



Shared Prosperity Fund

Frequently

Asked Questions

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Council of the
ISLES OF SCILLY

**LEVELLING
— UP —**

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1. About the Shared Prosperity Fund

1.1 What is Shared Prosperity Funding?

Shared Prosperity Funding is part of the UK Government's Levelling Up Programme; it is designed to:

- Boost productivity, pay, jobs and living standards by growing the private sector; especially in those places where they are lagging;
- Spread opportunities and improve public services; especially in those places where they are weakest;
- Restore a sense of community, local pride and belonging; especially in those places where they have been lost;
- Empower local leaders and communities; especially in those places lacking local agency.

1.2 How much money will Cornwall and the Isles of Scilly receive?

The total programme value for Cornwall and the Isles of Scilly is £137,057,531 until 31 March 2025. This includes the addition of the Rural Prosperity Fund.

1.3 Who is responsible for managing the fund?

Cornwall Council has been designated as Lead Authority by the UK Government. Cornwall Council is responsible for:

Fund Management

- Issuing invitations to bid;
- Receiving applications;
- Appraising applications;
- Contracting, paying grants to successful projects, monitoring delivery and managing their performance.

Fund Strategy and Implementation

- Ensuring alignment with Government policy and strategy;
- Management of partnerships and stakeholders;
- Programme level monitoring and evaluation of priorities and objectives;
- Communication and PR.

Fund Support and Facilitation

- Providing guidance on the most suitable route to funding;
- Supporting applicants in the submission of high quality applications;
- Signposting to specialist advice or other funding streams.

1.4 How can I access Shared Prosperity Funding?

There are two main ways for organisations to access Shared Prosperity Funding:

- Respond to an open invitation to bid. These thematic funding opportunities are delivered and contracted by Cornwall Council and publicised and launched on the Good Growth website.

Or

- Via programmes (known as delegated funds) such as the Community Capacity and Facilitation programme, the Community Levelling up programme or the Good Growth Hub. These programmes support multiple beneficiaries with a range of support including smaller grant awards. Delegated funds operate their own separate application, appraisal and contracting processes.

All interested parties must complete a brief enquiry form which can be found here: ciosgoodgrowth.com. Your interest in Shared Prosperity Fund will be registered on a database and the enquiry triaged. The Good Growth Team will respond within 5 working days and provide project specific advice about the eligibility and the best route to funding for your individual project.

1.5 Can I benefit from Shared Prosperity Funding if I do not make an individual application?

Residents and businesses may also benefit through a variety of different types of funded activity, such as:

- Training Programmes;
- Business Advice;
- Provision of employment opportunities;
- Development of community assets;
- Public realm improvements;
- Flood Risk reduction
- Nature recovery and low carbon green initiatives

1.6 Who can apply?

The following list of organisations can receive funding from the Shared Prosperity Fund to deliver an approved project. An approved project is a project governed by a funding agreement between the relevant Lead Authority and the project deliverer. Examples of eligible applicants include:

- Public sector organisations (including Town and Parish councils),
- Private sector organisations (e.g. sole trader, partnerships, limited companies)
- Community and voluntary sector organisations (e.g. Charitable Trust, Charitable Incorporated Organisation, Community Interest Company, Charitable Community Benefit Society)
- Unincorporated organisations provided they:
 - Have a board or committee consisting of two or more persons with a common non-business purpose (not for profit)

- Have contractual relations between those persons
- Are governed by rules (they have a constitution)
- Are non-temporary
- Have a bank account in the organisation's name and financial accounts

Organisations located / registered outside of Cornwall and the Isles of Scilly are eligible to apply for funding however all supported activity must take place within Cornwall and the Isles of Scilly.

There are no exemptions that are industry specific providing the proposed project delivers against the strategic vision set out in the Good Growth Investment Plan and delivering the outputs and outcomes specified for the open invitation you are submitting an application for. Where multiple organisations will be involved in delivering a project one organisation will need to apply as Lead Partner.

If you are still not sure whether your organisation is an eligible applicant for SPF please email goodgrowth@cornwall.gov.uk and the Good Growth team will advise.

1.7 Is the fund open to start-up businesses?

Yes, although the process for demonstrating business viability and financial due diligence is different if you don't have 2 years trading accounts.

We will need to see supporting evidence of:

- Is the company an offshoot company or an existing company?
- Is there previous trading history?
- Is there previous experience of operating in the sector?
- Can you prove business acumen?
- Any previous account information, including linked businesses, etc?
- CRN Number?
- What % of private match will they provide?

Please note we might need to ask further information as part of the appraisal process. Start-up companies will need to be assessed on a case-by-case basis. Please attach all supporting documents with your project at the review point.

If further advice is needed, please email goodgrowth@cornwall.gov.uk

1.8 Could SPF be combined with other sources of funding such as Levelling Up or Town Deal funding?

Yes, we are actively encouraging project applicants to leverage in funding from other sources to maximise funding for Cornwall and the Isles of Scilly.

