

# Sunderland - UK Shared Prosperity Fund

## Technical Workshop – Call 4

*People and Skills: Improving skills to progress in  
work and responding to local skills needs*

Tuesday 30 January 2024

- Welcome and introductions (CA)
- UKSPF programme overview (JG)
- Call for Projects – key considerations (JG)
- Navigating the guidance documents (AC)
  - Business Case process and supporting documents
  - Assessment criteria
- Next Steps (AC)
- Introductions from Potential Applicants and Delivery Partners (SH)
- Discussion and networking
- Close

- Government publication of UKSPF prospectus and guidance - April 2022 – following the White Paper on Levelling Up.
- Council designated a Lead Authority for UKSPF.
- Engagement, development and submission of Local Investment Plan - July 2022.
- Sunderland UKSPF Investment Plan - Approved by DLUHC in Dec 2022 with allocation of £14.94m (36% in Years 1-2 / 64% in Year 3).
- Currently, this phase of the programme ends in March 2025, with a reporting deadline in May 2025.
- UKSPF allocation is mainly revenue funding, with ~21% capital funding (~£3.2m).
- City Board report in December 2022 sought nominations from City Board members to represent the Board on Sunderland's UKSPF investment panel.
- Since March 2023, the panel has met 12 times to review project appraisals, make outline recommendations and support the Council in its role as Lead Authority.

# Investment Plan – Local priority interventions

<b>Communities and Place</b> <b>£4,232,418 (29.5%)</b>	<b>Supporting Local Business</b> <b>£5,826,708 (40.6%)</b>	<b>People and Skills</b> <b>£4,279,589 (29.8%)</b>
<ul style="list-style-type: none"> <li>• E1. Improvements to town centres and high streets</li> <li>• E4. Enhancing existing cultural, historic and heritage institutions offer</li> <li>• E5. Built and landscaped environment to 'design out crime'</li> <li>• E6. Local arts, cultural, heritage and creative activities</li> <li>• E11. Capacity building and infrastructure support to local groups</li> <li>• E13. Community measures to reduce the cost of living</li> <li>• E15. Digital connectivity for local community facilities</li> </ul>	<ul style="list-style-type: none"> <li>• E19. Investment in research and development at the local level</li> <li>• E23. Strengthening local entrepreneurial ecosystems</li> <li>• E24. Training hubs, business support offers, incubators and accelerators</li> <li>• E25. Bid for and host international business events and conferences</li> <li>• E26. Growing the local social economy</li> <li>• E29. Supporting decarbonisation and improving the natural environment whilst growing the local economy</li> </ul>	<ul style="list-style-type: none"> <li>• E33. Employment support for economically inactive people</li> <li>• E34. Courses including basic, life and career skills</li> <li>• E35. Enrichment and volunteering activities</li> <li>• E36. Increase levels of digital inclusion, essential digital skills</li> <li>• E37. Tailored support for the employed to access courses</li> <li>• E38. Support for local areas to fund local skills needs</li> <li>• E39. Green skills courses</li> <li>• E41. Funding to support local digital skills</li> </ul>

# Summary of the outputs and outcomes to be achieved\*



1,500

500

**Businesses supported**

**Jobs created**



1,000



800

**People helped into  
employment**

**People helped to get work  
ready**



980



110



1,800

**Number of households and  
businesses supported to  
reduce carbon emissions**

**VCSE organisations  
supported**

**People engaging in  
activities and events**

# UKSPF Investment Plan – key milestones



DATE	ACTIVITY
Apr-Jul 2022	Development and submission of Sunderland’s UKSPF Investment Plan
Aug-Dec 2022	Government assessment and approval process
Nov 2022-Jan 2023	<u>First</u> local call for projects (Communities and Place)
Dec 2022-Apr 2023	Call for evidence, stakeholder workshop and preparation of the second call for projects (People and Skills)
18 Apr-9 Jun 2023	<u>Second</u> local call for projects (People and Skills – Economic inactivity)
12 Jun-21 Jul 2023	<u>Third</u> local call for projects (Supporting Local Business)
<b>11 Jan-23 Feb 2024</b>	<b><u>Fourth</u> local call for projects (People and Skills – Improving skills and development of the workforce)</b>
Mar 2024-Mar 2025	Final contracting, performance monitoring and evaluation of delivery, ongoing review of project pipeline.
Mar 2025	Three-year funding period ends, financial completion and final review of impacts

