

UK Shared Prosperity Fund – Voluntary Sector Key Fund Guidelines for Applicants

These notes should be read before applications are submitted to the Voluntary Sector Key Fund. You may also want to refer to these notes during the application process.

This grant is open for applications from community groups. Final approval of grant applications will be subject to CVSC receiving approval from the managing authority for the UKSPF funds.

We highly recommend contacting one of our grants officers before submitting an application.

For further help or advice please contact us:

Phone: 01492 523847 / 01492 523845

E-mail: grants@cvsc.org.uk

What is the Voluntary Sector Key Fund?

The UK Shared Prosperity Fund provides funding for local investment through UK Government. UK Government are providing transition funding in the 2025-26 financial year. As a part of this, Community and Voluntary Support Conwy (CVSC) are administering the Voluntary Sector Key Fund: a fund of £400,000 for Third Sector groups in Conwy.

The fund will offer 2 types of grants:

- Micro Fund: £500-£2,499
- Main Fund: £2,500-£25,000

The Voluntary Sector Key Fund will **exclusively support revenue projects** (As a part of your revenue project, we can accept applications that include equipment under the value of £5,000 (per type of item). The Voluntary Sector Key Fund can fund 100% of project costs. Although match funding is not essential, it is desirable.

Projects must support the delivery of one of the following UK Shared Prosperity Fund Sub-Themes:

- Healthy: Improve Health and Wellbeing
- Inclusive: Bringing Communities Together, Tackling Homelessness

The **round is open for applications until 09:00 on 26th May 2025**. There is likely to be a high demand for funding and we do not currently anticipate opening a second round. We may consider extending the deadline for submitting applications should funding still be available.

Projects must be completed, and all funds must be spent by 15th January 2026. Applicants will be expected to complete a project completion report at the end of the project (by 15th January 2026). Projects may also be subject to a mid-project monitoring report.

Eligible Organisations:

Organisations within Conwy County will require a written constitution, a set of rules, or a governing document and will need to have a bank or building society account (in the name of the organisation) with a minimum of two, unrelated signatories in place before applying for a grant.

Eligible Organisations, who can apply for funding include:

- Charities.
- Voluntary, community groups.
- Parish / Community Councils / Town Councils
- Social enterprises (including credit unions, co-operatives, social firms, community owned enterprises, community interest companies and development trusts) provided they operate on a not-for-profit basis.

Exclusions:

Grants will not be available for:

- Commercial organisations.
- Individuals.
- Any works which are a statutory responsibility, such as scheduled transport services, works to public highways and public car parks.
- Projects that are religious in focus or that support a party-political campaign or cause or may bring the fund or the funder into disrepute.
- Retrospective funding (i.e., projects that have already been started, whether or not already paid for).
- Building up a reserve or surplus, whether distributable or not.
- CIC by share organisations.

The Application Process:

All applicants will be required to submit an application form and relevant additional supplementary information, including:

- Copy of organisation constitution / governing document.
- Equal Opportunities, Safeguarding, and Language Policies.
- Written quotes or estimates.
- Copy of latest accounts.
- Up to date bank statement.
- Evidence of community support for the project (independent letters / emails – maximum of 5).
- 5 measurable outcomes from your project. (Outcomes will need to be agreed with a CVSC officer following the application stage).

Application Form:

Section 1: About you/your organisation

- What is your role within your group? (e.g., Secretary, Chairperson, Treasurer)
- Are you part of a wider organisation/affiliated to any national governing body or charity?
- What is your organisation type? (e.g., Voluntary club/association, youth club/organisation, charity, town/community council, environmental group)

Section 2: About your project

- Tell us about your project. What do you want to do? Why do you want to do it? If you undertake the project, what difference will it make in your community / to your group / the environment / the building / for your members?
- Only by clearly stating what you want to do, will the decision-making panel get an insight to your project.
- You must highlight the benefits of the proposed scheme. Only then can your application be assessed in terms of value for money.
- Don't forget to be realistic with your start and finish dates.
- You may write in paragraph form, bullet points or continue on a separate sheet of paper. Try to be concise and keep to the main points.
- What evidence do you have that the project is needed? Do you have any evidence to support your view? How would this funding help you to achieve your goal?
- What difference will the project make? (e.g., purchase of new equipment will allow us to set up new mother and toddler class / the project will enable this redundant building to be reopened as a Guide and Scout hut / the project will create 30 new club members / a new job).

Section 3: Financial Details

- This section deals with project costs.
- Any item costing more than £5,000 will require 3 quotes.
- You should list every item / element you are seeking funding for.
- Include the net cost, the VAT element and total cost.
- State clearly whether your organisation is able to reclaim VAT.
- If you propose to reclaim VAT only include the net cost of each item.
- Applicants are encouraged to find match funding for their projects. However, this is not mandatory and there is no set amount for match funding required.
- List all other funders / potential funders, confirmed or unconfirmed and the amount you are seeking from them.
- Finally, at the bottom of this section state how much grant aid you are seeking.

Following Any Grant Award:

The contact person will receive a letter outlining the panel's decision. The contact person must copy and return the letter to CVSC (the copy is for your own records). If your application is successful, you must agree to:

- Submit receipts for all expenditure.
- Submit reports as requested (these will be commensurate with the size and complexity of your project).
- Use the monies exactly as specified in your application unless prior agreement from CVSC is granted.
- Publicise the Voluntary Sector Key Fund.

GDPR Statement

Community and Voluntary Support Conwy (CVSC) operating on behalf of The UK Government, will use the information contained in your application document, including personal information, to process your funding application. The information will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from <https://thirdsectorsupport.wales/privacy>). The information will be held for the length of the UK Shared Prosperity Fund project and then destroyed securely.

PLEASE ENSURE THAT YOU SPEAK TO A CVSC OFFICER BEFORE SUBMITTING YOUR APPLICATION.

Please return the completed Application Form and Supporting Documents to:

grants@cvsc.org.uk / josephinehastings@cvsc.org.uk

Grants Team / Josephine Hastings
CVSC
7 Rhiw Road
Colwyn Bay
Conwy
LL29 7TG