Towns or places in receipt of other sources of funding such as Towns Fund will not be precluded from bidding for SPF, but each project application must clearly demonstrate the need for funding and will be assessed against applications from other places, including towns that have not received any other sources of funding.

1.9 Geographical distribution of funds.

SPF will be used in Cornwall and the Isles of Scilly to target those areas and communities that need it the most so we can ensure that all parts of Cornwall and the Isles of Scilly can prosper and thrive. The open invitations 'initiation forms' highlight any specific requirements around geographical targeting to ensure that we spread the benefits from SPF across CloS. This forms part of the assessment of those bids coming forward in response to those open invitations. Similarly programmes such as the Community Levelling Up programme and the Community Capacity and Facility Programme specifically target those areas of Cornwall and the Isles of Scilly that need support the most.

1.10 Will funds be allocated on a first come first served basis?

Many of the open invitations will be live for 12 months with quarterly application review points. Applications received in advance of each review point are considered at the next Economic Prosperity Board meeting and there is no guarantee as to how much funding there will remain for later review points. It should be noted that as of October 2023 there are a limited number of funding opportunities open as the programme becomes fully committed.

All applications are assessed under the same appraisal framework to ensure equality of funding decisions. Consideration of how much funding to contract following each review point, will be taken by the Economic Prosperity Board.

1.11 Is there a minimum / maximum grant?

Yes, this depends on each open invitation that you are applying to. The amounts are outlined in the initiation forms which can be found with each funding opportunity.

SPF is a funder of last resort and can only be used to fund a demonstratable gap in your project costs. We therefore expect applicants to utilise all other funding available to them in the first instance. Part of the assessment process looks at what this gap is and if successful you might be awarded a lower grant rate, the minimum necessary to make the project happen. Projects are expected to have explored other routes of funding as part of their options analysis.

Currently available small grant schemes will allow for smaller minimum grant applications.

For businesses please contact [The Growth Hub | Cornwall & Isles of Scilly - Growth Hub \(ciosgrowthhub.com\)](https://ciosgrowthhub.com)

For community led projects please [Community Capacity Fund - Shared Prosperity Fund \(ciosgoodgrowth.com\)](https://ciosgoodgrowth.com) and [Community Levelling Up Programme - Shared Prosperity Fund \(ciosgoodgrowth.com\)](https://ciosgoodgrowth.com)

1.12 What can't be funded?

The aim of Shared Prosperity is to make a positive difference to Cornwall and the Isles of Scilly. In order to be successful all projects funded under SPF must therefore make a positive contribution to Good Growth, as outlined in the CloS SPF Good Growth Investment Plan and the Good Growth policy both available on the website: ciosgoodgrowth.com.

In addition, the following costs are not eligible for support through SPF:

- Paid for lobbying; which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action;
- Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- Using grant funding to petition for additional funding;
- Expenses such as for entertaining; specifically aimed at exerting undue influence to change government policy;
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost;
- Payments for activities of a party political or exclusively religious nature;
- Interest payments or service charge payments for finance leases;
- Gifts, or payments for gifts or donations;
- Statutory fines, criminal fines or penalties;
- Payments for works or activities which the Lead 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;
- Bad debts to related parties;
- Payments for unfair dismissal or other compensation;
- Depreciation or amortisation costs;
- Contingencies and contingent liabilities;
- Dividends;
- Costs resulting from the deferral of payments to creditors;
- Costs involved in winding up a company;
- Legal expenses in respect of litigation;
- Costs incurred by individuals in setting up and contributing towards private pension schemes;
- Payments that breach or are contrary to the funding agreement or UK legislation;
- Stock to be sold on.

1.13 Are residential and housing projects eligible?

All projects funded under SPF must deliver against the CloS Good Growth Investment Plan. While residential housing is not excluded it was not set out as a priority in the CloS Good Growth Investment Plan. The principle aim of SPF is to deliver economic growth, however, if there is the requirement for a small amount of residential accommodation, for example, live / work scenarios in a town centre regeneration project, then please discuss your project with the Good Growth Team.

1.14 Will Cornwall Council take security (Legal Charge) as part of the funding award?

In certain circumstances the Council may need to take security over grant monies by obtaining rights over specific assets of the recipient. This is likely to be by way of fixed or floating charge.

A charge essentially represents an agreement between Cornwall Council and the recipient under which a particular asset of the recipient can be appropriated by the Council in the event that the recipient becomes insolvent. If the recipient were to go into liquidation, it confers on the Council an equitable proprietary interest in the charged property, giving the recipient the right to appropriate the charged property and have the proceeds of sale applied in satisfaction of the amount granted to the recipient to fund the project.

Examples of tangible assets that can be subject to a charge include land, premises, plant and machinery, equipment, stock, etc. Examples of intangible assets include Intellectual Property, debts, shares, etc.

