisation have adequate insurance in place both for any items of equipment purchased and for the activities it delivers?** | | Yes  No | |
| **Please provide details to support your answer above. You will be asked to provide evidence of appropriate insurance** | |  | |
| **If your project involves activities / events on land owned by City of Lincoln Council, have you secured all the necessary permissions?** | | Yes  No | |
| **Please provide details to support your answer above. You will be asked to provide evidence of permissions being in place.** | |  | |
| **Does your project involve working with vulnerable adults?** | | Yes  No | |
| **Does your project involve working with children and young people under 18 years of age?** | | Yes  No | |
| **If you have ticked ‘Yes’ to either of the above questions above and your project will be working with children, young people or vulnerable adults, please tick the box to confirm that you:**  **Have a safeguarding policy in place and the appropriate individuals**  **Are cleared by the Disclosure and Barring Service (DBS), and**  **Understand and discharges its duties and responsibilities in respect of their protection.** | | Yes | |

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| **SECTION 6: DECLARATIONS** |
| I understand that grant funding of this type may be subject to certain restrictions under the Subsidy Control Regime. Applicants are required to comply with the UK Subsidy Control Regime. City of Lincoln Council is not able to give legal advice on subsidy control. It is the responsibility of the applicant to ensure that the project is delivered compliantly.  I confirm that we will comply with the relevant guidance and legislation in respect of the grant funding and co-operate with the Council to ensure any grant funding issued is done so in compliance with such subsidy control regime.  I confirm that the project has not yet commenced, and that no expenditure has been incurred to date. I understand that any UKSPF offer will be invalid if the project commences prior to the date of an offer from City of Lincoln Council  I confirm that the information provided herein is correct to the best of my knowledge.  I confirm that the project falls within my organisation’s purposes, and my organisation has power to accept a grant subject to the grant conditions stated  I understand that in line with the Data Protection Act 2018 and UK GDPR, City of Lincoln Council is the data controller and collects your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email. We may share your data with contractors of the Council for monitoring and evaluation purposes.  I confirm I am authorised to sign this form on behalf of the organisation |
| Name:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Lincoln Community Grant Scheme – Assessment Framework**

| **Criteria** | **Score** | | | |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |
| **Alignment** |  |  |  |  |
| Alignment with UKSPF theme of:  Inclusive: bringing communities together, tackling homelessness | Limited alignment with UKSPF theme | Some alignment with UKSPF theme at a general level | Good alignment with UKSPF theme | Very strong, clear alignment with UKSPF theme. |
| Alignment with the priorities within City of Lincoln Council’s Vision 2030?  Let’s drive inclusive, sustainable, economic growth  Let’s reduce all kinds of inequality  Let’s deliver quality housing  Let’s enhance our remarkable place  Let’s address the challenge of climate change | Limited alignment with Vision 2030 Priorities | Some alignment with Vision 2030 Priorities at a general level | Strong, clear alignment with at least one Vision 2030 Priorities | Strong, clear alignment with two or more Vision 2030 Priorities |
| **Impact** |  |  |  |  |
| Responds to identified local challenges / needs | No link to identified local challenges | Limited link to identified local challenges | Good link to identified local challenges | Strong / transformative link to identified local challenges |
| Outputs/ Outcomes | Unlikely to deliver UKSPF specific outputs and outcomes | Limited potential to deliver UKSPF specific outputs and outcomes | Good potential to deliver UKSPF specific outputs and outcomes | Strong potential to deliver UKSPF specific outputs and outcomes. |
| Impact | No evidence / potential for positive impact in community above and beyond the specific outputs and outcomes. | Limited potential for positive impact in community above and beyond the specific outputs and outcomes. | Some / good potential for positive impact in community above and beyond the specific outputs and outcomes. | Strong potential for positive impact in community above and beyond the specific outputs and outcomes. |
| Value for Money | Project offers very poor value for money when considering grant request v match provided v outputs | Project offers limited value for money when considering grant request v match provided v outputs | Project offers reasonable value for money when considering grant request v match provided v outputs | Project offers strong value for money when considering grant request v match provided v outputs. |
| **Deliverability** |  |  |  |  |
| Costs | Budget appears significantly insufficient / lack of detail for proposed activities. | Budget potentially insufficient/ limited detail for proposed activities. | Budget broadly looks appropriate for proposed activities / appropriate level of detail | Budget considered robust for proposed activities and appropriate level of detail. |
| Risk Assessment / experience of delivery / outstanding issues with previous grants? | High level of risk that project will fail to deliver as outlined or evidence /monitoring detail will not be as required. | Moderate level of risk to project delivery or delivery of monitoring requirements | Limited delivery risk | Minimal delivery risk |