



Guidance for Bassetlaw Community Grants

The UK Shared Prosperity 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 further information read the [UKSPF Prospectus](#).

The Bassetlaw Community Grants Programme is funded under the Communities and Place Investment Priority.

No match funding is required but it is expected that applicants can demonstrate their financial viability and that the project for which the application is being made has longevity.

Applications open: Wednesday 4th June 2025

Applications close: 3pm on Wednesday 18th June 2025

Moderation of applications: W/c Monday 23rd June 2025

Notification of outcome to applicants: W/c Monday 7th July 2025

Delivery of Project: July 2025 – 31st December 2025

Grant Funding available for the 2025-2026 programme

Year:	Fund Allocation - Revenue	Fund Allocation - Capital
2025/2026	£87,125	£57,500

NB the above values exclude administration costs

Summary

This fund has two separate grant streams:

1. Revenue (e.g. staff, materials, events). £3000 minimum - £8000 maximum.
2. Capital (e.g. equipment, building refurbishments etc). Up to £8000 maximum.

Applicants can apply for both grant streams, and when doing so, are encouraged to apply for both streams simultaneously. If applying for capital expenditure, applicants will need to evidence that the funding will support the delivery of activities in line with the Communities and Place outputs and outcomes. We have provided examples of suitable projects in the appendix of this guide. Applicants who apply for capital funds will need to provide 3 quotes sought from relevant suppliers of goods, works and/or services before the funds are released.

Full details and eligibility criteria are included within this guidance document. If you have any questions or require support, please email communitygrants@bcvs.org.uk or call 01909 476118.





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What is the Community Grants Programme?

The UK government has set out an ambitious plan for change, focused on 5 national Missions; ambitious, measurable, long-term objectives that provide a driving sense of purpose for the country.

The UK Shared Prosperity Fund (UKSPF) proactively supports Mission-delivery: pushing power out to communities everywhere, with a specific focus to help kickstart economic growth and promoting opportunities in all parts of the UK.

The UK government's Autumn Budget announced a further £900 million of funding for local investment by March 2026.

For 2025-26, we have mapped existing interventions into Mission-led themes across the three priority areas: Communities and Place; Support for Local Business; and People and Skills (see diagram below).

The Fund's mix of revenue and capital funding will ensure places deliver directly on the foremost Mission to kickstart economic growth. Alongside this, it will support the four remaining Missions, helping those at risk of being left behind and boost community cohesion, including supporting efforts to address homelessness, in areas right across the UK.





Who can apply for Bassetlaw Community Grants Funding?

- Registered charities
- Charitable Associations
- Charitable Incorporated Organisations (CIO)
- Community Interest Companies (CIC) limited by guarantee (and have charitable objectives)
- Community Benefit Societies (Bencom)
- Constituted Community Groups
- Organisations must have a registered or trading address in Bassetlaw and projects must be delivered within Bassetlaw. In exceptional circumstances, projects without either a registered or trading address within Bassetlaw, may be funded for projects to be delivered solely in Bassetlaw.

Un-constituted Community Groups or small groups with no formal constitution will not be eligible to apply. However, we are still interested to hear from you and will be able to provide wider support. Please email: communitygrants@bcvs.org.uk for more support and guidance from BCVS.

Funding Priorities

Following a wide consultation with a range of strategic partners and resident groups, example projects we can fund are detailed below. The following list includes gaps in provision that have been identified but also link to the place-based priorities listed above:

- Events or projects which engage young adults (18years or above) who are socially inactive or excluded
- Events or projects which engage young people (18years or above) in music, sport, arts, creative activities or something similar
- Events which directly relate to local areas of interest
- A tutor to deliver activities
- Projects which promote suicide prevention awareness in conjunction with a particular charity
- A local event
- Relevant workshops to support wellbeing, local need
- Projects which help break down barriers into volunteering opportunities to support residence to become active within their local communities.

NB: primary beneficiaries should be 18+ years however, Children and Young People (CYP) may be involved in community events etc as secondary beneficiaries, when appropriate safeguarding is in place.