1.15 What is Multiply?

The Multiply programme is funded via ring-fenced grant within Shared Prosperity Fund and aims to increase the levels of functional numeracy in the adult (19+) population across the UK. Multiply will complement and enhance existing numeracy training provision and promotion. Success measures include:

- More adults achieving maths qualifications courses (up to, and including, Level 2), an increase in participation in numeracy courses and improvements in functional numeracy;
- Improved labour market outcomes, for example fewer numeracy skills gaps reported by employers, and an increase in the proportion of adults that progress into sustained employment and / or education;
- Increased adult numeracy across the population – this overall impact, which goes beyond achieving certificates or qualifications, will track both the perceived and actual difference taking part in the programme makes in supporting learners to improve their understanding and use of maths in their daily lives, at home and at work - and to feel more confident when doing so.

1.16 How can smaller specialist skills providers be part of the shared prosperity plans?

We would encourage you to put in an enquiry form on our website outlining a general overview of your project/interest. We will then be able to support you in terms of the best fit for your projects in terms of funding opportunities and alert you to any potential delivery organisations that you could partner with and also support you with the timing of your application. Please note most funding opportunities are now fully committed and contracted.

1.17 What is your position on Sole Traders and Voluntary organisations applying?

Sole traders and voluntary organisations are eligible for UKSPF funding.

2. Application Support

2.1 Will there be any help available to applicants?

Cornwall Council has a dedicated project facilitation and support team for the programme. Once you have submitted an initial enquiry form and your project has been triaged you will be provided with contact details for the Team. There are also funding streams available to support with specialist advice and feasibility support.

The delegated small grant schemes will also have facilitation staff to provide support to organisations and the community capacity and facilitation team will be working in local communities to support organisations.

2.2 My project potentially cuts across several themes (community, people & skills and supporting local business) - do I need to apply 3 times?

If you are unsure which opportunity to apply for, we can discuss best fit with you. Email us at goodgrowth@cornwall.gov.uk. Please note most funding opportunities are now fully committed.

2.3 Will you publish which projects get funded as that will help applicants see the sorts of priorities that are being funded?

Yes. Projects that are approved will be announced on the Good Growth website after the funding agreements have been signed on the [Projects page](#).

2.4 Can I make more than one application to Shared Prosperity Fund?

Organisations can make multiple applications to Shared Prosperity Fund. This could be one organisation seeking funding for two different projects that fit under separate open

invitations or one project that is seeking funding for different elements of that project under different open invitations.

Applicants should be mindful that each submission will have a separate application form, will be appraised individually and have a separate funding agreement with specific outputs and outcomes to deliver. Applicants cannot double count outputs and outcomes, e.g., if one job is created and reported within one project it cannot be counted again in another. If you intend to make more than one application for the delivery of individual parts of a larger project, please discuss with the Good Growth Team prior to submission.

We are unable to accept one application form to cover combined applications to multiple invitations to bid.

2.5 Are there any more details on the outputs and outcomes?

The outputs and outcomes that projects are expected to contribute towards are outlined in the initiation form for each individual open invitation.

An updated list of outputs and outcomes can be found on the [Government SPF website](#)

You will also find further support documents on our [Applicant Support](#) page such as the Indicators and the Evidence Bank documents.

2.6 Real Living Wage - Please can you clarify the current rate you are working to?

All projects, if not already paying Real Living Wage, should work towards paying RLW as determined and amended on an annual basis by the Living Wage Foundation, at the time of final claim submission.

More information can be found on the [Living Wage Website](#).

2.7 What percentage of costs will SPF cover?

Cornwall Council encourages applicants to maximise the leverage of other funding, this may include other public sector funding or private sector investment. We recognise that not all projects or applicants will be able to secure match funding, however applicants should note value for money is a selection consideration.

The value for money selection criteria amongst other things looks at amount of grant against the amount of outcomes/outcomes. For example, a project asking for 80% grant rate and delivering 4 outputs will not score as well as a project asking for 40% and delivering 4. Therefore, in a competitive application process it is in the applicant's interest to apply for the minimum funding amount to make the project happen.

We expect applicants to explore and exhaust all other forms of funding before applying for SPF. You will need to provide evidence that you have sought other funding and this has not

been possible. We expect this to be evidenced by email trails, rejection letters etc see section 1.1., above).

2.8 Are in-kind contributions allowed as match funding?

In-kind contributions are eligible as match funding, though actual cash match funding is preferred.

2.9 What is the difference between capital and revenue?

Both capital and revenue expenditure are eligible for support through Shared Prosperity Funding. The proportion and amounts vary depending on the individual funding opportunity and are identified in the initiation forms on the Good Growth website.

Capital expenditure refers to funds used to acquire, build or upgrade physical assets. Such expenditure is usually a one-time large purchase of a fixed asset:

- Acquisition of land and or buildings;
- Building and construction;
- Professional fees associated with building and construction;
- Plant and machinery;
- Any large value item of equipment, assessed in accordance with the project deliverers capitalisation policy.

Revenue expenditure refers to ongoing operational expenses required in the running of the project:

- Staff costs;
- Cost of business travel, subsistence and accommodation;
- Contractors and consultants
- Cost of materials;
- Marketing and publicity costs;
- Grants provided to end beneficiaries;
- Training participant costs e.g. allowance, travel expenses;
- Small items of equipment (less than £5k).

