

# Expression of interest

## *Application Form*



## ***Key information:***

- All applications must be submitted by email to [citycentre.management@sheffield.gov.uk](mailto:citycentre.management@sheffield.gov.uk) by **10 September 2023**.
- Please read the application fully so you know what information is needed.
- Please read the **guidance notes** and supporting information. Guidance notes and instructions for specific sections are written in italics.
- Please work within the maximum word count where given, e.g. (100 words).
- **Contact the team** if you have any questions - email [citycentre.management@sheffield.gov.uk](mailto:citycentre.management@sheffield.gov.uk) or call **0114 273 6895**. Support and guidance is available to help you.

## ***Eligibility checklist***

Before your application can be scored we need to know that you meet our eligibility criteria.

Please tick to confirm the following are true (supporting information on these points should be included in the relevant section of your application):

1. You have the necessary in principle approval from the landowner to locate the container(s) on your nominated site

2. Your project is aimed at benefiting local communities in your target area or sector

3. You can name the Lead Organisation that will receive and manage the containers

## ***Pre-submission checklist***

**Before you submit your application make sure you have:**

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

# 1. Applicant Details

## **Name of Lead Organisation**

This is the organisation that will be in contract with the Council and be responsible for the containers.

## **Address including postcode**

## **Contact name and job title**

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

## **Direct phone number**

## **Email address**

## **Legal status of lead organisation and year established**

The named person should have authority to submit the application on behalf of the Lead Organisation and any partners

## **Registration numbers of lead organisation** (if applicable)

Charity

Companies House No.

## **Primary organisational aims/purpose**

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

## 2. Project Details

Detailed description (400 words)

***Be as specific as possible to help us understand your ideas.***

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

***Project start date***

***Project end date***

(No sooner than November 23 but no later than (if relevant)  
April 2024)

***Project Team tell us:***

- Who will be overseeing/delivering this project
- Who is in your core team working on this application
- If made up of a collective, rather than an individual organisation, please list organisation each one works for.
- If they will have any specific roles on your project (e.g. Treasurer, Coordinator, Project Manager etc) please include and describe these.

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

# 3. Project Funding and Budget

The Council will not be providing any financial support to those who are successful in their application. The organisation applying for use of the containers will need to have the funds to undertake all required work to make their project a success. Details of where to find information on other bodies who may support community organisations with funding can be found at [www.sheffield.gov.uk/your-city-council/grants](http://www.sheffield.gov.uk/your-city-council/grants). Please let us know how your project will be funded and whether any of the funding is still to be secured.

## Total project cost

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

## How will the project be funded?

Please list all funding sources that make up the total project cost.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>Total</b>

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

## Funding Source Amount Secured?

**TOTAL Should match to total project cost figure above**

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

## 4. Outputs and Impacts

### *How will your project meet our objectives?*

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

- Fair, inclusive and empowered communities:** Sheffielders contribute to and shape the issues that matter to them in their communities and their city
- Strong and connected neighbourhoods which people are happy to call home:** Sheffielders live in clean, vibrant and caring communities where people feel safe and are treated with respect. More people have access to good homes, reliable transport, and the key local amenities they need to live their day-to-day lives
- Tackling inequalities and supporting people through the cost-of-living crisis:** Sheffielders live in a city where inequality and discrimination are actively challenged, respect and diversity are valued and we strive to make our economy and our city work better for everyone
- Healthy lives and wellbeing for all:** Sheffielders all have the opportunity to lead long, healthy, active and happy lives and can connect to the right health and wellbeing support at the right time
- Clean economic growth:** Sheffield seizes on the opportunity for clean, sustainable and inclusive growth and supports an innovative and creative city economy with thriving businesses and good jobs
- Happy young people who have the start they need for the future they want:** young Sheffielders are happy, safe and have the opportunities they need to be fulfilled and reach their potential in a changing world

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

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

**Who will this project benefit?** (100 words)

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



**Specific**



**Measurable**



**Achievable**



**Relevant**



**Timescale**

**What will your project achieve?**

Think about what you intend to deliver through this project – how can you describe and count what this will achieve? Try and follow the ‘SMART’ principles when adding your project outputs. Can you say that your output is: specific, measurable, achievable, relevant and can be delivered within this fund’s timescale?