# Progress so far



- Jan-Mar 2023 – Formation of the Sunderland UKSPF Investment Panel
- Jan-Jun 2023 – *Communities and Place* Call for Projects and assessment of 20 Business Cases - 9 projects approved and operational, 5 deferred and 6 rejected. £3.34m allocated.
- Mar-Apr 2023 – Identification of 4 priority project investments under the Supporting Local Business investment priority, working with regional partners. £2.29m allocated.
- Apr-Jun 2023 – People and Skills Call for Projects ‘Support for residents who are economically inactive.’ Successful local delivery partnership selected in Oct 2023. £1.48m allocated.
- May-Oct 2023 – *Supporting Local Business* Call for Projects and assessment of 14 Business Cases – 5 projects approved, 2 deferred and 7 rejected. £2.88m allocated.
- Oct 2023-Jan 2024 – Ongoing review and assessment of 7 deferred projects, resulting in 5 recommendations for approval - £1.13m allocated/awaiting approval.
- Jan-Feb 2024 – People and Skills Call for Projects launched - ‘Improving skills to progress in work and responding to local skills needs’ - with an indicative budget of ~£2.8m.
- **Sunderland’s UKSPF Programme has awarded £10.0 million to 19 projects across the city to date. The full list of successful bids so far can be found in the slides below.**

## Investment Priority 1: Communities and Place

Project Name	Applicant / Delivery Partners
Enhancing the development of the former Norfolk Hotel	Marengo Estates Limited
St George's Church Community Annexe and Café	St George's Church, Fatfield
Sunniside Animation and Activation	Sunderland Business Improvement District
STEF's Community Hub	Sunderland Training & Education Farm Ltd (STEFs)
Cost of Living Support in St Chads, Silksworth and Barnes	Youth Almighty Project
Sunderland Museum and Park Community Garden	Sunderland City Council, OASES (Outdoor and Sustainability Education Specialists)
Strengthening Communities	Sunderland Voluntary Sector Alliance
Community Digital Health Hub Project	Sunderland City Council on behalf of health, VCS and multiple local partners
Connecting and Catalysing Our Culture, Creativity and Engagement	Sunderland City Council, Sunderland Culture, The Cultural Spring, MBC Arts Wellbeing



## Investment Priority 2: Supporting Local Business

Project Name	Applicant / Delivery Partners
North East Screen Industries Programme (NESIP)	North East Screen
Regional Business Growth Fund	UMi Commercial Ltd
Business Intellectual Property Centre and City Life	Business & IP Centre North East (BIPC)
Business and VCSE Decarbonisation Project / Business Renewables Energy Efficiency Sunderland (BREEZ)	Sunderland City Council
Enterprising Sunderland	North East Business & Innovation Centre, Back on the Map, Sunderland BME Network, Transmit/ Smarta, University of Sunderland, Princes Trust, SB International Centre, Sunderland City Council
Esports Business Cluster	British Esports Federation, Sunderland Software City

# Projects supported to date



## Investment Priority 2: Supporting Local Business

Project Name	Applicant / Delivery Partners
Local Automotive Business Support - Sunderland (LABS-S)	North East Automotive Alliance
Wear Together	North East Business & Innovation Centre
Sunderland Innovate and Grow (SIG)	University of Sunderland, Sunderland Culture

## Investment Priority 3: People and Skills

Wise Group Relational Mentoring (Sunderland)	The Wise Group, Pallion Action Group, Springboard Sunderland Trust, Humankind, Foundation of Light
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# Call for Projects 4: Improving skills to progress in work and responding to local skills needs



- Sunderland UKSPF Investment Plan - **Strategic objective 3.2: *Improving skills to progress in work and responding to local skills needs***
- The Investment Plan set out several key challenges and opportunities:
  - High levels of economic inactivity and unemployment, especially among young people, reducing overall workforce productivity and economic prosperity.
  - In-work poverty and deprivation, due to more low wage, low skilled, insecure work in the area.
  - Low skills and qualification levels in the workforce, including lack of basic and technical skills, limiting opportunities for people to progress into better paid, higher skilled, more secure work.
  - Growing recruitment and skills shortages for businesses across many sectors, as the labour market recovers from the pandemic and more people leave the full-time workforce.
  - Changing nature of jobs and employers' skills requirements, driven by growing use of digital technologies, automation of some basic job roles (e.g. retail, distribution), and higher skilled job opportunities growing faster than low skilled occupations.

