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# Grant Specification and Guidance

## Northumberland Inclusive Economy Community Partnership

### Call for Projects

**Call opens Wednesday 10 January 2024**

**The first deadline for submission of expressions of interest  
is Wednesday 31 January 2024 at 9 am**

Please direct all enquiries around this call to  
[employabilityandinclusion@northumberland.gov.uk](mailto:employabilityandinclusion@northumberland.gov.uk)

This call for projects will remain open until May 2024. However, we encourage applicants to submit expressions of interest by the Wednesday 31 January 2024 deadline if at all possible, even if your project proposal is fully not developed at this time. As the funding available is limited, Northumberland County Council wants to quickly get a full picture of the projects that are likely to seek funding from the programme so it can gauge which projects it may be able to support within the available funds.



## **1. About this Programme and funding opportunity**

Northumberland County Council (NCC) intends to fund revenue and capital projects with the aim of supporting:

- impactful volunteering and/or social action projects to develop social and human capital in local places;
- investment in capacity building and infrastructure support for local civil society and community groups.

Funding will be awarded for projects delivered within the wards detailed in Appendix 4.

Projects applying under this call must be able to start delivery as early as possible in 2024; project delivery and spend must be completed by 31 December 2024; and outputs and outcomes must be completed by 31 March 2025.

The Council would like to encourage all applicants with an eligible project, whether it is fully developed or at an early concept stage only, to submit their proposals now so we can get a full picture of all the projects that are likely to seek funding from the Programme. The first deadline for the submission of expressions of interest is Wednesday 31 January at 9am.

## **2. Programme background and strategic objectives**

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit: <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

This project is funded by the UK Government through the UK Shared Prosperity Fund with the North of Tyne Combined Authority (NTCA) as the lead authority. The North of Tyne Combined Authority is a partnership of three local authorities: Newcastle City Council, North Tyneside Council, and Northumberland County Council and the North of Tyne Elected Mayor. NTCA's vision is of a dynamic and more inclusive economy, one that brings together people and opportunities to create vibrant communities and a high quality of life, narrowing inequalities and ensuring that all residents have a stake in our region's future. NTCA will invest in activities to achieve this vision.

The Communities and Place theme of the UK Shared Prosperity Fund has the key objectives of:

- strengthening our social fabric and fostering a sense of local pride & belonging, and
- building resilient, healthy & safe neighbourhoods.

NTCA has devolved £1.5m to Northumberland County Council (NCC) under this theme for the creation of an Inclusive Economy Community Partnership to plan and fund activity that meets two key objectives of:

- funding for impactful volunteering and/or social action projects to develop social and human capital in local places;
- investment in capacity building and infrastructure support for local civil society and community groups.

This includes a co-ordinated place-based approach to address key challenges, with a focus on building opportunities and restoring pride of place. The project will be delivered from July 2023 to March 2025.

NCC will act as Lead Accountable Body (LAB) for the fund, to be delivered through the Northumberland Inclusive Economy Community Partnership (IECP).

The Northumberland Inclusive Economy Community Partnership (NIECP) has a specific focus on achieving the Levelling Up mission of restoring a sense of community, local pride and belonging and supports some of our most deprived communities to develop local solutions in response to identified needs and opportunities.

The objectives of the NIECP are to co-ordinate a programme of activity to:

- increase opportunities for people to come together to build strong and trusting relationships;
- strengthen the capacity of VCSE sector organisations to meet the needs of the local community;
- support the community to play a stronger role in shaping and making decisions on local activities and developments.

