

# Economic Recovery Fund

## *How to Get Started*



*Supporting Sheffield businesses to bring  
a boost to their sector or high street.*



## **This guide is for anyone interested in applying for Economic Recovery Fund grants.**

It will help you understand the Economic Recovery Fund and the application process. Points to consider if you're thinking of applying:

- **Get in touch and work with us.** We can support and advise you on your application and your project.
- **Start early.** You'll need plenty of time to plan your project and put together a great proposal.
- **Be inspired by your community.** Great projects make the most of what's special about their local area or business community, and are rooted in what it needs.

***Helping Sheffield  
businesses thrive***

## Things you will need to do:

- Build a team
- Have a clear set of ideas
- Have a budget showing all the costs you expect within your project
- Have a 'lead organisation' that can enter into a contract with us
- Be able to demonstrate support from your business community

## How we can support you:

- Give you an Application Development Worker to work with and for you on your application
- Offer help and advice – we can be part of your team
- Put you in touch with your Business Information Officer, who can offer advice and support on your project
- Put you in touch with your Local Area Committee Team

Once you've read this short guide through and want to know more, call us on 0114 224 5000, or email [recoveryfund@sheffield.gov.uk](mailto:recoveryfund@sheffield.gov.uk)

***We can support you through the application process.***



## *What is the Economic Recovery Fund and how does the application process work?*

The Economic Recovery Fund is a grant fund supporting work to improve local high streets and encourage residents and visitors to spend their time and shop there. There are two options for funding, the District Centre Fund and the Flexible Fund.

The **District Centre Fund** is for projects focused around one or several specific high street areas. From this Fund you can get a grant of up to £200,000 for a large project or up to £50,000 for a small project.

The **Flexible Fund** is for projects that may be city-wide or focused on lots of high street areas or a whole sector. It is aimed at bringing forward new and innovative ideas that benefit local businesses. You can get a grant of up to £50,000 from this fund.

Please note: if your area benefited from a large project grant from the District Centre fund in the last round of the ERF, it is only eligible for the Flexible fund in this round.

## *Who can apply?*

An application must be submitted by a group that is representing the interests of high street businesses. The group can include local businesses, community organisations, Councillors or council employees, but the proposed project must be for the benefit of local businesses.



*From community events to street furniture and more*

## *Eligibility checklist*

Applications will be expected to demonstrate the following:

1. The project team is a collaboration that includes businesses and represents their views
2. Your project is aimed at benefiting local businesses in your target area or sector
3. You can name the lead organisation that will receive and manage the funding
4. You need ERF funding to make your project happen

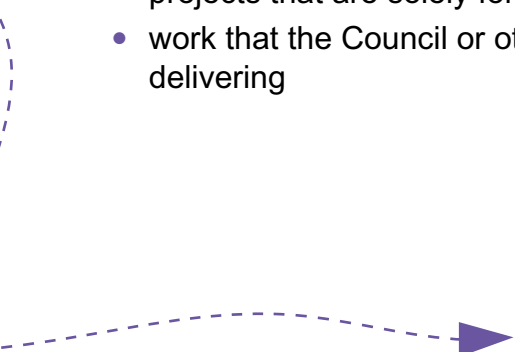
## *What can projects deliver?*

Projects can deliver any mix of things that support Sheffield's high streets. This could mean events, marketing and promotion, physical improvements, creating new business and trader forums – or anything else you come up with. It's important to make sure everything you want to deliver is:

- realistic
- deliverable within one year
- well costed
- inspired by your area and community

## **What cannot be funded by ERF?**

- CCTV installations, new parking spaces, traffic signs, or new public toilets
- projects that are solely for the city centre
- work that the Council or other organisations should be delivering



## *How will the Council decide which projects are funded?*

Applications that pass the eligibility checklist above will be scored by the ERF Steering Group. This is made up of:

- senior Councillors from the three political parties represented on the Council
- senior Council employees, and
- representatives of both the private and community sectors.

Applications will be scored out of 5 against set criteria. The pass mark for all criteria is 3 and applications will need to meet a minimum threshold of 15 points to progress. Scoring is not subject to appeal.

## *How can the Council support your group with their application?*

We aim to provide an Application Development Worker to any area that needs one to help you form a group, develop ideas and write and submit an application. **This will need to be a partnership: they cannot do this piece of work alone.** You will need to actively help by explaining what the issues are in your area and the things you want to focus on. You will be part of discussions with the wider business community because it is you and the local project team that will take the project forward if it is funded.

To ask for help, fill in the request form on our webpage and send to [recoveryfund@sheffield.gov.uk](mailto:recoveryfund@sheffield.gov.uk)



## ***How can the Council support your project?***

For successful applicants who go on to deliver their projects with ERF funding we will:

- help guide projects by: solving problems, connecting you with other parts of the council and helping you through any Council processes.
- hold an ERF welcome session to talk you through the process and how we expect to work together with you on the project.
- invite representatives from all funded projects to informal sessions in person so that you can meet other teams and share information about what is working well.
- include your project in our communications about ERF as a whole, so that we promote and celebrate everything that teams are delivering for their high streets.
- we would also be happy to discuss any wider training or support that could help your area and think about how we can help you meet these needs.

## ***What does it mean to be a Lead Organisation?***

The Lead Organisation will enter into a contract with the Council to deliver the project and project budget as set out in the application form and Funding Agreement. Lead Organisations should be independent organisations, for example from the voluntary or community sector. We would prefer not to contract with individual businesses unless there is a clear, exceptional reason to do so. We will not contract with new organisations that have no track record of delivery.

The Lead Organisation should attend all monthly meetings and be responsible for submitting any relevant paperwork. These responsibilities are set out more fully in the Funding Agreement.

## Application Timeline

### Application

Feb-Apr 23

- Bring a team together
- Develop ideas

### Application Deadline

30<sup>th</sup> Apr 23

- Submit an application

### Scoring

May 23

- ERF Steering Group will score applications
- Notify successful/unsuccessful applicants

### Contracting

Jun 23

- The Lead Organisation of successful applications will sign a Funding Agreement with the Council

### Delivery

Summer 23

- Payment(s) made and project teams start work on their ideas
- Monthly meetings with the Council to check progress, share budget updates and advise on issues

### Closedown

Autumn 24

- When delivery is completed, or at the end of September 2024, project team submits a short report to the Council, along with all receipts, invoices and bank statements relating to the grant funding

For more information such as the application form, Funding Agreement and examples of previous projects look at the ERF webpage [www.sheffield.gov.uk/business/covid-19-economic-recovery-fund](http://www.sheffield.gov.uk/business/covid-19-economic-recovery-fund)

Remember, a good first step is to get in touch with us by emailing [recoveryfund@sheffield.gov.uk](mailto:recoveryfund@sheffield.gov.uk) or calling 0114 224 5000.