# Call for Projects 4: Key considerations



- This is Sunderland's fourth targeted call focused on delivering the remaining activities within the People and Skills investment priority for Sunderland.
- The scope of the call has been informed by local consultation and research into local skills needs and workforce development priorities, including a review of the [North East Local Skills Improvement Plan](#).
- **Section 7** of the Call document provides an overview of the **local labour market context**.
- The opportunity is open to all organisation types to apply - including public, private and VCSE organisations - working in partnership.
- Project activities should aim to start from 1 April 2024 and be financially complete by 31 March 2025.
- The indicative allocation for the call is approximately £2,800,000 (revenue only). An indicative minimum application level of £1,400,000 has been applied to encourage organisations to work in partnership.
- The call is open until **5:00pm on Friday 23 February 2024**.

# Call for Projects 4: Key considerations



- Review the Call document, funding guidance and assessment framework carefully.
- Partnership working is key - consider how you can best work with other local organisations as a skills delivery partnership to create greater impact, share resources, avoid duplication and maximise outcomes for the employees, employers and residents you plan to support.
- Consult the Call for Projects document, Evidence Base Review (for the People and Skills investment priority), and other supporting information to build your case for support.
- Consider the project's strategic fit with the [Sunderland City Plan](#) and clearly explain how your planned activities will complement the wide range of skills provision already available locally.
- Project activities should benefit the Sunderland local authority area only.
- Eligible activity and costs can be incurred from April 2024, and we would expect successful applicants to explain clearly within the Business Case how they will move quickly to project delivery.
- Costs must meet UKSPF assurance, monitoring and evaluation conditions.

# Call for Projects 4: Key considerations



- **Outputs, outcomes and wider benefits** - carefully read and understand the UKSPF definitions and the monitoring requirements for evidencing outputs and outcomes. Outputs/outcomes should focus primarily on priority interventions E36, E37, E38, E39 and E40, where this is appropriate, adds value, and does not duplicate existing funded provision. Additional UKSPF indicators may also be selected where appropriate and relevant to the activities proposed.
- Activity must build on **lessons learned** and **what works**, and Business Cases must clearly refer to the applicant's and partners' track record and relevant experience.
- Applications must demonstrate a strong understanding of the **participant journey** and how best to support individuals (and their employers) to develop new skills, overcome barriers to learning and improve career development opportunities.
- Ability to work successfully with **training, education and business support organisations**, and to engage closely with **employers** to support workforce planning and development.
- **Match funding** - applicants are encouraged to identify other funds (public, private, VCS) and resources that can add value and create additional benefits.
- **Cross-cutting themes** – ability to actively promote and implement equal opportunities good practice, successfully engage workers, residents and employers, and demonstrate a commitment to embedding the city's low carbon ambitions.
- Demonstrate compliance with financial management and monitoring conditions, and a strong understanding of **procurement** procedures, **Subsidy Control** and **publicity** requirements.

# Call for Projects 4: Strategic Fit



- Applicants will need to consider strategic alignment with key local priorities, including:
  - Sunderland City Plan and Healthy City Plan
  - North East Local Skills Improvement Plan (NELSIP)
  - Sunderland's Digital Inclusion Plan
- Applicants will need to demonstrate an excellent, up-to-date understanding of existing or planned skills provision, including for example:
  - Sunderland Learning and Skills Service Adult Education and Multiply provision
  - Skills Bootcamps
  - Free Courses for Jobs
  - DWP provision
  - National Careers Service support
  - Sector specific training and workforce development initiatives

# Call for Projects 4: Scope of the call



- The focus of activities, outputs and outcomes will be on priority interventions:

*E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online.*

*E37: Tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses.*

*E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that cannot be met through mainstream funding.*

*E39: Green skills courses targeted around ensuring we have the skilled workforce to achieve the government's net zero and wider environmental ambitions.*

*E40: Retraining support for those in high carbon sectors.*



# Call for Projects 4: Scope of the call



- Where appropriate, projects may also contribute to relevant activities, outputs or outcomes under the following interventions identified below, where there is a clear gap in local provision, supported by robust evidence.