### 3. Call Parameters

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Funding Priorities</b></p> | <p>The fund is for local organisations in the VCS to enable them to</p> <ul style="list-style-type: none"> <li>• build capacity and</li> <li>• offer impactful volunteering opportunities to residents (with particular consideration for those who are not in work or economically active)</li> </ul> <p>to address inequalities and deliver Inclusive Economy ambitions.</p> <p>Quantifiable benefits and outcomes that projects will be encouraged to contribute towards include:</p> <ul style="list-style-type: none"> <li>• Building capacity in the VCS to deliver services in the most deprived areas;</li> <li>• Engagement with support provision in volunteering activity as a progression to social and economic inclusion;</li> <li>• Access to other services;</li> <li>• Advice and support;</li> <li>• Progression to other provision, including support with training and job search;</li> <li>• Wellbeing benefits associated with improved health.</li> </ul> <p>See Appendix 2 for proposed outputs.</p> <p>A support organisation, Northumberland CVA, working with CVA Blyth Valley, has been funded to work alongside the Northumberland IECP Project Manager to assist VCS organisations in developing ideas into projects to be submitted as Expressions of Interest (EOI) to the Northumberland IECP Funding Panel. The panel will invite full applications or suggest amendments to EOIs, with which the support organisation will also assist.</p> |
| <p><b>Objectives</b></p>         | <p>Applications are invited to submit delivery proposals against the following objectives:</p> <ul style="list-style-type: none"> <li>• Provision of impactful volunteering opportunities, ensuring inclusion of             <ul style="list-style-type: none"> <li>○ residents who are out of work,</li> <li>○ residents who are socially and economically excluded</li> <li>○ individuals with low skills,</li> <li>○ and young people not in education, employment or training.</li> </ul> </li> <li>• Identification of potential routes of progression to further volunteering, training or other support as a route to economic activity and social/economic inclusion.</li> </ul> <p>Applications must be able to demonstrate that they:</p> <ul style="list-style-type: none"> <li>• have proven experience and a successful track record in delivering projects that meet the objectives;</li> <li>• can utilise knowledge and experience of the communities in the delivery area;</li> <li>• have adequate resource and delivery premises.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                                                 | <p>The successful applicant will be required to deliver against a series of key performance indicators:</p> <ul style="list-style-type: none"> <li>• Number of people attending training sessions</li> <li>• Number of volunteering opportunities supported</li> </ul> <p>Successful applicants are encouraged to achieve the basic level of accreditation through the North of Tyne Good Work Pledge. For further information, visit <a href="https://www.goodworkpledge.co.uk">https://www.goodworkpledge.co.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                     |                     |         |         |          |         |         |          |              |        |         |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------|---------|----------|---------|---------|----------|--------------|--------|---------|
| <p><b>Dates and Deadlines</b></p>                                               | <p>This call for projects opens in January 2024 and will remain open until May 2024.</p> <p>The first deadline for the submission of expressions of interest is Wednesday 31 January 2024 at 9am.</p> <p>We encourage applicants to submit expressions of interest by this deadline if at all possible, even if your project proposal is not fully developed at this time.</p> <p>As the funding available is limited, NCC wants to quickly get a full picture of the projects that are likely to seek funding from the programme so it can gauge which projects it may be able to support within the available funds.</p> <p>NCC can provide additional support and advice to help you meet the deadline. If you need support with your application, please let us know as soon as possible.</p> <p>For applicants that are unable to submit expressions of interest by the 31 January 2024 deadline, further deadlines will be published by NCC before May 2024. The number and timing of any further bidding deadlines will be subject to the volume and quality of proposals received at the first deadline and the amount of funding remaining to support further projects.</p> |                     |                     |                     |         |         |          |         |         |          |              |        |         |
| <p><b>Fund Allocation, Minimum Application Values and Project Durations</b></p> | <p>Grants fall into three categories with minimum and maximum grant allocations:</p> <table border="1" data-bbox="435 1527 1385 1693"> <thead> <tr> <th>Grant Type</th> <th>Minimum per project</th> <th>Maximum per project</th> </tr> </thead> <tbody> <tr> <td>Capital</td> <td>£50,000</td> <td>£100,000</td> </tr> <tr> <td>Revenue</td> <td>£35,000</td> <td>£100,000</td> </tr> <tr> <td>Small Grants</td> <td>£5,000</td> <td>£35,000</td> </tr> </tbody> </table> <p><b>Revenue grant and small grant applications</b> are open to cover a wide range of proposals assessed on ability to meet the project outcomes. These are not predetermined as new ways of working and innovation are encouraged, generated by community organisations and local intelligence.</p> <p>Projects need to be inclusive and show proactive approaches to address barriers to participation and volunteering. They should connect and share</p>                                                                                                                                                                                                                                             | Grant Type          | Minimum per project | Maximum per project | Capital | £50,000 | £100,000 | Revenue | £35,000 | £100,000 | Small Grants | £5,000 | £35,000 |
| Grant Type                                                                      | Minimum per project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Maximum per project |                     |                     |         |         |          |         |         |          |              |        |         |
| Capital                                                                         | £50,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | £100,000            |                     |                     |         |         |          |         |         |          |              |        |         |
| Revenue                                                                         | £35,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | £100,000            |                     |                     |         |         |          |         |         |          |              |        |         |
| Small Grants                                                                    | £5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £35,000             |                     |                     |         |         |          |         |         |          |              |        |         |

|                               | <p>approaches and learning as they test innovative ideas. They will help build capacity in communities but will have the flexibility to allow organisations to bring people together in a way that works in local contexts.</p> <p><b>Capital grants</b> are similarly flexible enough to respond to community-led and locally appropriate demand. This may include development of facilities to incorporate community learning and training delivery, improvements to facilities to increase access and promote wellbeing activities, retrofitting to support carbon neutral aims, and developing external spaces available for the use of the community and community groups which can generate volunteering opportunities.</p> <p>All projects must be complete by 31 March 2025; project delivery and spend should be completed by December 2024; and outputs and outcomes must be completed by January 2025.</p> |                   |                   |             |              |                   |                                                                                           |              |                        |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------|--------------|-------------------|-------------------------------------------------------------------------------------------|--------------|------------------------|
| <b>Added Value</b>            | <p>Applicants are expected to submit proposals which demonstrate impact and additionality.</p> <p>Northumberland Inclusive Economy Community Partnership funding will not replace existing funding or duplicate existing activity, including UK Shared Prosperity Fund People and Skills delivery.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                   |             |              |                   |                                                                                           |              |                        |
| <b>Geographical Scope</b>     | <p>The Northumberland Inclusive Economy Community Partnership Fund will award funding to VCS organisations creating opportunities:</p> <ul style="list-style-type: none"> <li>• within one, or multiple, of the designated wards of Amble, Ashington Central, Bedlington Central, Bedlington East, College, Cowpen, Croft, Hirst, Isabella, Kitty Brewster, Lynemouth, Newbiggin Central and East, Newsham, Plessey, Seaton with Newbiggin West, Sleekburn, Stakeford, and Wensleydale. See Appendix 4 for a map.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |                   |                   |             |              |                   |                                                                                           |              |                        |
| <b>Eligible match funding</b> | <p>NCC welcomes projects that bring match funding, however there is no set level of match funding required and projects can request up to 100% funding from this programme. Proposals which can leverage match funding will be scored more favourably through the assessment process.</p> <p>NCC expects match funding must be auditable and relate to actual project expenditure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                   |             |              |                   |                                                                                           |              |                        |
| <b>Procurement</b>            | <p>Successful applicants must follow the <b>Public Procurement Principles</b> when appointing contractors to undertake the work and provide evidence of the procurement process.</p> <table border="1" data-bbox="432 1787 1378 1995"> <thead> <tr> <th data-bbox="432 1787 746 1832">Value of contract</th> <th data-bbox="746 1787 1378 1832">Minimum procedure</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1832 746 1872">£0 - £9,999</td> <td data-bbox="746 1832 1378 1872">Direct award</td> </tr> <tr> <td data-bbox="432 1872 746 1955">£10,000 - £50,000</td> <td data-bbox="746 1872 1378 1955">3 written quotes or prices sought from relevant suppliers of goods, works and/or services</td> </tr> <tr> <td data-bbox="432 1955 746 1995">Over £50,000</td> <td data-bbox="746 1955 1378 1995">Formal tender process:</td> </tr> </tbody> </table>                                                | Value of contract | Minimum procedure | £0 - £9,999 | Direct award | £10,000 - £50,000 | 3 written quotes or prices sought from relevant suppliers of goods, works and/or services | Over £50,000 | Formal tender process: |
| Value of contract             | Minimum procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                   |             |              |                   |                                                                                           |              |                        |
| £0 - £9,999                   | Direct award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                   |             |              |                   |                                                                                           |              |                        |
| £10,000 - £50,000             | 3 written quotes or prices sought from relevant suppliers of goods, works and/or services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                   |             |              |                   |                                                                                           |              |                        |
| Over £50,000                  | Formal tender process:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                   |             |              |                   |                                                                                           |              |                        |