The Grant Panel will be looking for the following information to form their assessments:





- Community need: Is the project aligned to the objectives of the fund? What is the genuine need for this project? Is it located in an area of specific need?
- Planning: Is the project well planned and has a sufficient budget breakdown
- Sustainability: Good evidence of how you are considering longevity of the project post Community Grant fund.
- Value for money: Is the project good value for money.
- All applications must provide evidence of 'not for profit' status, projects and/or activities in relation to their application.

In addition to UKSPF outputs and outcomes, the following place-based priorities need to be supported through the administration of the community and voluntary grant programme:

- Worksop – Cheapside
- Worksop – Manton
- Worksop – Sandy Lane
- Carlton-in-Lindrick – Wimpey Estate
- Harworth & Bircotes
- Retford East, West, North & South
- Rural areas/communities
- Work in conjunction with UKSPF funded Community Hubs
- Work in conjunction with the UKSPF funded Arts and Heritage Officer and small grants programme to deliver community-based activities
- Pride in place: improving people's satisfaction with where they live
- Enhancing engagement in community activities, community cohesion, and addressing anti-social behaviour
- Tackle social isolation across the district, but with a particular focus on rural areas/needs
- Improve health and wellbeing
- Tackle issues related to the cost-of-living crisis, considering the needs of rural as well as urban areas
- Creating volunteer opportunities
- Data relating to district needs can be identified in the published State of the District Report

Why a project may be rejected:

Projects that are unable to provide required Outputs and Outcomes will be at risk of rejection.

Applications must include projects that provide volunteering opportunities as well as supporting health and wellbeing of residents and addressing current barriers to volunteering, including loneliness and the cost of living (COL). Organisations must ensure their proposed outcomes and outputs are feasible.

Prior contract performance will be taken into consideration.

Bassetlaw District Council can request that funding is returned if money spent fails to meet criteria or funds provided are used for ineligible costs outlined below.

Planned projects do not necessarily have to be new, but funding must not duplicate pre-existing funding or cover retrospective funding. If funding is supporting existing work, evidence must be included within your application on how the UKSPF Community Grant will add value and increase the level of activity and number of volunteers, activities and projects.





If you would like to check the suitability of your project, please contact us;
communitygrants@bcvs.org.uk

How to Apply

The application submission must include:

- Completed Application Form (through Plinth platform link - <https://app.plinth.org.uk/application/ZJn9up2b4w6oNQQi9Dzt>);
- Bassetlaw CG Budget and Performance Profile;
- Policies including Health and Safety, Safeguarding, Equity and Diversity, Sustainability, Data Protection;
- Insurance certificates as specified in the application form.

You will also be asked to upload **one** of the following:

- A copy of audited accounts;
- A statement of the turnover, profit and loss account (income statement), balance sheet (statement of financial position), and statement of cash flow for the most recent year of trading for this organisation;
- Alternative means of demonstrating financial status if any of the aforementioned are not available, such as a forecast of turnover for the current year and a statement of funds provided by the owners and/or the bank, charity accruals accounts, or another method.

Outputs and outcomes

We have provided guidance of the recommended outputs and outcomes your project should achieve/based upon your grant amount. Outcomes and outputs relate to primary beneficiaries and written records of participation of primary beneficiaries should be kept in line with data protection legislation in support of claims made and will be subject to audit.

The following are pro rata examples required under the Bassetlaw District Council (BDC) Shared Prosperity Fund Investment plan:

Outputs – if you are successful with both a revenue and capital award, your project will have two sets of KPIs in line with the table below.

Output	UKGOV Definition	How this will be evidenced	Suggested number of outputs		
			£3k	£5k	£8k
Number of local events or activities supported	Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:	Publicity and individual community grant monitoring report	1	2	3





	Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries. Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action.				
Number of volunteering opportunities supported	Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support, befriending or mentoring people.	Number of volunteering roles created	1	2	3
Number of projects	The number of individual projects completed. Completed means that all project activities have been completed and all further contractual obligations have been met.	Service Level Agreement (SLA) with grant recipients	1	1	1
Outcome	Examples	How this will be evidenced	Suggested number of outcomes		
			£3k	£5k	£8k
Improved engagement numbers	The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements. What is classed as the 'local area'. Where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns. Reporting will also facilitate the option to report a decrease metric.	Individual community grant reports and engagement records in format required by BDC	4	6	9
Volunteering numbers created as a result of support	The number of volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support, befriending or mentoring people.	Volunteer agreements signed	1	2	3





What costs may be eligible?

