A group of women laughing

Description automatically generated

# Introduction

Heritage Spark Grants are Walsall Council’s grants for new heritage partnerships to be trialled and experimented with, linking up organisations across the diversity of the Borough.

Funded by the Government’s UK Shared Prosperity Fund (UKSPF), Spark Grants are designed to facilitate new ideas and projects, and to enable local organisations to increase their reach and impact through collaboration.

UKSPF is a central pillar of the UK government’s Levelling Up agenda. 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. This call contributes to the Communities and Place Investment Priority.

Walsall’s heritage sector is central in shaping our sense of place, in contributing to economic growth and aiding the wellbeing of our communities. The sector is intertwined with our visitor economy, with our cultural and heritage assets resting alongside our exceptional natural environment to create a world class visitor experience. The Council Plan sets out an ambition to support confident, empowered, and resilient communities alongside sustainable, inclusive economic growth. Improving the area’s heritage offer has the potential to play a key role in achieving both ambitions as well as delivering health, wellbeing and educational benefits.

Walsall Heritage Spark grants are designed to trial new partnerships between organisations and to explore new project ideas to identify potential for collaborative working at greater scale in the future.

Grants will be available for projects that increase participation and/or engagement in heritage activities through partnership work.

Projects must support delivery of the Walsall Heritage Strategy 2021-2026 and meet at least one of the following objectives:

1. **QUALITY OF LIFE AND WELLBEING**
2. **SENSE OF PLACE AND CELEBRATION**
3. **CLIMATE CHANGE**
4. **BUILDING RESILIENCE**

Please read the supporting guidance document before writing and submitting your application. If you have any further questions, please contact: [heritagestrategy@walsall.gov.uk](mailto:heritagestrategy@walsall.gov.uk)

Please note that all funds that are received through the UKSPF must be compliant with UKSPF rules and regulations including procurement, branding and marketing guidelines. All information relating to UKSPF can be found [here](https://www.gov.uk/government/collections/uk-shared-prosperity-fund-additional-information).

The deadline for this funding round is 08.09.2023.

Please submit your application with the following supporting information to: [heritagestrategy@walsall.gov.uk](mailto:heritagestrategy@walsall.gov.uk)

The following supporting documentation must be submitted with your application:

The below documents must be submitted by all projects:

* + - Constitution/and or set of rules
    - Latest Management Accounts dated within the last 12 months
    - Financial Accounts
    - Recent Bank Statements (previous 3 months)
    - Evidence of adequate insurances
    - ‘Intention to form Partnership document’ (projects only need to complete the first three pages of this document at this stage).
    - VAT status (confirmation that VAT cannot be recovered)

The below documents must be submitted by projects where relevant/ if applicable:

* + - Health and Safety Policy
    - Equality Policy
    - Sustainable Development Policy
    - Safeguarding Vulnerable Adults Policy

# Section 1 – Grant Application Form

This application form is split into three sections:

* Section 1 – Questions 1-14
* Section 2 – General Questionnaire
* Section 3 – Declaration

**Only fully completed application forms will be considered.**

* 1. Are you a Walsall based organisation applying for a grant to deliver an intervention which seeks to address the aims of the Heritage Strategy for Walsall?

Yes No

* 1. Are you applying as a lead partner of a partnership proposal?

Yes No

Only complete the rest of this application form if your answer to question 1.1 and 1.2 above is ‘Yes.

|  |  |  |
| --- | --- | --- |
| 1.3 | Please provide details of the collaborative project/activity for which you are applying for this grant and the roles of partner organisation(s). | 500 Words Maximum |
|  | | |

|  |  |  |
| --- | --- | --- |
| 1.4 | Please set out what outputs and outcomes your project aims to achieve and start and end dates |  |
| |  |  |  | | --- | --- | --- | | **Output/outcome** | **Answer (number)** | **What will be the Impact and how will you measure the impact ? (Examples: surveys, registers, case studies)** | | **Output 1**: Number of local heritage events or activities that your partnership will deliver for this project |  |  | | **Outcome 1a**: Anticipated number of new engagements during project delivery |  |  | | **Outcome 1b**: Anticipated number of new engagement numbers 12 months from the project start date |  |  | | **Outcome 2**: Improved perception of heritage events in the Borough (how many people will report their perception in a survey - of the event to be recorded as ‘good/very good’ compared to previous Borough wide Heritage events)? |  |  | | **Outcome 3**: Number of community led arts, cultural, heritage and creative programmes as a result of UKSPF support |  |  |   You can insert rows to set out any additional outputs or outcomes your project may achieve (not mandatory).   |  |  | | --- | --- | | **Start Date:** |  | | **End Date: (no later than 11 March 2024).** The programme must be delivered in full, all financial spend spent, output and outcome evidence provided, all evaluation and survey feedback submitted to the Council by this date. |  | | **Please note that the council team will remain in contact after February 2024 to also record the 12 month engagement numbers.** | | | | |