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|                                     | <ul style="list-style-type: none"> <li>to include advertising on the applicants/or other appropriate website for 10 (working) days.</li> <li>a detailed specification must be compiled and advertised, and tenders also invited from a minimum of three potential bidders.</li> <li>applicant must show evaluation of tenders and how the winning tender was selected.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Eligible Applicants</b>          | <p>Applicants must be legally constituted at the point of signing a Funding Agreement and be able to enter into a legally binding Funding Agreement. The Applicant will be the organisation that, if the application is successful, enters into a grant agreement with NCC and therefore carries the liability for ensuring that the terms of the Funding Agreement are met by them and all delivery partners. Applications are encouraged from consortia or other similar types of partnership arrangements; however, a lead organisation must be selected to become the applicant. It is this organisation that carries the responsibility for carrying out a compliant project.</p> <p><b>Please see full eligibility information set out in Appendix 1</b></p>                                                                                                                                                                                                                                                       |
| <b>Subsidy Control</b>              | <p>Grants to organisations are often considered to be a subsidy. Please read Appendix 3 for more information before completing the application form.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contact</b>                      | <p>Please email your expression of interest to <a href="mailto:employabilityandinclusion@northumberland.gov.uk">employabilityandinclusion@northumberland.gov.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Outputs, Outcomes and Impact</b> | <p>Projects must deliver the outputs and outcomes as described in Appendix 2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Next Steps</b>                   | <ol style="list-style-type: none"> <li><b>Contact the Project Manager</b><br/>Before you consider applying for a grant you should contact the Project Manager to discuss the project proposal, by email to <a href="mailto:adam.gray@northumberland.gov.uk">adam.gray@northumberland.gov.uk</a></li> <li><b>Complete the Expression of Interest Form</b><br/>The Project Manager will confirm if your proposal can be progressed and will invite you to complete the Expression of Interest Form (EOI).<br/>Applicants are encouraged to work with Northumberland CVA or CVA Blyth Valley to develop proposals into viable expressions of interest.<br/><br/><b>Applicants working in Blyth</b> should contact CVA Blyth Valley at <a href="mailto:info@cvabv.org.uk">info@cvabv.org.uk</a> or on 01670 353623.<br/><br/><b>Applicants in all other areas</b> should contact Northumberland CVA at <a href="mailto:enquire@northumberlandcva.org.uk">enquire@northumberlandcva.org.uk</a> or on 01670 858688.</li> </ol> |

If the proposal meets the criteria specified, you will be invited to submit a full application to the Grants Panel. Should the proposal not meet the criteria, you may review the proposal and submit a new EOI.

### 3. **Complete the Application Form**

On receipt of confirmation from the NIECP, you will be invited to complete a full Application Form.

Applications must:

- explain clearly what the project is and how it aims to meet the objectives of this funding;
- demonstrate a clear case for the necessity of grant support;
- be located in the eligible area;
- meet the remit of the UK Prosperity Fund Communities and Place;
- have an Inclusive Economy theme;
- demonstrate added value;
- avoid duplication;
- be delivered and completed by 31 March 2025;
- not exceed the following amounts unless you are funding the additional costs from your own budgets:
  - Small grants - £35,000
  - Capital projects - £100,000
  - Revenue projects - £100,000

**Please see Appendix 7 for a checklist of what to include with your application form.**

Once you submit your complete application, we will start processing it.

NCC, as the Lead Accountable Body, will undertake a Light Touch Assessment and Due Diligence Process of your application and the supporting information (including evidence of value for money) that you provide. This will include consideration of Subsidy Control.

You may also be asked for additional information during this process in support of your application.

