Economic Recovery Fund

Application Form

Eligibility checklist

Before your application can be scored we need to know that you meet our eligibility criteria. Please tick to confirm the following are true (supporting information on these points should be included in the relevant section of your application):

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

Pre-submission checklist

Before you submit your application make sure you have:

1. Attached your budget (using the template available)
2. Ticked to confirm you have read and understand the ways of working (section 6)
3. Ticked to confirm that you have read the Council's Privacy Notice and understand how we will use, store and share your data (section 7)
4. Attached any supporting information (such as images, details in section 8)

Sheffield
City Council

1. Applicant Details

Funding Stream Applied for (tick one only):

District Centre   *Tick if your project is aimed at one or several high streets*   Flexible Fund   *Tick if your project is city-wide, aimed at multiple areas or for a sector, or if your area got a District Centre large grant in ERF1*

Name of Lead Organisation

This is the organisation that will contract with the Council and be responsible for the grant funding. This might be different from the person or organisation providing leadership to the group. Please speak to us if you are unsure of the role of the Lead Organisation.

Address including postcode

Contact name and job title

The named person should have authority to submit the application on behalf of the Lead Organisation and the partners represented on the project. This person should be contactable throughout the application and contracting process.

Direct phone number   Email address

Legal status of lead organisation and year established

Registration numbers of lead organisation (if applicable)

Charity   Companies House

VAT Number (if applicable)

Additional VAT information

Please include any additional information regarding VAT status if this is not straightforward. For example, where some of the activities of the organisation are exempt or where VAT cannot be recovered, does the project activity fall into this category? If you are unsure you should take independent specialist advice.

Primary organisational aims/purpose

Tell us in a few words what your organisation does – its core mission/purpose.

2. Project Details

Project start date

From September 2023

Project end date

*No later than
30 September 2024*

Project Title/Name

Summary **(200 words) Provide a summary of the project you are proposing.**

Why is this project needed? **(400 words)**

Think about answering the following questions:

- *What needs, problems or opportunities does this proposal respond to?*

- *How do you know these exist and represent the needs of the area/sector?*

- *Have you done any research that gives you supporting evidence that what you are proposing will help (e.g. a survey of businesses or discussions at public meetings)?*

- *How far have you engaged the relevant business community to date – how far does this project reflect their views and priorities? Example: If the project will provide a service, what evidence do you have that the people you are targeting will use the service and that it will meet their needs?*

Detailed description (400 words)

Please expand on the summary and give us more detail under the headings below. Be as specific as possible to help us understand your ideas.

- *What your project will deliver, achieve, provide or supply*
- *How the project will be achieved*
- *Who will do the work*

Project team

Tell us:

- *Who will be overseeing/delivering this project*
- *Who is in your core team working on this application*
- *The organisation each one works for, if applicable*
- *If they will have any specific roles on your project (e.g. Treasurer, Coordinator, Project Manager etc) please include and describe these.*

You do not need to give a full list of all employees in the Lead Organisation. We are interested here in who is working on the application and will be the core team for the ERF Project you are proposing.

3. Project funding and budget

Total project cost

Overall cost of the project including all other sources of funding and income

How will the project be funded?

Please list all funding sources that make up the total project cost. Please note match and other funding is not required, it's fine if you only have ERF Funding - we simply need to know what makes up the total budget.

Please select whether funding is secured (by which we mean this funding is certain and confirmed and will not be withdrawn) or unsecured (wherever you are yet to apply to the funding source, awaiting a decision from a funder, or any other reason for which this funding could be in doubt).

Funding Source	Amount	Secured?

TOTAL Should match to total project cost figure above

You must submit a full project budget alongside this application form, using the template provided. Base this on known (rather than estimated) costs wherever possible. **Please tick to confirm that you have attached your full project budget spreadsheet to the application/email.**

Please note that grant funding from the Economic Recovery Fund may fall within **Subsidy Control** requirements. In this case, we may need further information when we contract with you. **Please tick to confirm that you understand this.**

4. Outputs and impacts

How will your project meet the ERF's objectives?

(Tick all that apply – just the ones that you feel are relevant to your project, you do not need to meet them all.)

To help **build the foundations for economic renewal** across Sheffield by investing in communities and high streets, helping to build resilience to the cost of living crisis and future economic challenges.

To make high streets and **local centres feel safe and welcoming**, so that residents want to spend time and shop there.

To **encourage businesses and groups to work together** on ideas to improve their high streets, and bring new energy to those that already are.

To support high street businesses to work with their communities and **leave a lasting legacy** of community infrastructure that can continue to thrive once projects are complete.