2.10 If a project requires planning permission which has not been formally approved can a funding application be submitted?

You can submit an application without all planning permissions formally approved, but the more statutory permissions you have in place such as planning, landlords' consent and listed building consent, the better your application will score in terms of deliverability. The Good Growth Programme team are unable to influence or fast track projects through the planning process.

2.11 Is there a limit on overheads and salary costs?

Overheads can only be claimed for staff involved in the delivery of an SPF funded project. All other overheads incurred as part of normal day to day operations are ineligible. For SPF funded staff overhead costs will generally be calculated via the simplified cost model applying a fixed rate of 15% of salary costs to contribute to the overhead costs relating to all SPF funded staff. No evidence of overhead costs is required but evidence of time spent working on the project may be necessary (e.g. timesheets).

There is no limit on the value of salary cost or the percentage of any project that can be allocated to salary costs directly involved in the delivery of the project. However, the salary rate paid for any given post needs to be set at levels commensurate to the tasks being undertaken and evidence that the selected salary rate is comparable with other similar roles in the applicant organisation and/or the wider labour market will be required.

2.12 Will the indicative cost on the enquiry form be the maximum we can apply for?

We understand that costs may increase between concept phase and the submission of your final application. Therefore, whilst costs included in the enquiry form should be as accurate as possible, they can increase/decrease prior to submitting a full application if necessary. Your full application must contain accurate costs.

2.13 Do we need to have gone out to tender and got firm costs to apply?

Applicants will need to ensure that cost estimates are as accurate as possible at the time of submission. An increase in SPF following approval would require reconsideration by the Board, resulting in a delay in contracting and may not be approved. Therefore, any potential inflationary costs should be considered carefully at time of application.

2.14 When does the project need to complete spend?

This is set out in the Initiation Form and included in the funding agreements. Generally, costs incurred on the delivery of a Shared Prosperity Fund project up to the 31 March 2025 are eligible for support.

2.15 What are the requirement for a business case?

The need for a separate business case in addition to a completed application form will depend on the size and type of projects and the Good Growth Team will let you know if a business case is needed after your submission.

2.16 What are the rules around procurement?

Please refer to the [Good Growth Procurement Policy](#) on the website. All applicants must provide a Procurement Policy as part of their application form. The Good Growth Team can provide you with more detailed advice and guidance. A project does not need to have completed the procurement of goods or services in advance of submitting their application form.

2.17 Are there procurement levels for paying for services?

Yes, please refer to [SPF procurement guidance](#). You must provide a procurement policy that complies with the guidance.

2.18 Do applications have to be supported with quotes as per procurement policy - or is this evidence required at a later date?

No not necessarily, please see Procurement Guidance and Audit and Compliance Policy on the website. You must retain all evidence of procurement to ensure that they comply with SPF procurement guidance, including any procurements already undertaken or in progress at the point of applying for the SPF funding.

2.19 Can a project claim costs accrued in writing an application for funds as an eligible cost if successful?

No, only project costs are allowed.

2.20 At what intervals can claims be made and is there support available to cashflow projects?

For most organisations we would expect spend to be evidenced through providing proof of expenditure and defrayal and submitted as a claim on a quarterly basis. However, this approach may not be possible for some organisations, especially those smaller community groups with limited cash.

If there is satisfactory justification provided by the organisation there are other options that are available. This could include monthly claims, higher intervention rate or upfront payments.

Any decision to provide payment flexibility will be dependent on the individual circumstances and based on an assessed risk.

2.21 Can there be provision within an application for project evaluation?

Yes. Please see M&E Framework on our website: <https://ciosgoodgrowth.com/wp-content/uploads/2022/09/SPF-Good-Growth-M-and-E-Framework.pdf>

2.22 Are you able to provide initial place index figures for monitoring the impact of projects?

Cornwall Council produced a Town Economic Vitality Index which gives a base line for around 20 towns across Cornwall. However, as the Index is based on specific towns it may be difficult to use this if project impacts are to be felt across the wider geography.

<https://www.cornwall.gov.uk/media/1dwn2j1/cornwall-council-town-economic-vitality-index-march-2022.pdf>

2.23 Are Freelancers consider 'full time employees' within your application?

No. We can only consider full time employees as those on your payroll. You can also not count freelancers towards your jobs created total with your outputs. Further details can be found regarding FTE here: <https://www.gov.uk/employment-status/employee>

2.24 Can the project be an existing project?

The SPF does not fund business as usual activity. SPF should be used to provide additionality and new opportunities. We are looking for a step change or significant increase in range or type of activity delivered.

3. Appraisal Stage

3.1 Who makes the decision whether applications are successful?

The Cornwall and Isles of Scilly Economic Prosperity Board decide which projects are funded. The Board is a joint committee made up of 5 elected Cornwall Council Cabinet Members and 2 Isles of Scilly Councillors.

Officers from Cornwall Council appraise and score each application against set criteria and make a recommendation to the Economic Prosperity Board.