Once assessment of your grant application is complete, your application, along with a relevant report, will be submitted to the grants panel who will take a final decision on your proposal.

The grant decision will be relayed to you at the earliest opportunity. It will either approve or reject the application or may request that you revise and resubmit.

Please be aware, full compliance with the eligibility criteria does not guarantee that your application will be successful, as grants are discretionary, and there is no right of appeal against the grant decision.

If your grant application is declined, an explanation will be provided.



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|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Grant Agreement, Acceptance</b></p> | <p>If your grant is approved, Northumberland County Council, our Lead Accountable Body, will send you a formal Grant Agreement that will include information about your grant and eligible project costs, with any conditions of the offer and information on how to claim the grant.</p> <p>A signed acceptance of the Offer needs to be returned to NCC before you can make your claim.</p> <p>You must not commence your project, or enter any legal contracts, including ordering, payment of deposits or incurring any costs on any supplies, services or works before the formal approval of your grant funding and you have signed and dated the Offer Letter Acceptance.</p> <p>It is important to note that costs incurred before the date of the Offer Letter cannot be supported. Any project expenditure undertaken before the acceptance of the offer is signed and dated by you is at your own risk.</p> <p>To claim your grant, you will need to submit a Claim Form and provide supporting documentary evidence.</p> <p>The grant agreement process can take a few weeks, so you should allow for this in your project timetable.</p> <p>The Grant Funding Agreement will include:</p> <ul style="list-style-type: none"> <li>• Financial information including details of the total project cost and the grant award. The grant offer is the maximum amount available. No additional funding will be awarded for cost overruns. Any cost overruns must be met by the project sponsor.</li> <li>• Deliverables, such as, the number of volunteer opportunities supported, the number of people attending training sessions, facilities/amenities created or improved.</li> <li>• Compliance issues including procurement and subsidy control requirements and regulations, and publicity.</li> <li>• How to claim the grant and the evidence requirements, such as evidence of expenditure, output achievement, and compliance with subsidy control and procurement requirements. The triggers for payments of the grant will be determined by NCC and set out in the GFA.</li> <li>• Issues of grant withdrawal or clawback. NCC will be responsible for ensuring successful grant applicants comply with the contractual requirements and provide the evidence required to clearly demonstrate that the grant has been spent on eligible items and activities, that the deliverables have been achieved, and that the organisation has complied with all regulatory requirements.</li> </ul> |
| <p><b>Monitoring Returns</b></p>          | <p>Delivery and performance of each project will be monitored by the Project Manager.</p> <p>We will arrange a pre-start meeting with you at the beginning of the project which will explain the claims process in more detail.</p> <p>Claims will be paid when:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• a fully completed claim form has been approved by NCC together with supporting information (including a detailed transaction list and evidence of defrayment required);</li><li>• any project specific funding conditions have been complied with;</li><li>• financial, output, milestone, risk and progress information has been correctly submitted.</li></ul> <p>There will be a closure visit for all capital projects.</p> <p>All projects will have a 10% retention of whole project costs applied at the end of the project until NCC is satisfied that all grant conditions have been fulfilled.</p> |
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## **Appendices**

Appendix 1: Guidance on Eligibility

Appendix 2: Outputs and Outcomes

Appendix 3: Guidance on Subsidy Control

Appendix 4: Eligible Wards

Appendix 5: Guidance on Capital Grants

Appendix 6: Guidance on Revenue Grants

Appendix 7: Project Costs (salaries)

Appendix 8: Application Checklist

## Appendix 1: Guidance on Eligibility

- Applicants must be a legally constituted body, and not an individual or sole trader.
- The fund is targeted at the Voluntary, Community and Social Enterprise (VCSE) sector.
- Non-public sector applicants applying for funding will be subject to a financial due diligence assessment. This assessment tests that financial health of the applicant organisation, its on-going sustainability, its ability to manage the cash flow requirements, and its ability to repay funding if necessary.

### Eligible Revenue Expenditure

- **Salaries** – Staff working 100% of their time on the proposed project can include their full gross salary within project claims. Please see Appendix 7 for further information.
- **Travel & Expenses Costs** – for travel and expenses related to project staff and activity. This can include mileage and public transport costs in line with the applicant's travel and subsistence policy.
- **Flat Rate Indirect Costs (FRIC)** – 15% Flat Rate applied to salaries expenditure – Flat rate indirect costs refer to shared costs or overheads. These are genuine costs to the project but cannot be directly attributed or audited. Many organisations have complex methodologies for calculating and apportioning indirect costs, and these can be administratively burdensome to evidence and audit. NCC will utilise a flat rate to calculate indirect costs attributable to the project. The tracing/auditing of all costs to individual supporting documents is not required - this is the key point of simplified costs as it significantly alleviates the administrative burden. The 15% flat rate enables the calculation of all indirect costs attributable to a project without the need for complex apportionment or overhead methodologies or checking of evidence/audit trail associated with indirect costs.
- **Materials & Consumables** – Includes costs for specific materials, small equipment, and goods that need to be used and regularly replaced that are necessary for project delivery.
- **Training** – It is expected that staff members should have the skills and experience to deliver the project, however this budget line covers any necessary training for staff skills and development that are absolutely necessary to deliver the project.  
Inclusion of training budget will be challenged during project appraisal to ensure it is additional and proportionate.
- **Marketing & Promotion** – Includes marketing costs such as press releases, social media, events, and publicity materials to promote project activity.
- **Consultancy/Legal Fees** – Procured consultancy support to deliver specific aspects of project activity that cannot be undertaken by project staff. This can include legal fees where applicable.