|  |  |  |
| --- | --- | --- |
| 1.5 | Please state how you know your project is needed and how it will provide public benefit. | 300 Words Maximum |
|  | | |

|  |  |  |
| --- | --- | --- |
| 1.6 | Please provide below the postcode of the location/s from which the project will be delivered/managed. | |
|  | | |
| 1.7 | Budget: How will the funding you are applying for be used? |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item  e.g. staff costs | Description  e.g. 2 x project workers to deliver sessions | Unit cost  e.g. £x per hour x hours | Lead/Partner Organisation | Total  £ Total requested | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Total |  |  |  |  |   Insert rows as necessary. | | |

|  |  |  |
| --- | --- | --- |
| 1.8 | If you need to, please elaborate on the impact of the project details (completed in Table 1.4) | 300 Words Maximum |
|  | | |
| 1.9 | Please provide details of who will be the target audience for your project and how you plan to engage them. | 300 Words Maximum |
|  | | |

|  |  |  |
| --- | --- | --- |
| 1.10 | Please highlight how your project represents a new way of working / partnership between organisations and how your project will deliver new/ additional heritage activity in the borough? | 300 Words Maximum |
|  | | |

|  |  |  |
| --- | --- | --- |
| 1.11 | Please state how the project will be delivered/managed including project and financial systems and reporting. | 300 Words Maximum |
|  | | |

|  |  |  |
| --- | --- | --- |
| 1.12 | Please highlight which of the following Heritage Strategy objectives your project supports |  |
| **1. QUALITY OF LIFE AND WELLBEING**  Maximise the contribution that our heritage makes to the quality of life and wellbeing of our communities.  **2. SENSE OF PLACE AND CELEBRATION**  Enhance the contribution that the historic environment makes to the character and identity of the Borough and ensure it is accessible for all.  **3. CLIMATE CHANGE**  Unlock and enhance the role that Walsall’s historic environment can play in mitigating and adapting to climate change.  **4. BUILDING RESILIENCE**  Create and sustain a thriving and inclusive heritage sector founded on the principles of collaboration and partnership.  For full detail, visit: [go.walsall.gov.uk/heritagestrategy](file://C:\Users\parkerb\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\514YG78O\All%20funds%20that%20are%20received%20through%20the%20UKSPF%20must%20be%20compliant%20with%20the%20UKSPF%20branding%20and%20publicity%20guidelines.%20Please%20see%20the%20link%20here%20for%20further%20information%20and%20details:%20https:\www.gov.uk\guidance\uk-shared-prosperity-fund-branding-and-publicity-6) | | |

1.13 Subsidy Control

|  |  |
| --- | --- |
| T | *A* ***subsidy*** *is where a public authority – for example central, devolved, or local government – provides support to an enterprise that gives them an economic advantage, meaning equivalent support could not have been obtained on commercial terms. This can take the form of a grant, a tax break, a loan, guarantee or equity investment on favourable terms, or the use of facilities below market price, amongst other kinds of support. The purpose of the subsidy control regime is to prevent public authorities from giving financial advantages to enterprises in a way that could distort competition. Preventing wasteful or harmful subsidies also means taxpayers’ money can be used in better ways. To find out more information, click on the below link*: [UK subsidy control regime - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/subsidy-control-regime).  Has your organisation received financial assistance in the last **3 years** (the current fiscal year and the two previous ones) including the Heritage Spark Grant applied for? If so – please complete the table below. You can still apply if the financial assistance received exceeds the £315,000 limit, as you may still be eligible once the grants team have completed their assessment.  Please speak to a member of the team if you have any questions about Subsidy Control. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Financial Assistance received** (e.g. grant, Covid-19 loan, tax break) | **Amount (£)** | **Provider** | **Description of Activity** | **Date income received** | |  | £ |  |  |  | |  | £ |  |  |  | |  | £ |  |  |  | |  | £ |  |  |  | |  | £ |  |  |  | | TOTALS | £ |  |  |  |  |  |  | | --- | --- | | Total financial assistance received is **over** £315,000 | Y/N | | Total financial assistance received is **under** £315,000 | Y/N | | |

1.14

**Project Milestones**

Please specify your Project Milestones and who will deliver them:

|  |  |  |
| --- | --- | --- |
| Project Milestones | | |
| Project Milestone | Who will complete/deliver this | Expected date to be completed by |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

These will be used by the Council to monitor your projects progress and delivery.