Eligible costs – Revenue

- ☐ Staffing costs;
- ☐ Funding for resources and materials to support the specified project;
- ☐ Funding for specialist practitioners to support the project (external providers);
- ☐ Transport costs for volunteers or resources;
- ☐ Transport costs to enable participants to access services;
- ☐ Funding for costs such as advertising, leaflets and posters to promote the project;
- ☐ Funding must be used to support and deliver activity in the Bassetlaw District only;
- ☐ The grant can be used for basic refreshments such as tea & coffee for volunteers.

Ineligible costs – Revenue

- Paid for lobbying, entertaining, petitioning, or challenging decisions, which means using the fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government, or political activity, including the receipt of UKSPF funding, or attempting to influence legislative or regulatory action;
- Payments for activities of a political or exclusively religious nature;
- VAT reclaimable from HMRC;
- Gifts or payments for gifts or donations;
- Statutory fines, criminal fines, or penalties;
- Payments for works or activities that the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake or that are fully funded by other sources;
- Contingencies and contingent liabilities;
- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company;
- Expenses in respect of litigation, unfair dismissal, or other compensation;
- Costs incurred by individuals in setting up and contributing to private pension schemes.

Eligible costs – Capital

- ☐ Purchase of new items of equipment or machinery over £5,000 that is expected to last over a minimum of 3 years;
- ☐ Extension to a building or remodelling to make a building fit-for-purpose;
- ☐ Large scale refurbishment of the interior to a community building;
- ☐ Enhancements or upgrades to facilities, for example, double-glazing installation, lift/ramps;
- ☐ Replacement of integral features such as central heating/boiler, lighting;





- ☐ Installation of permanent outdoor features, such as development of a community garden or new play equipment, youth shelter;
- ☐ Development of a new website or app.

Ineligible costs – Capital

- Funding for specialist practitioners to support the project (external providers);
- Transport costs for volunteers or resources;
- Transport costs to enable participants to access services;
- Funding for costs such as advertising, leaflets and posters to promote the project;
- Basic refreshments such as tea & coffee for volunteers.
- Paid for lobbying, entertaining, petitioning, or challenging decisions, which means using the fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government, or political activity, including the receipt of UKSPF funding, or attempting to influence legislative or regulatory action
- Payments for activities of a political or exclusively religious nature
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- Payments for works or activities that the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake or that are fully funded by other sources
- Contingencies and contingent liabilities
- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
- Expenses in respect of litigation, unfair dismissal, or other compensation
- Costs incurred by individuals in setting up and contributing to private pension schemes





Assessment Criteria

Each question of the funding application will be scored against set descriptors. The maximum score for each question is 5, based on the scoring framework below.

Score	Assessment	Description
0	Unacceptable	Response to the question is unacceptable, or no response was received. Does not provide confidence in the ability of the applicant to deliver the project.
1	Poor/Weak response	Inadequate detail provided, or some of the answers are not directly relevant to the question. Is supported by none or a weak standard of evidence in several areas, giving rise to concern about the ability of the applicant to deliver the project.
2	Below Expectations	Limited information provided and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the applicant to deliver the project.
3	Satisfactory Response	Acceptable response in terms of the level of detail, accuracy, and relevance. Is supported by a satisfactory standard of evidence in most areas, but a few areas lack detail or evidence, giving rise to some concerns about the ability of the applicant to deliver the project.
4	Good Response	Comprehensive response in terms of detail and relevance to the question and supported by a good standard of evidence. Gives the fund confidence in the ability of the applicant to deliver the project. Meets the requirements.
5	Very Good Response	As good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives a high level of confidence in the ability of the applicant to deliver the project. May exceed the requirements in some respects; for example, added value such as integration or synergy with other projects.