## Ineligible Revenue

The following individual revenue costs are not eligible for support:

- Notional costs, e.g. where an item usually retails at £x, but the applicant buys it cheaper but claims the difference between the price paid and £x.
- Payments for activity of a political nature
- Provisions, e.g. money set aside to pay for future events e.g. sink funds • Contingencies and contingent liabilities
- Dividends
- Interest or service charges arising on debt incurred including finance leases, hire purchase, and credit arrangements
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up of a company
- Payments for unfair dismissal
- Compensation for loss of office
- Payments for gifts and donations
- Entertainment apart from food and non-alcoholic drink provided for a meeting
- Statutory fines and penalties
- Criminal fines and damages
- Legal expenses in respect of litigation

## Eligible Capital Expenditure

- **Land Acquisition** – The cost of purchasing land which is not built upon.
- **Building Acquisition** – The cost of acquiring a building if there is a direct link between the purchase and the objectives of the project. Site Investigation The cost of investigations and inspections of sites to collect information and report potential hazards or risks of a site which are unknown.
- **Site Preparation** – The costs associated with demolition of existing buildings and structures, clearing of building sites, excavation, levelling, drainage, and other preparation prior to construction.
- **Building & Construction** – This should include external/ internal refurbishment and conversion of existing buildings, new build premises, provision of services, and landscaping.
- **Plant & Machinery** – This should include tangible fixed assets used for the purpose of providing a service for the project. It should also include equipment required for operational and research purposes where it is directly related to the project. The purchase costs of second-hand equipment are eligible provided they meet the needs of the projects and have not been purchased with the aid of national or community grants.
- **Fees** – This should include fees and salaries for design and supervision. Fees include legal consultancy fees, notarial fees, and the cost of technical and

financial experts if they are directly linked to the project and are necessary for its preparation or implementation.

- **Other Capital** – Any eligible capital expenditure not covered by the categories above provided it can be clearly demonstrated that these are directly related to the delivery of the project.

### **Ineligible Capital**

The following would not be eligible:

- Costs not directly linked to the project.
- Where only part of the capital development fits with the scope of the funding priorities, costs will need to be apportioned.

**This list is not exclusive and any queries about the eligibility of costs not included in the list above should be addressed to NCC.**

## Appendix 2: Outputs and Outcomes

NIECP projects will contribute towards the following outputs and outcomes that the overall project is contracted to achieve by 31 March 2025.

### Outputs

| Output                                                  | Quantity |
|---------------------------------------------------------|----------|
| Number of organisations receiving grants                | 15       |
| Number of organisations receiving non-financial support | 17       |
| Number of amenities / facilities created or improved    | 5        |
| Number of people attending training sessions            | 100      |
| Number of local events or activities supported          | 5        |
| Number of volunteering opportunities supported          | 70       |
| Number of projects successfully completed               | 3        |

### Outcomes

| Outcomes                                                                | Quantity |
|-------------------------------------------------------------------------|----------|
| Number of new volunteering opportunities created as a result of support | 125      |
| Percentage improvement in engagement                                    | 5%       |

Quantifiable benefits and outcomes that projects will be encouraged to contribute towards include:

- Building capacity in the VCS to deliver services in the most deprived areas;
- Engagement with support provision in volunteering activity as a progression to social and economic inclusion;
- Access to other services;
- Advice and support;
- Progression to other provision, including support with training and job search;
- Wellbeing benefits associated with improved health.

## Appendix 3: Subsidy Control (Formerly State Aid)

Under the Subsidy Control Act 2022, a “Subsidy” means any financial assistance given directly or indirectly through public resources by a public authority that confers a specific economic advantage on one or more enterprises, with respect to the production of goods or the provision of services, and which is capable of having an effect on competition or investment within the United Kingdom or trade or investment between the United Kingdom and another country. **This includes grant funding, free training and workshops.**

**Any financial assistance awarded through the project will be checked by Northumberland County Council for compliance with the Subsidy Control rules.**

We anticipate that many of the grant applications will be considered to be a subsidy.

### Definition of a Subsidy

- A “subsidy” means financial assistance which includes grants, loans at a preferential rate and goods and services at a reduced cost – such as free training or events or subsidized consultancy.
- It must be awarded from a public body such as Northumberland County Council.
- It must be made to an enterprise. *An enterprise is any entity which provides goods or services on a given market, regardless of its legal status.* This includes charities, non-profit organisations, sole traders and cooperatives – a profit does not have to be made. It is irrelevant whether the organisation has charitable aims or if profits will be directed towards activities for the public good. Offering goods and services occurs when goods or services are made available to users, even if a fee is not actually charged. A market exists when there is competition with at least one other organisation to provide goods or services to customers.

**So Financial assistance to a recipient that does not provide goods or services on the market is not a subsidy** (for example, a grant to NHS providers of health services is not a subsidy. Also support for an organisation that carries out non-economic activities with some ancillary economic activities is not a subsidy).