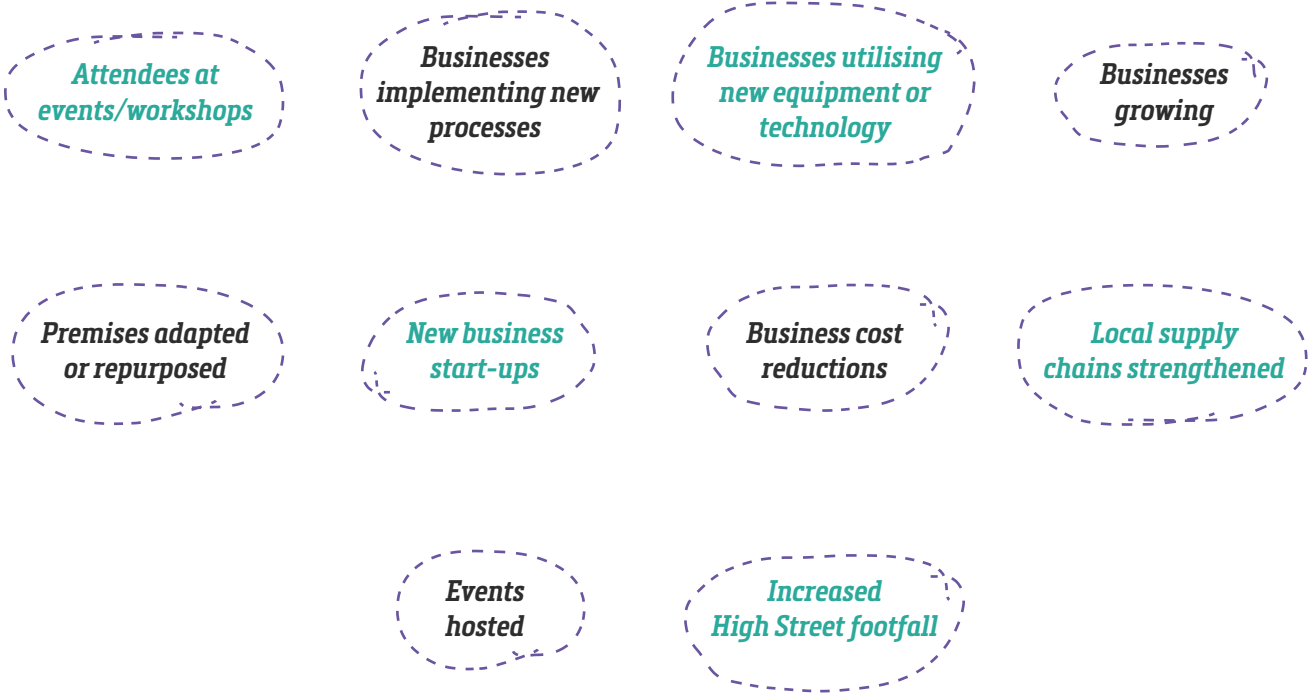## Describe how your project meets the objectives you ticked above (300 words)

Describe how the project aligns to the objectives of the fund you think are relevant. The project does not need to align to all of the objectives – one or two is fine, just focus on the ones you feel best fit with your project. Be as specific as possible.

Who will this project benefit? (100 words)

Who will benefit directly from your project: any communities, sector(s), suppliers, businesses, sole-traders, customers/buyers, employees etc?

What will your project achieve?

Think about what you intend to deliver through this project – how can you describe and count what this will achieve?
For example, if you are intending to deliver several events, you could say: Delivery of 5 events. Some other examples are included below, to help you think about this, but be led by the specifics of your project. If in doubt talk to us.

Attendees at events/workshops

Businesses implementing new processes

Businesses utilising new equipment or technology

Businesses growing

Premises adapted or repurposed

New business start-ups

Business cost reductions

Local supply chains strengthened

Events hosted

Increased High Street footfall

Try and follow the 'SMART' principles when adding your project outputs. Can you say that your output is: specific, measurable, achievable, relevant and can be delivered within this fund's timescale?

Output/Indicator

Quantity

Additional information
Tell us how this output might be measured or evidenced – make sure it is something you can count

Sustainability (300 words)

Think about the impact of your project on the climate and the ways in which you can minimise its impact.
For example, things like:

- *Materials used and how these can be as sustainable as possible*
- *Whether you can include public discussions and activities around this issue as part of your project*
- *What you will ask of suppliers (e.g. if you are running events, can you request no single use plastics are used?)*

Inclusion (300 words)

It is really important that your project reflects the diversity of your community and that you work in an inclusive way, so that nobody feels left out or that they did not have an opportunity to feed in views or participate if they wanted to.

Consider here how you will engage with different parts of your community and how they might need different support or mechanisms to encourage their involvement.