All funding decisions will be based four key criteria;

- ✓ Strategic Alignment
- ✓ Good Growth Principles
- ✓ Deliverability
- ✓ Value for Money

3.2 How long will it take for a decision to be made?

The Economic Prosperity Board (EPB) will meet at quarterly intervals throughout the programme lifecycle. The dates will be published on the [Cornwall Council website](#). After the submission of a complete application the Good Growth Team will advise you of the date of the EPB. Decisions are usually communicated 2 working weeks after this date.

3.3 If successful, might an offer be made for a lower amount or is an offer made for the applied amount or nothing at all?

Following appraisal, the projects are presented to the Economic Prosperity Board to make the funding decisions. It is possible that a revised offer may be made.

3.4 If a project does not get approved for funding, can you reapply for a later deadline?

Yes, providing you are able to address any feedback and your project is eligible for the programme. However, there may be certain reasons for being unsuccessful such as the project not being eligible under that activity which are difficult to overcome.

3.5 What is your appeals and complaints process?

There is no formal appeals process. If a project is unsuccessful then, providing there is another open invitation and the project is able to address any feedback and is eligible for the programme, the project is able to re-apply for a later deadline. If there are any issues in connection with the application process then these should be raised via the [Council's complaints procedure](#).

4. Post Project Approval

4.1 What are the next steps now my project is successful?

You will be notified of the outcome of the decision made by the Economic Prosperity Board. A Project Lead will be assigned who will be in contact to discuss next steps, and what further information is required.

4.2 What are the expectations from a delivery plan?

A delivery plan should articulate the nature and scope of your project and proposed activities and how it will link up provision. Your delivery plan must set out the role of different providers included in the application as well as how the project will be staffed and managed.

Your Delivery Plan should focus on how you will deliver the project to give assurance that you have the capacity and capability to deliver. Delivery Plan should include:

- Capacity – job roles (FTE) /description
- Capabilities - skills and experience
- Responsibilities and activities to be undertaken
- Whether the project links to other projects
- Timescales for delivery (detailed milestone information)
- Outline what events or milestones will be delivered by a specific date and linked to the resources, partners and other key inter dependencies
- Financials - How the deliverables directly link with the cost plan and project budget
- Additional Clarifications – ensure that any other specific queries are addressed as fully as possible

This will help Cornwall Council establish that the proposed project is realistic, achievable, and assess level of risk involved.

4.3 What are the expectations for a Business Case?

To have reached this stage, you will have already submitted an application form which has met the Gateway Criteria, has been through an initial appraisal by the Good Growth Team, and been approved, in principle, by the Economic Prosperity Board. In some occasions the approval of funding is subject to the satisfactory submission of a Business Case.

The invitation to submit a Business Case should not be considered a hurdle to be overcome or simply a 'box to tick'. The purpose of developing a Business Case is to provide a clear structure for capturing your thinking for a project, ensuring all stakeholders understand and are aligned on the why, what, and how of the project. It can help you to quantify the opportunity, prioritise your activities and capture key assumptions and risks.

Further information can be found in our [business case guidance and template](#).

4.4 What happens if my project is on the Reserve List?

If you are selected to be on the Reserve List, you will be contacted should further funding become available. This may require a revision to your project.

5. Grant Funding Agreement

5.1 Contractual clauses - What are 'Conditions Precedent'?

A condition precedent is a clause that provides that performance of the agreement, or certain obligations under the agreement, will only come into force if and when specified conditions are met. Performance only becomes necessary when the condition precedent is satisfied. If an agreement's existence is expressed to be subject to a prior condition, then the agreement is not yet in existence and binding on the parties. If the necessary condition cannot be satisfied the offer will lapse and will no longer be capable of acceptance.

5.2 Are the terms of the Grant Funding Agreement negotiable?

The Grant Funding Agreement (GFA) contains the Council's standard grant funding terms and conditions based on the Governmental Functional Standards for General Grants (the Grant Standards). These are designed to manage public funding effectively and are not open to negotiation.

The Shared Prosperity Fund GFA has been adapted to include the Good Growth Principles which are included in clause 7 (Recipient Obligations) which must be completed in all agreements.

5.3 What is Subsidy Control?

From 4 January 2023, the Subsidy Control Act 2023 came fully into force. The Act implements a domestic subsidy control regime in the UK that reflects the UK's strategic interests and particular national circumstances as well as international commitments on subsidy control. The Act provides the primary legal framework within which public authorities make subsidy decisions. It replaces the 'interim' regime which was based on the subsidy control provisions contained in the UK-EU Trade and Cooperation Agreement (TCA) and applied following the UK's exit from the EU.

Cornwall Council will carry out its own assessment to determine whether the grant is compatible with the subsidy control requirements contained in the Subsidy Control Act and whether it may have implications in respect of the UK's compliance with its international subsidy obligations. Further information will be required to be provided by the Applicant for this assessment to be completed.