- It must confer an economic advantage for an enterprise. An advantage means a benefit not obtained under normal market conditions. **Purchasing goods and services following appropriate public procurement processes at market rate is not an economic advantage.**
- It must be specific and not available to all so that it benefits one or more enterprises over others. **Measures which treat equally all enterprises in the area for which the authority exercises its responsibilities would not be a subsidy.**
- It has, or is capable of having, an effect on competition or investment within the United Kingdom or trade or investment between the United Kingdom and another country. Financial support. **Where the enterprise is operating in a market inherently without competition and there is no evidence of any**



**potential market entry (e.g., support for a hairdresser in a remote village).**

**If all these criteria are not fulfilled, then the assistance is not a Subsidy.**

If you consider that a grant is not a subsidy, please add in the commentary within the Application Form.

### **If the Grant is a Subsidy**

If the grant is a subsidy, then it can still be awarded but some additional paperwork will be required. There are two exemptions where organisations must declare previous financial assistance. **The Application Form will ask for a list of previous grants and assistance to help us assess how we can compliantly award grants. Please can you complete this section as fully as possible.**

Please note that the following are not required to be included within this table: Basic Payment, Countryside Stewardship, grants awarded under GBER (General Block Exemption Regulation) Commission Regulation (EU) No 651/2014 of 17 June 2014.

- **Minimal Financial Assistance (MFA)**

Organisations (and any linked organisations) are allowed up to £315,000 in the current (from 1 April 2023) and previous two financial years. This allowance is cumulative and includes any subsidy previously received as 'de minimis' aid awarded under former EU State aid Rules (Commission Regulation (EU) No. 1407/2013) or as Minimal or Small Amounts of Financial Assistance under Article 364(4) of the Trade and Co-operation Agreement from any subsidy awarding body.

- **Services of Public Economic Interest (SPEI) Assistance**

A similar allowance for SPEI Assistance given to an organisation if the total amount of MFA or SPEI Assistance given to the enterprise within the applicable period of three fiscal years does not exceed £725,000. SPEI can include social housing and rural bus services.

If these exemptions do not apply, then a subsidy will need to be assessed for compliance with the subsidy control principals. The project officers will be able to support with this. Please contact them for further information.

Principle A: Subsidies should pursue a specific policy objective in order to remedy an identified market failure or address an equity rationale (such as local or regional disadvantage, social difficulties or distributional concerns).

Principle B: Subsidies should be proportionate to their specific policy objective and limited to what is necessary to achieve it.

Principle C: Subsidies should be designed to bring about a change of economic behaviour of the beneficiary. That change, in relation to a subsidy, should be conducive to achieving its specific policy objective, and something that would not happen without the subsidy.

- Principle D: Subsidies should not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy.
- Principle E: Subsidies should be an appropriate policy instrument for achieving their specific policy objective and that objective cannot be achieved through other, less distortive, means.
- Principle F: Subsidies should be designed to achieve their specific policy objective while minimising any negative effects on competition and investment within the United Kingdom.
- Principle G: Subsidies' beneficial effects (in terms of achieving their specific policy objective) should outweigh any negative effects, including, in particular, negative effects on competition and investment within the United Kingdom, and international trade and investment.

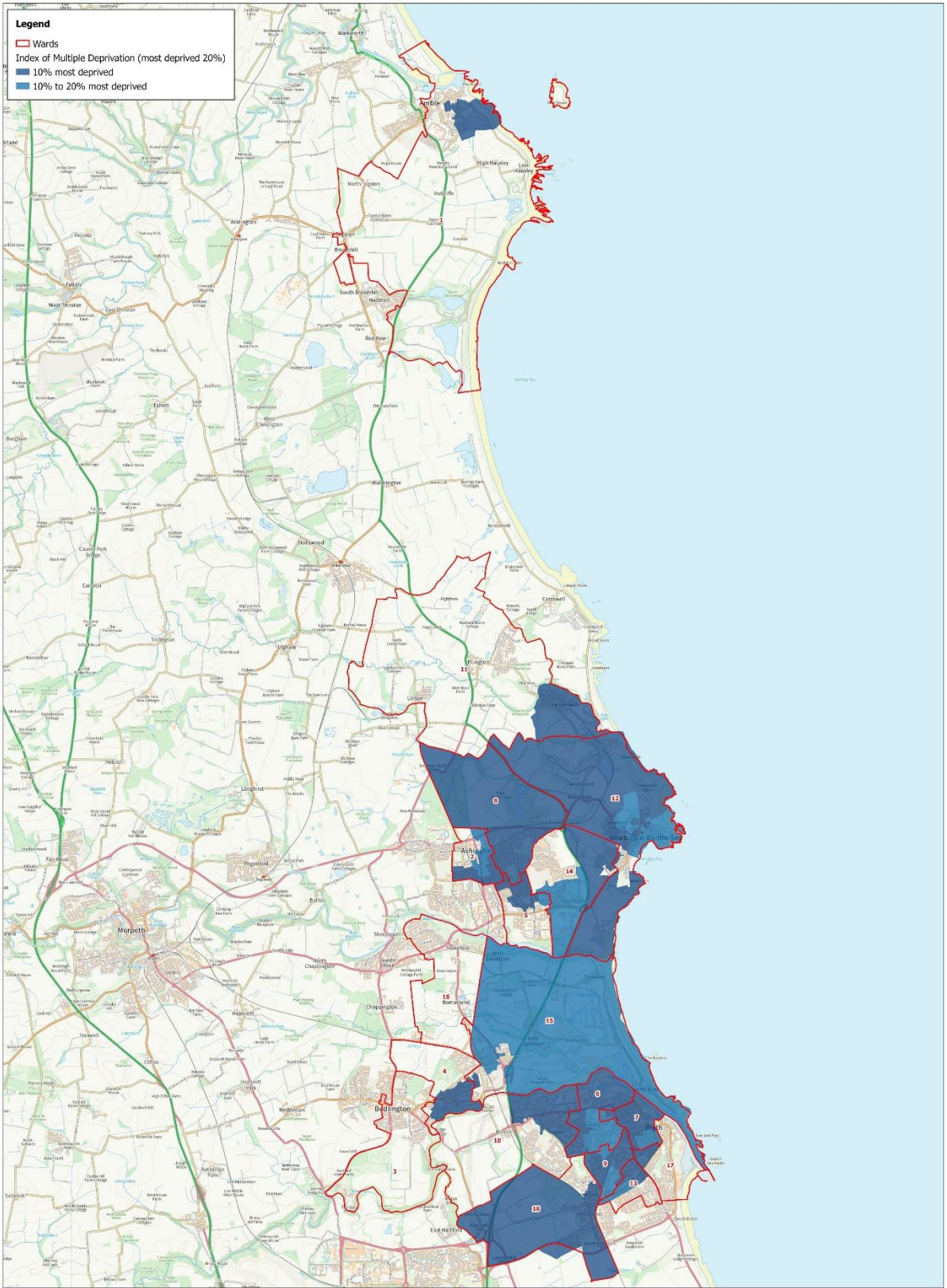
More guidance can be found here:


[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1176040/subsidy-control-statutory-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1176040/subsidy-control-statutory-guidance.pdf)

## **Appendix 4: Eligible Wards**

The Northumberland Inclusive Economy Community Partnership Fund will award funding to VCS organisations creating opportunities within one, or multiple, of the designated wards of:

- Amble
- Ashington Central
- Bedlington Central
- Bedlington East
- College
- Cowpen
- Croft
- Hirst
- Isabella
- Kitty Brewster
- Lynemouth
- Newbiggin Central and East
- Newsham
- Plessey
- Seaton with Newbiggin West
- Sleekburn
- Stakeford
- Wensleydale



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0 0.5 1 2 Miles

## Appendix 5: Guidance on Capital Grants

If you are applying for a capital grant to fund improvement works to your premises, it is recommended that you employ a competent professional to guide you through the statutory consent process. Capital grants will only be considered to fund works required to bring your premises up to date, accessible, future proof or provide equipment which will allow you to meet the outputs and outcomes of the funding.

### Capital building projects: apply for consent

As part of the application process, you must apply for any statutory consents that are required for the works, including Planning Permission and Listed Building Consent. Depending on what works you propose to carry out, you may also require Building Regulations approval and potentially party wall agreements. You will be required to provide evidence that these consents are in place and any conditions attached when you make your grant application. Provision of the approval letters or details of the application numbers will suffice as they can be checked against the Planning Portal.

You must be able to demonstrate why this work is required to meet the aims and objectives of this project.

### Get quotes for the project

You must provide the required number of quotes or tenders for every supplier included in your application to demonstrate how you will get best value as the Northumberland IECF Grant Fund is public funding. This includes professional fees, building contractors and equipment procurement.

We expect applicants to achieve the best value from the supplier market.

This table explains how many quotes or tenders are required and the process, depending on the value of the contract.

If you own or are associated with a business that will be wanting to tender for work on your project, please contact us to discuss further. Please note that any quotes/tenders submitted from such a business will need to be independently verified.

| Value of contract | Minimum procedure                                                                                                                                                                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| £0 - £9,999       | Direct award                                                                                                                                                                                                                                                          |
| £10,000 - £50,000 | 3 written quotes or prices sought from relevant suppliers of goods, works and/or services                                                                                                                                                                             |
| Over £50,000      | Formal tender process: <ul style="list-style-type: none"><li>to include advertising on the applicants/or other appropriate website for 10 (working) days.</li><li>a detailed specification must be compiled and advertised, and tenders also invited from a</li></ul> |

|  |                                                                                                                                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>minimum of three potential bidders.</p> <ul style="list-style-type: none"> <li>applicant must show evaluation of tenders and how the winning tender was selected.</li> </ul> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Contract Value</b>                                      | <b>Process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Advertising Required</b>                                                                                                                  |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Capital Project</b><br>Up to £10,000                    | <p>Value for money to be demonstrated and recorded.</p> <p>Obtain one to three written quotations on the basis of an open and transparent process which clearly states the criteria (where applicable) upon which the contract will be awarded.</p> <p>If the work is on a Grade I or Grade II* listed building you must obtain quotes from professionals with conservation accreditation from a recognised body.</p>                                                                                                                                                                    | No                                                                                                                                           |
| <b>Capital Project</b><br>Between £10,000 and £50,000      | <p>At least three tenders should be obtained for the work from contractors with relevant experience of working in this field.</p> <p>The tenders must be on the basis of an open and transparent process which clearly states the criteria (where applicable) upon which the contract will be awarded; consideration should be given for the inclusion of quality criteria as well as cost.</p> <p>A priced schedule of works should be provided.</p>                                                                                                                                    | Consider advertising to generate interest in the opportunity                                                                                 |
| <b>Capital Project</b><br>Above £50,000 and below £100,000 | <p>Must include advertising for 'expressions of interest' in the work. Your professional adviser will need to do this on your behalf.</p> <p>The advertisement will need to contain:</p> <ul style="list-style-type: none"> <li>Details of the proposed procurement process, in other words, whether a single or two-stage process is being adopted (subject to the estimated value of the project). A two-stage procurement process includes a separate pre-qualification stage which clearly sets out the number of suitably experienced contractors who will be invited to</li> </ul> | Local newspapers<br>Portals/<br>platforms such as Contract Finder, Linked In, Websites etc can be used as supplementary means of advertising |

|  |                                                                                                                                                                                                            |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | tender, and outlines how the shortlist will be chosen <ul style="list-style-type: none"><li>• Details of the proposed selection and award criteria, for example price only, or quality and price</li></ul> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Your grant will be based on the eligible works detailed in the preferred priced schedule of works. No work may be started until written approval is given, or you will not be eligible for grants.