**Output/Indicator**

**Quantity**

**Additional information**

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

Output/Indicator	Quantity	Additional information

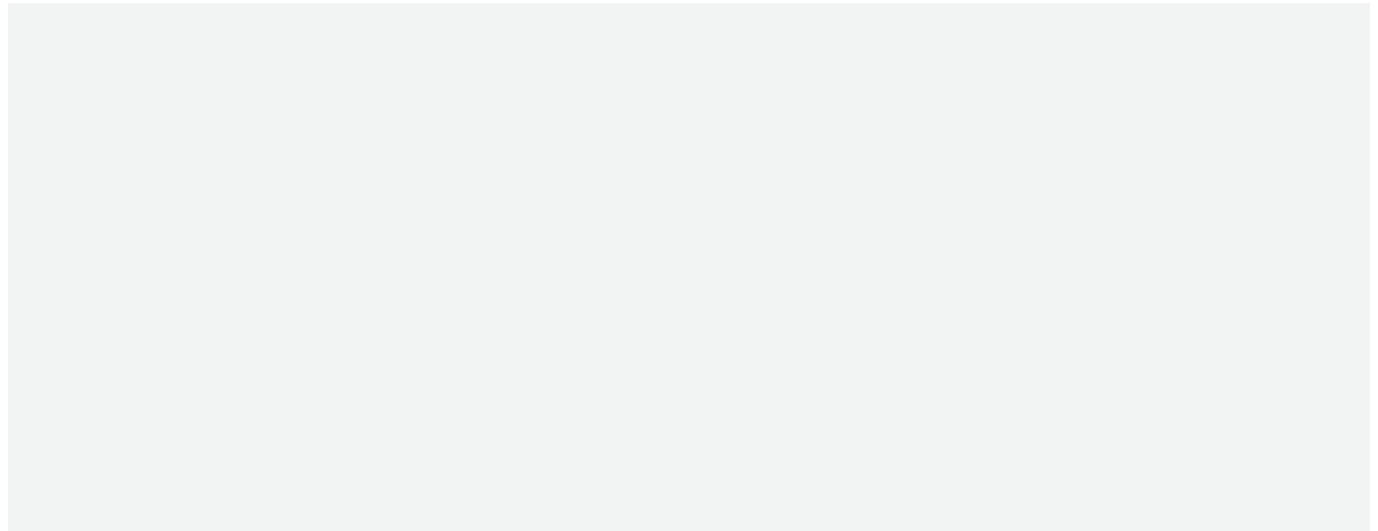


## **Sustainability** (300 words)

Think about the impact of your project on the climate and the ways in which you can minimise its impact.

For example, things like:

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

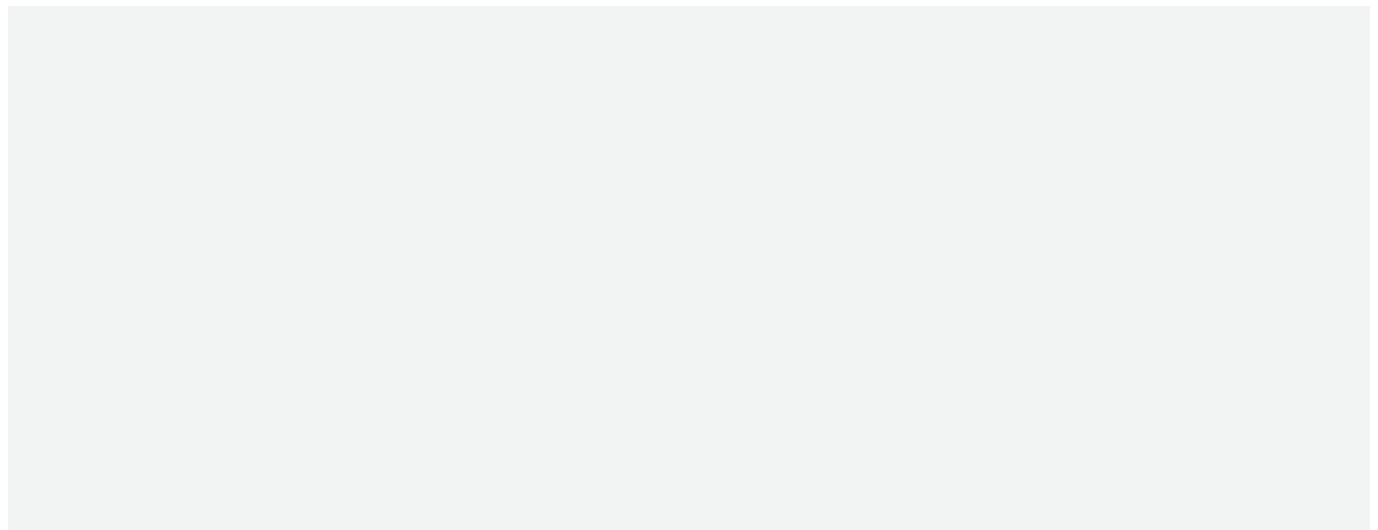


## **Inclusion** (300 words)

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

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

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

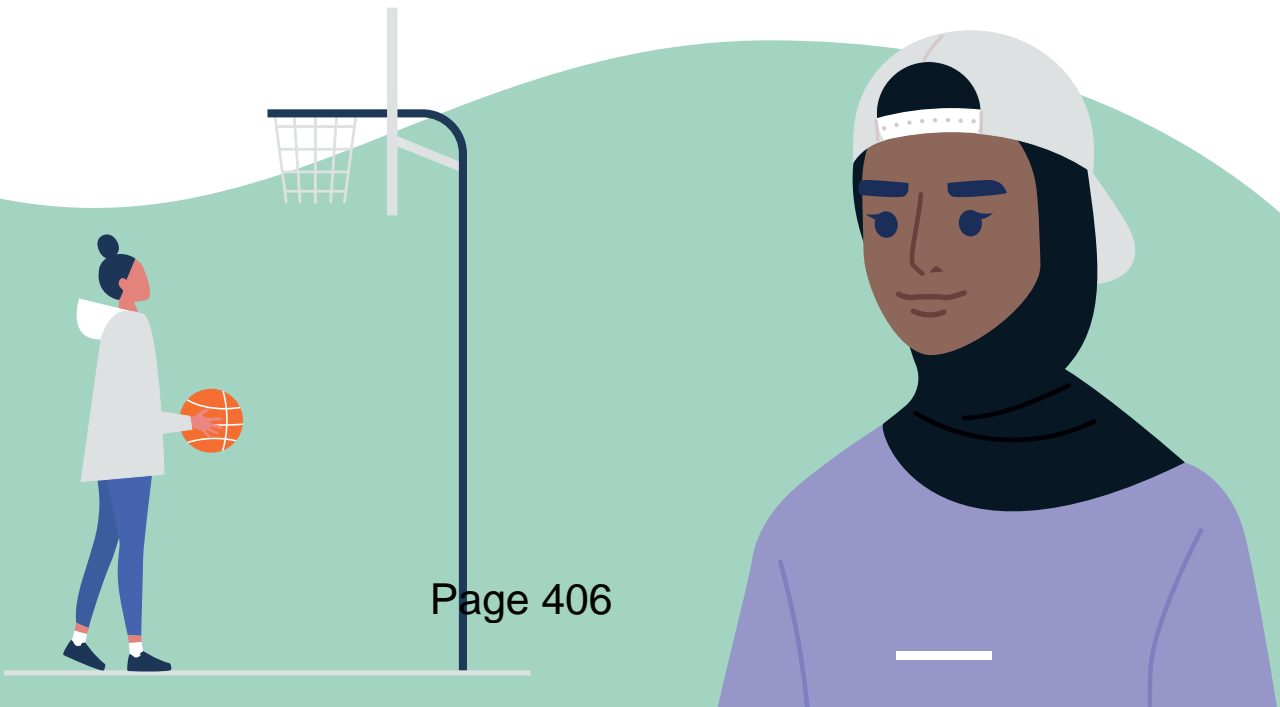


**What are the key milestones you will aim to meet?**

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

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

<b>Milestones</b>	<b>Description</b>	<b>Target</b>	<b>Month</b>



# 5. Project Management

## What are the key risks you foresee?

You should consider potential risks with your project: cost, delivery, management of relationships, communications, contracting and reputation. Describe how you will look out for these and stop them from throwing your project off course if they do happen.

### Risk description

### Likelihood

How you will mitigate for and manage this risk?





## **6. Ways of Working and our Expectations**

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

As well as signing a contract with the Council to deliver your project, you're also entering a partnership with us where we'll support your aims and work with you to help make them happen.

Setting some shared ways of working is important to help this partnership run smoothly.

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

1. You should not bring the Council into disrepute or damage the reputation of the Council while delivering your project.
2. The Council will retain the right to refuse to include or move forward with any element of your project that is deemed not to be in the best interests of the Council or the local area to progress.
3. Any suppliers or contractors appointed to carry out work as part of your project should be appointed on the basis of merit and value for money. You should seek more than one quote for works, and contracts should not be awarded to persons known to the project unless they can be proven to be the best value and have gone through a fair process.
4. Although the Council will have approved your project, if any part of it requires another type of formal approval (e.g. a license or similar) then that is still needed. It is the responsibility of the organisation, with support from the Council, to identify any processes and permissions that you need to follow.
5. We do not need to approve every social media post or newsletter in advance but the Council will see your main/leading communications assets (print and digital) before they are published.
6. When promoting or discussing the project on social media, all members of the project team should make sure everything they say is professional, respectful, impersonal and positive. Projects will be required to delete or remove any social media or other communications which do not meet this standard.
7. Where projects are taking photos or video to evidence and celebrate the activity delivered by their project they will abide by GDPR legislation and obtain consent from anyone identifiable/featured in images. Ideally this will include consent to for these to be shared with and used by the Council.
8. Projects should actively try to be as inclusive as possible, ensuring that all parts of the business and wider community feel welcome and able to participate in and enjoy the project.

## **7. Your Privacy and what we do with this Information**

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

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

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

- relevant Council employees or consultants, and
- with our Steering Group.

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

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

## **8. Additional Information (NOT SCORED)** (100 words)

### **List of any additional information or attachments**

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

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

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

This page is intentionally left blank