6. Outputs and Outcomes

6.1 Can we claim a project deliverable or activity for more than one outputs?

Yes

6.2 How do I evidence the outcomes and outputs involving perception?

The [Government guidance](#) is fairly [prescriptive](#) and the implication is that a survey with a standard Likert scale is what is required. The guidance states that:

'The number of individuals who report their perception of the event(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the event existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the event impacted). Events mean activities enabling people to gather, undertake an activity and share knowledge. They include, but are not limited to: conferences, sports tournaments, and educational courses. Reporting will also facilitate the option to report a decrease metric.'

6.3 How will long term outcomes be monitored and evaluated after March 2025?

Outcomes could be reported and monitored to 2030. This depends on the agreed dates within the funding agreement.

6.4 Do you have a list of suggested providers to support with our M&E?

Yes, please contact the Good Growth team for this list at goodgrowth@cornwall.gov.uk.

7. Reporting

7.1 What should I do if there are delays or issues with my project?

Make contact with your Project Lead to discuss the issue ASAP. The Project Lead will advise on next steps, this may include a requirement to complete a Project Change Request form.

7.2 How often should do I need to report?

Each project is required to report on a quarterly basis, unless advised differently.

8. Claims

8.1 What is required for final claims?

Your March 2025 (Q4 2024/25) claim form should include your final financial claim but not necessarily report on your final outputs and outcomes as these might happen after March 2025.

We will cross reference all claimed expenditure with your contract and reconciliation of all previous claims and payments to your contracted amount to ensure only the contracted amount is paid over. We will need to confirm that the applicant has achieved the outputs and milestones expected to date and appropriate evidence has been provided. Or, that you have sufficient explanation for any discrepancies.

8.2 What do we mean by project closure?

Project Closure is when the project is completed which could be 2030 as some outcomes within the GFA are not achieved until this point. You will be asked to complete Project Closure Form.

8.3 What evidence is required for expenditure?

Revenue or Capital spend related to the project and included in the application and contract. All eligible expenditure must be supported by sufficient evidence to prove it has been expended by the organisation in line with the project as agreed. A check on expenditure is made – comprehensive checks on actual spend which includes invoices, payroll data, pay slips, timesheets, contracts and defrayal of the expenditure. Confirmation is made that the rates of pay are not inflated for the project.

Types of evidence required for eligible expenditure:-

- Invoices (addressed to claimant; not proforma, Purchase order and delivery notes may be required so must be kept)

- Payroll Checks – HR Letters, Contracts, Payslips, Payroll Report, Bank Statement, Timesheets (if available) and these must be redacted of all employee personal data such as NI, home address and bank details.
- Any contracts / tenders have been completed in accordance with Procurement Policies (these should be held in file under application or contract).
- Defrayal is money leaving the claimants bank and being paid to the supplier, therefore we need the related bank statement(s) for all payments made, to evidence the complete transaction

8.4 Value Added Tax (VAT)

The obligations of the Council to pay the Funding does not extend to payment to the Recipient of any amounts in respect of VAT in addition to the Funding, other than where VAT is irrecoverable and deemed to be Eligible Expenditure whereupon the Funding payments are made inclusive of VAT.

Where the company is not VAT registered and has irrecoverable VAT it is important that this is raised early, as if this is deemed to be eligible expenditure, the total funding amount includes any gross payments and if not identified could result in overspend which is not covered by the SPF Grant. Evidence will be required of VAT registration or not.

8.5 How do I claim Shared Prosperity Funding?

You will need to submit a complete, compliant Claims Form and required evidence. This includes the form being signed and dated by the appropriate person as per the GFA.

Once approved we will process the payment request.

If there are any areas of concern which need addressing your Project Lead and the Facilitation Team will work with you to submit a compliant claim.

8.6 What claims information do you require for those employed by SPF funding?

It is imperative that salary is evidenced, in the form of either payroll or payslips, and has been redacted of all employee personal data, such as National Insurance Number, home address, bank details.

Any email received with any personal detail will be rejected and the applicant requested to provide a redacted version. This is because retaining the email and data is a breach of our Privacy Statement/GDPR, as we do not have a legitimate right to hold this data. Therefore, all data submitted needs to be redacted so the claim can be processed in a timely manner.

If you are claiming eligible staff time on a project, you will need to provide the evidence and rationale against the agreed cost heading amount.

- If a staff member is 100% on the project we need HR letters, or sight of the job role contract that explains the role is 100% working on the SPF project.
- If a proportion of certain staff time is eligible, we will need to see time sheets, brief explanation of what part of the SPF project they have worked on, and the time sheet is signed off by the authorised signatory for the project or;
- If timesheets are not appropriate, then evidence on how the person is paid e.g. percentage of the individuals salary. For example a HR letter will show – salary, hourly rate, hours worked i.e. 20 hours per/week so we can ensure the apportionment is accurate.