## **Appendix 6: Guidance on Revenue Grants**

Revenue grant applications will be open to cover a wide range of proposals assessed on ability to meet the project outcomes. This will not be predetermined as new ways of working and innovation will be encouraged which are generated by community organisations and local intelligence.

Projects will need to be inclusive and show proactive approaches to address barriers to participation and volunteering. Projects will need to connect and share approaches and learning as they test innovative ideas. They will help build capacity in communities but will have the flexibility to allow organisations to bring people together in a way that works in local contexts.



## Appendix 7: Project Costs (salaries)

Costs associated with staff members employed to deliver project activity. Salaries included as project expenditure must be actual costs and cannot include day rates. NTCA request that applicants use a simplified cost methodology to calculate salaries in order to standardise processes and reduce administrative burden on all sides.

The simplified cost methodology falls into three categories:

- Staff working 100% of their time on the project
- Staff working a fixed proportion of their time on the project (Fixed Hours)
- Staff working intermittently on the project (Hourly Rate)

Staff working 100% of their time on the proposed project can include their full gross salary within project claims. This will include gross salary (before deductions) plus on costs such as employer's national insurance contributions, employer's pension contributions, and any extra costs included within the employees' contract.

Staff costs related to individuals who work part of their time on a project may be calculated as a fixed percentage of the gross employment costs, in line with a fixed percentage of time working on the project per month, with no requirement to complete time sheets.

The employer **must** issue a document for employees setting out the fixed percentage of time for working on the project. This could be, for example, in the form of a job description or a letter from HR detailing the new contractual hours of work. The key requirement is that it must be formally documented. Personnel working flexibly across a number of projects where hours fluctuate would not be able to use this methodology. They would need to keep time sheets and use the 1720 hours calculation (see below).

The hourly rate is the cost per hour of a project staff member whose time needs to be recorded on time sheets, because they either:

- Do not spend 100% of their time working on the approved project (e.g. the activity covered by the relevant Funding Agreement) and do not work a fixed percentage of their time on the project
- Work flexibly on more than one NTCA funded project

The underlying principle is that the project pays for the hours of work it receives. It allows an organisation to make use of existing staff as well as newly appointed staff on a temporary or ad hoc basis whilst being appropriately compensated. If a member of staff is absent from work for whatever reason (including sick leave, maternity/paternity leave) the assumption is that hours of work required by the project would be covered by an alternative member of staff and thus paid at an agreed rate. Projects cannot claim for notional hours that might have been worked should an individual be absent from work.

The hourly rate is calculated by dividing the Latest Gross Annual Employment Costs by 1720. In the calculation, the 'Latest Gross Annual Employment Costs' refer to the individual's gross salary + Employer's National Insurance Contributions + Employer's Pension Contribution + any other contractual costs to the organisation relating to the post. 1720 hours assumes a working week of 33 hours – it therefore overcompensates by between 4 and 9 hours depending on an organisations standard working week to take account of annual leave costs.

If individuals work part time, their hourly rate must be calculated by using a corresponding pro-rata of 1720 hours. This means that if an individual's working pattern is 0.5 FTE the gross employment costs would be calculated as follows:  $1720 \times 0.5 = 860$ .

## Appendix 8: Application Checklist

When you have completed the application form, please sign it and submit it along with all of the required support documents. Please ensure that you include any supporting information, such as procurement quotes and confirmation of additional funding. Any permissions, such as planning, must be in place before the application can be considered.

For all applications, the following supporting documents are required:

|   |                                                                                                                                                               |  |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Your most recent audited accounts                                                                                                                             |  |
| 2 | Articles of Association or Memorandum of Agreement                                                                                                            |  |
| 3 | Evidence of any grant offers from other sources, including current offers and applications                                                                    |  |
| 4 | Evidence that satisfactory procurement has taken place must be included in the grant application. Further details are provided in Appendix 1 below.           |  |
| 5 | If you are proposing to accept any tenders or quotes other than the lowest cost, please submit your justification for selection e.g., quality scoring applied |  |
| 6 | Current Bank Statement                                                                                                                                        |  |

For **capital funding** applications, the following supporting documents are also required in addition to those listed above:

|    |                                                                                                                                                    |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 7  | Evidence of interest / ownership of property (i.e. proof of leasehold or freehold)                                                                 |  |
| 8  | Evidence of any encumbrances, restrictions or claims against the property                                                                          |  |
| 9  | Statutory consents (e.g., planning permission, listed building consents, building regulation consent) as well as party wall agreements as required |  |
| 10 | Proof that your contribution towards the cost of the works is secured                                                                              |  |
| 11 | Details of proposed works: can include drawings, equipment specifications, photographs                                                             |  |
| 12 | Landlord consent                                                                                                                                   |  |