# Section 2 - General Questionnaire

This General Questionnaire is to enable Walsall Council to undertake due diligence checks and to do so requires you to provide the following information.

|  |  |  |
| --- | --- | --- |
| Organisation and Contact details | | |
| 2.1 | Full name of lead organisation |  |
| 2.2 | Address |  |
| Post Code |  |
| 2.3 | Telephone number |  |
| 2.4 | E-mail of Main Contact |  |
| 2.5 | Name of Main Contact |  |
| 2.6 | Job Title |  |
| 2.7 | Please provide the organisation name that the Grant Payment should be made payable to |  |

2.8 About your (lead) organisation - Please tell us what type of organisation you are and registration details – Please put an ‘X’ in the relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Registration Number | Type | Registration Number |
| Constituted community/voluntary group |  | Registered charity |  |
| Charitable Incorporated Organisation (CIO) |  | Community Interest Company (CIC) |  |
| Company Limited by Guarantee |  | Other (please state what) |  |

2.9 - Organisation

|  |  |
| --- | --- |
| Briefly set out the main aims and activities of your organisation |  |

2.10 - Financial information

|  |  |
| --- | --- |
| What was your annual turnover for your last financial year? |  |

2.11 Name of persons on your management committee

|  |  |  |
| --- | --- | --- |
| Name | Position | Signatory Y/N |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2.12 Are any persons related? Please specify.

|  |
| --- |
|  |

2.13 You are required to have an independent bank account into which the grant can be paid. You must attach a copy of your latest accounts/financial statements and a copy of a recent bank statement with your application form.

Bank Account Details:

|  |
| --- |
| Account Name:  Bank/Building Society Name:  Address:  Account Number:  Sort Code:  Building Society Roll Number (if applicable) |

2.14 - Insurance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Will put in place |
| Do you have public liability insurance of at least £1,000,000? |  |  |  |
| Do you have the Employer’s liability insurance of at least £5,000,000? |  |  |  |

You will need to provide evidence of these insurance policies (please add as attachments to this submission).

2.15 - Policies – Please confirm which of these policies or requirements you have in place.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Yes | No |
| Recruitment Policy that includes DBS checking |  |  | Health & Safety / Risk Assessment |  |  |
| Safeguarding- Child  Protection/ Vulnerable Adults Policy |  |  | Equality and Diversity Policy |  |  |
| Data Protection Policy |  |  | Complaints /  Complements procedure |  |  |
| Sustainable Development Policy |  |  |  |  |  |

You will need to provide evidence of the Health and Safety policy, Equality Policy, Sustainable Development Policy and Safeguarding Vulnerable Adults Policy (if applicable).

2.16 - Details of your partnership

|  |  |  |  |
| --- | --- | --- | --- |
| Name of partner organisations | Postcode | Organisation Type | Registration Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

You will need to attach evidence of your signed intention to form a partnership agreement (only the first three pages need to be completed at this stage.

# Section 3 - Declaration

To: Walsall Metropolitan Borough Council (the “Council”) WMBC-

Having carefully read the Grant specification and in view of you considering this application, we, the undersigned.

1. Confirm that the information in the application form is correct.
2. Confirm we have fully declared all financial assistance the organisation has received within the last 3 years.
3. Confirm we understand that failure to disclose information requested within the application could result in the repayment of grant.
4. If the information should change, WMBC will be notified immediately.
5. Confirm we understand that we are entitled to know what personal data the Council use, why it is used, how it is stored and for how long, and who the Council might share it with and why.
6. More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online [Privacy statement | Walsall Council](https://go.walsall.gov.uk/your-council/privacy-statement) or on request.

|  |  |
| --- | --- |
| Signed |  |
| Full Name |  |
| Position |  |
| Confirmation that I have appropriate authority to apply on behalf of the organisation |  |
| Organisation |  |
| Date |  |

Please submit your completed application with the supporting attachments to: [heritagestrategy@walsall.gov.uk](mailto:heritagestrategy@walsall.gov.uk)

***This project is funded by the UK Government through the UK Shared Prosperity Fund.***

***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>