Consider who is on your steering group/management committee/on your project team. How far does it reflect your community and local business owners? Where it doesn't how might you change that?

Legacy (300 words)

This is a short-term grant fund, but you may wish to consider how far you can use this opportunity to put in place foundations from which to build. What would you like to see come from this project after the funding and delivery period has finished?

5. Project management

What will be your approach to project management?

Please describe how you will manage the project. For example, think about:

- *how you will regularly communicate with, engage and involve local businesses and others*
- *whether you will meet regularly as a management/steering committee - who will need to be part of that group*
- *who will be responsible for the finance management and record keeping*
- *who will deliver activities and monitor how far milestones and outputs are being achieved*
- *how you will seek and appoint suppliers where needed*
- *how you will recruit people*

What are the key milestones you will aim to meet?

These will be the dates you are planning for the main activities to take place; key dates we need to be aware of and working towards. This is a starting point and we expect things might shift and change. Consider including things like:

- *Dates your management team/project group might meet*
- *When events might take place*
- *When you undertake promotion and communications activities*
- *When you will achieve your outputs*

Milestones	Description	Target Month

What are the key risks you foresee?

You might want to think about risks that are around: cost, delivery, management of relationships, communications, contracting and reputation. Describe how you will look out for these and stop them from throwing your project off course if they do happen.

Risk description	Likelihood	How you will mitigate for and manage this risk

6. Ways of working and our expectations

Please **tick to confirm** that you have read the following statement about how we hope to work with you if you are successful in your application.

As well as signing a contract with the Council to deliver your project, you're also entering a partnership with us where we'll support your aims and work with you to help make them happen. Setting some shared ways of working is important to help this partnership run smoothly.

As a public body the Council abides by the 7 Principles of Public Life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In receiving funding from the Council you should be aware of these principles and there are some specific ways of working that you should respect throughout your project:

1. You should not bring the Council into disrepute or damage the reputation of the Council while delivering your project.

2. You should submit your monitoring forms with all relevant information before update meetings.

3. The Council will retain the right to refuse to include or move forward with any element of your project that is deemed not to be in the best interests of the Council or the local area to progress.

4. Any suppliers or contractors appointed to carry out work as part of your project should be appointed on the basis of merit and value for money. You should seek more than one quote for works, and contracts should not be awarded to persons known to the project unless they can be proven to be the best value and have gone through a fair process.

5. The Council may request to be involved in any recruitment process for appointing project managers.

6. Although the ERF team will have approved your project for funding, if any part of it requires another type of formal approval (e.g. a license or similar) then that is still needed. It is the responsibility of the grant recipient, with support from the Council, to identify any processes and permissions that you need to follow.

7. We do not need to approve every social media post or newsletter in advance but the ERF team will to see your main/leading communications assets (print and digital) before they are published. For example, if you want to print an event flyer, promotional poster, lamppost banner, or have a brand identity designed it would be good to see these before you finalise them. All communications made by the project should mention that the activity is funded by Sheffield City Council and feature, where possible, the Council's logo alongside those of any local partners.

8. When promoting or discussing the project on social media, all members of the project team should make sure everything they say is professional, respectful, impersonal and positive. Projects will be required to delete or remove any social media or other communications which do not meet this standard.

9. Where projects are taking photos or video to evidence and celebrate the activity delivered by their project they will abide by GDPR legislation and obtain consent from anyone identifiable/featured in images. Ideally this will include consent to for these to be shared with and used by the Council.

10. Projects should actively try to be as inclusive as possible, ensuring that all parts of the business and wider community feel welcome and able to participate in and enjoy the project.

7. Your privacy and what we do with this information

Please **tick to confirm** that you have read the following statement and the Council's privacy notice, that sets out how we store and use your information.

The Council's Privacy Notice explains how we work within legislation to manage and use your information. It also tells you how you can access the information held about you.

To score applications and manage communications with you we will share the information you provide in your application form with:

•   relevant Council employees or consultants, and

•   with our Steering Group.

We will not use this information for any other purpose or share your data with anyone not connected to the management and delivery of the Economic Recovery Fund, unless with your direct written permission.

If you have any questions about how we will store, use and share your information, please ask.

8. Additional information *(NOT SCORED)* (100 words)

List of any additional information or attachments

Is there any other information you think it is important for the Steering Group to know that you have not been able to include elsewhere in the application?

You may wish to include a small number of images to help us identify key locations you refer to in your application. Please append these to the application form (below), send via WeTransfer/Dropbox link/compressed file (or similar) or attach in your email when you submit your application. Where you attached additional documents/files, please list these below.

Please note that the information you provide here should be illustrative only and will not be scored.