8.7 What will be the requirements for document retention, can this be done digitally rather than paper copies?

All documents must be retained for 7 years from the end of the project. If you are keeping only digital records, you must ensure that you have a secure and backed-up electronic filing system in which all files are date stamped and cannot be later amended or deleted. PDF copies are preferred. All documentation must be easily accessible and in a format that is suitable for external audit. Please refer to the Audit and Compliance Guidance on the website:

<https://ciosgoodgrowth.com/wp-content/uploads/2022/08/Audit-and-Compliance-Policy-V4.pdf>

8.8 Is the grant provided in arrears on evidence of defrayal of eligible costs?

Grant is normally paid quarterly in arrears on 100% of evidenced eligible costs. We require full supporting evidence submitted with the claim form. For example evidence could include the invoice for payment through to the payment leaving the project's bank account, with a redacted bank statement supplied.

8.9 Please could you outline the mechanics of grant claim: is it monthly or quarterly for capital and revenue?

Most projects are paid quarterly in arrears (after the project has incurred the expenditure) for both capital and revenue. There are some exceptions, and those projects will be aware of this in their Grant Funding Agreement (GFA).

8.10 Are there particular windows when you accept claims?

The claims schedule is clearly detailed in your GFA. This outlines the date by which you must submit your claim. Any proposed delay in claiming should be raised with your project lead at the earliest opportunity, to discuss a solution.

8.11 Do you ask for samples?

Each claim needs to be submitted with supporting evidence for all defrayed expenditure (100%). This means each expenditure line on the claim form of Tab 2 'eligible expenditure' is fully evidenced.

8.12 What is your target for turning around and paying claims?

The Good Growth Team have 7 days to process the claim. Once processed the payment is then made by the Accounts Payable team. There is a maximum of 30 days from date of submission by the Good Growth Team to Accounts Payable. Therefore a 37-day maximum. If the claim is incomplete or inadequate quality and cannot be accepted, then we will request further evidence or a revised claim form. If this happens the clock starts again.

8.13 Who is the managing authority and what is the audit process?

Cornwall Council are the Lead Authority responsible for delivery of the Good Growth Shared Prosperity Fund in Cornwall and the Isles of Scilly. The Managing Authority for the programme nationally is the Department of Levelling UP and Cornwall Council report progress and performance for Cornwall and the Isles of Scilly directly to DLUP.

8.14 What match evidence is needed?

We require evidence that the match funding has been secured and is in place. Examples could include a copy of a signed bank loan agreement through to letters from the Heritage Lottery Fund, outlining the terms and condition of the match funding.

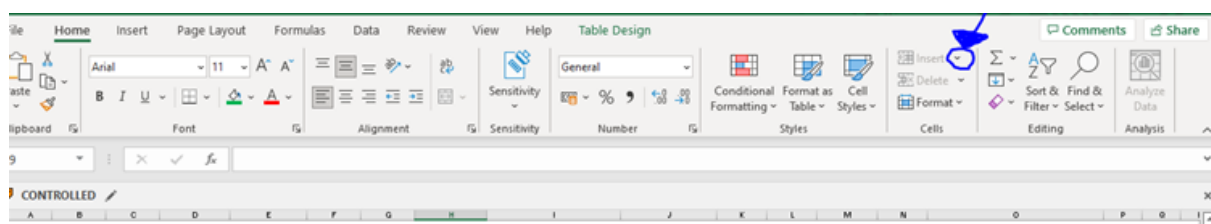
8.15 Is there a requirement for an external audit?

All SPF projects could be subject to an external audit. This could be from Cornwall Council, Department of Levelling Up (DLUP) or authorised third parties working on their behalf. It is therefore important that all project records are kept for 7 years from receipt of final grant payment.

Separately each project is required to conduct monitoring and evaluation with projects below £50,000 able to do in house, with the necessary skills. Projects over £50,000 will need to use suitably qualified and experienced external evaluation to conduct a project level Monitoring & Evaluation report.

8.16 How do I add more lines onto the claim form?

To add new lines in you need to click on the little arrow next to the greyed out Insert on the Home banner and it brings down a drop-down list with Insert Sheet Rows and it should automatically copy down the formulas too.



8.17 How should we send reporting evidence for claims with sensitive data on them?

Egress forms is one method – contact Goodgrowth@cornwall.gov.uk for a link – or One drive / encrypted email

8.18 Can budget be carried over between financial years?

Not without prior written authorisation from the Good Growth Team. You are required to submit a Project Change Request (PCR) to your nominated Project Lead for consideration. Please be aware that as we rapidly approach 31/3/25 deadline, it will be increasingly difficult to approve any financial slippage. It is therefore important that projects deliver in line with their Grant Funding Agreement. When a PCR is submitted supporting cash flows should be included to demonstrate how the project will catch-up with the reprofiled expenditure.

8.19 How should we evidence match funding in the claim?

Match funding must be entered onto the front and documents submitted such as remittance advices to match the application.

9. Good Growth Principles

9.1 What do we mean by Good Growth and construction?

Cornwall Council declared a Climate Emergency in 2019 and established the ambitious target of a carbon neutral Cornwall by 2030. We need all of our communities to transition to become net zero without delay, which means reducing net greenhouse gas emissions by at least 100% compared to 1990 levels.

In the UK, 49% of annual carbon emissions are attributable to buildings. We must intensify our efforts and eliminate virtually all emissions arising from heating, cooling and energy use in our buildings. It is imperative that the Cornwall and Isles Shared Prosperity Fund programme contributes to decarbonising the built environment through both improving existing buildings and ensuring that new capital works are fit for a net zero future.