Moderation

Bassetlaw Community and Voluntary Service reserves the right to invite applicants to an interview when scores are very close and/or clarification is required.

Grant Agreement Terms

During the project life cycle, organisations will be required to complete regular reporting on a quarterly basis to BCSV in line with Bassetlaw District Council. These will be in the month of October 2025 and January 2026.

There will be a need for the following, this is in addition to evidence requested within the Outputs and Outcomes above:

- A minimum of two (2) and maximum of four (4) case studies to be provided by the applicant over the project lifespan; dependent on the value of the grant.
- Projects must accept site visits from the Community Programme Manager, Funders and Panel members at an appropriate time to be agreed with the applicant;
- Quarterly reporting including a summary of activity over the reporting period, examples of good practice and what impact the projects have made against Outputs and Outcomes;
- A summary of plans for the next reporting period;
- Images and/or videos to evidence the work taken place with written photo consent and permission to publicise;
- Any opportunities for Ministerial visits.

You will receive a payment schedule with your Service Level Agreement (SLA), which will outline what the payments are and when you should expect to receive them. The payments will be broken down into 3 payments over the 6-month period. You must ensure that your project continues to run throughout the 6-month period and not cease / put on hold waiting on payments to arrive. A retention fee will be held until successful project completion. Samples of financial evidence of expenditure will be required from all funded projects.

Please note, if there are any changes to the project, issues or risks identified, these must be shared at the earliest possible time with the Community Programme Manager to reduce potential risk of clawback of funds. Please do not wait for the end of quarter to report any proposed changes.

Notification of outcome

Decisions are made by an externally appointed grant panel made up of volunteers from the local area. They have all completed prior training and therefore decisions are made independent of BCSV. If for any reason the grant panel are unable to come to an informed decision, the Community Grant Programme Manager and Administrator will decide on behalf of the panel.

If a no fund is given, support from BCSV's core infrastructure may be provided for organisations. However, grant panel decisions are final and there is no appeals process.





GDPR information

In line with the Data Protection Act 2018 and UK GDPR, BCVS is the data controller and collects your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.

By completing the application, you acknowledge and agree that the data you have provided in the form will be held for a minimum of six years and used by project partners to consider your eligibility and involvement in the project. Personal data shall be retained in accordance with the [General Data Protection \(UK GDPR\)](#) and other applicable legislation.

Further information

For further information or questions please email: communitygrants@bcvs.org.uk





Appendix

Examples of Revenue and Capital Projects

Example 1: Rural Community Café

Capital Funding:

- Purchase of fridges and freezers to increase cold storage capacity.
- Buying kitchen equipment: kettles, microwave ovens, tables and chairs.
- Minor building improvements to enhance access or increase storage space.
- Installation of new shelving units to organise food donations.

Revenue Funding:

- Training and coordination of volunteers to run the café.
- Purchasing ingredients and supplies to operate the café initially.
- Outreach and promotional events to encourage isolated residents to attend.

Example 2: Community Mental Health & Wellbeing Hub

Capital Funding:

- Refurbishment of a room into a quiet or therapeutic space.
- Purchase of furniture such as chairs, desks, or soft furnishings.
- Equipment for workshops, such as laptops, projectors, or sound equipment.

Revenue Funding:

- Paying a mental health practitioner to deliver weekly support groups.
- Materials and resources for wellbeing activities (e.g. art supplies, workbooks).
- Outreach and promotion to attract participants.
- Staff or volunteer coordination costs.

Example 3: Music Project

Capital Funding:

- Purchase of instruments (guitars, keyboards, drums).
- Recording equipment for creative projects.
- Acoustic treatments or small venue refurbishments to enhance sound quality.

Revenue Funding:

- Hiring a music tutor or creative facilitator.
- Costs of running regular sessions and rehearsals.
- Volunteer support and light refreshments at events.
- Promotional materials for performances or showcases.