This can be achieved most efficiently by constructing buildings that conform to net zero standards, but this is not always possible and even making small changes that work towards environmental goals can be of significant value. Moreover, aside from environmental goals, lower carbon buildings are much cheaper to run, thereby occupants are less exposed to energy price changes. They are also dryer, more comfortable and are healthier spaces for occupants. Consequently, regulations will become more stringent over time, early compliance to low or carbon zero standards is the most rational choice in terms of efficiency, longevity, and comfort.

Equally, Cornwall Council declared an ecological emergency in 2021, in recognition of the rapid decline in the health of our natural environment. Our natural environment is at the

core of our identity and heritage, and globally renowned for its beautiful land and seascapes and their unique history. It boasts a wide range of flora and fauna, with diverse features and habitats – from towans to tors, marshland to moorland. We vitally depend upon the services it provides for our health, wellbeing and prosperity – and it is helping us to tackle climate change. In our CIOS Investment Plan, it is made clear that restoring nature must be a critical strategic objective of the Good Growth Fund, where possible.

Please see the [Good Growth Net Zero Construction Project Guidance](#) for practical support to decarbonise buildings and improve our natural environment.

9.2 Good Growth Principles Contractual Obligations

Within the Grant Funding Agreements, there are a number of Good Growth contractual obligations, according to the size of the grant, which are based on the Good Growth Principles. These are in addition to the Good Growth targets which would have been agreed during the contracting stage. The Agreement may contain some or all of the following stipulations if the award is in excess of £200,000:

- *The Recipient will create a Skills and Employment Action Plan to be submitted within 6 months of signing the funding agreement.*
- *If not already included in the Equality and Diversity Policy, the Recipient must produce an Equality and Diversity Action Plan (at the point of final claim submission) which identifies how the Recipient organisation or project will advance equality of opportunity between people who share a protected characteristic and those who do not.*
- *If not already included in the Environmental Sustainability Policy, the Recipient must produce a Carbon Reduction Plan within 6 months of signing the funding agreement which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.*
- *If not already included in the Environmental Sustainability Policy, the Recipient must produce a Circular Economy Statement within 6 months of signing the funding agreement which details their organisations commitment to reducing waste and supporting the circular economy.*
- *Within six months of signing of the funding agreement the Recipient to provide an action plan explaining how businesses supported by the Funding will improve productivity.*
- *At the point of final claim submission, the Recipient to create and submit a Healthy Lifestyle Action Plan demonstrating how the Recipient organisation or project will encourage and create healthy lifestyle choices for its employees, communities or individuals.*

For full details, please see the [Good Growth Policy](#) and the Grant Funding Agreement will contain the exact obligations which are applicable to your project.

10. Audit & Site Visits

10.1 How often will I have a Site Visit / Audit and what form will this take?

Projects will be monitored and audited by the Cornwall & Isles of Scilly (CloS) Good Growth SPF team at various points in their life cycle.

The number of times the project will receive an audit will depend upon the value of the grant awarded, risk assessment, performance of the project and any specific issues that may arise during the life of the project.

In most cases projects will be subject to two audit visits by the Good Growth Team: once during the delivery phase and on project completion (3 months after final payment). Audits will review all aspects of project delivery included examination of evidence. The checks will take the following form: -

- **Quarterly** – claims for funding will be reviewed by the Good Growth team. This information will be reviewed, and further information requested, if required.
- **Delivery** - at least once during the delivery phase of the project the Good Growth Team will undertake an audit, which could be in person or virtual.
- **Completion** – on completion of the project (3 months after final payment) an audit will be held by the Good Growth Team either in person or virtually.
- **Spot Checks** - The Good Growth Team will also reserve the right to undertake sample spot checks. These will either be desk based or site visits.

10.2 What else could be asked of us in relation to Audit?

The Good Growth Team may attend project meetings and/or request receipt of project meeting documentation. This is to gain evidence that there is good management of the project and adequate governance is in place.

In addition, projects may be audited by external auditors if deemed required by Cornwall Council or Government and could take place anytime within seven (7) years of the date of the fund agreement. Therefore, applicants are advised to retain all relevant project documentation and evidence for that period.

11. Branding and Publicity

11.1 Where can I find the SPF branding and publicity guidelines?

These can be found on the applicant support page. [Here is the link to our branding and publicity guidelines](#). This document contains all information required regarding branding and publicity.

11.2 Do I need to include all logos for my project?

All project deliverers must ensure that all logos are used prominently in all communications materials and public facing documents relating to project activity funded by UK SPF. This includes the Cornwall Council logo if your project is based in mainland Cornwall and the Isle of Scilly Council logo if your project is based on the Isles of Scilly.

11.3 Do I need a plaque?

All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text. Please refer to the branding and publicity guidelines for further information.

11.4 Who do I contact regarding further Comms questions?

Please email GoodGrowth@Cornwall.gov.uk for further guidance on Comms