*E34: Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills\* provision for people who are unable to access training through the adult education budget, Multiply (for maths and adult numeracy) or alternative wrap around support provided through other programmes. Supplemented by financial support for learners to enrol onto courses and complete qualifications. Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support.*

*E35: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.*

\*where this is not being met through Department for Work and Pensions provision.

# Call for Projects 4: Scope of the call



- While the focus of this call is on People and Skills interventions, it is recognised within the Local Skills Improvement Plan (LSIP) that some businesses and organisations require additional and specialist support with workforce development and planning. To support this activity within a partnership project, the Call for Projects will also allow support under the following Supporting Local Business intervention:

*E23: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.*

# Call for Projects 4: Scope of the call



- Activities which could be supported may include, but are not limited to:
  - Financial and/or non-financial assistance to employers, particularly SMEs, to develop workforce development strategies and initiatives.
  - Projects that focus on addressing sector specific responses to the jobs-skills mismatch.
  - Technical and vocational qualifications and courses up to level 2 and 3.
  - Support for green skills, retrofit skills and low carbon courses where there are clear skills shortages and upskilling opportunities linked to employment and business growth.
  - Courses targeted at employees from local high carbon sectors to develop their existing skills in lower carbon alternatives.
  - Digital skills programmes to support career progression for employees and residents and accelerate digital adoption for employers.
  - Supported employment provision and work placements for individuals with health and disability needs.
  - Training activities and work experience opportunities that match residents with employment opportunities.
- Provision should have a focus on face to face support but will consider a ‘blended delivery model’ of in-person and digital support to meet individual and employers needs.

# Call for Projects 4: Scope of the call



- The Call for Projects is seeking *a collaborative partnership approach to deliver activities that will address key employer and local labour market skills needs, enabling local people to progress into new opportunities, and gain new skills and qualifications that enhance career progression.*
- Activities can address different sectors within the local economy including but not limited to:
  - Digital
  - Advanced Manufacturing
  - Construction
  - Health and Health Science
  - Transport and Logistics
  - Customer and professional services
  - Education, youth and community
  - Hospitality, leisure/tourism, creative/cultural
  - Other sectors where local evidence from employers and vacancy rates demonstrates local need and an urgency to address priority skills and recruitment challenges.

# Call for Projects 4: Target groups



- All residents and employees in the Sunderland local authority area will be eligible for support under this investment priority if they:
  - are unemployed and seeking work, or working within the Sunderland area,
  - are aged over 16, and
  - have the 'right to work' in the UK
- The Call (**Section 8**) encourages proposals which address the needs of those residents or employees facing barriers to labour market entry or in-work progression, including:
  - Residents who have health conditions which are barriers to gaining work or progressing in work
  - Disabled residents or employees
  - Older residents or employees (50+)
  - Young people

Any questions?

# Call for Projects 4: Navigating the guidance



Document	Description
Sunderland – Call 4 Document	This sets out the priority focus, process and timetable for projects that want to apply for funding
Privacy Notice	This notice explains your rights and gives you the information you are entitled to under the Data Protection Act 2018.
National UKSPF Prospectus	Provides an overview of the national UKSPF programme and its investment priorities
Executive Summary	Provides an overview of the Sunderland Investment Plan
Evidence Base	Provides a summary of the evidence base included in the Sunderland Investment Plan submitted to Government
Business Case	A standard form to be used by all applicants to the fund. It is designed to comply with HM Treasury Green Book and is based on the 5 Case Model (Strategic, Economic, Commercial, Financial and Management)
Annex A, Annex B and Annex C	These 3 annexes form part of the business case application. Annex A is for financial information, Annex B is for Output and Outcome information and Annex C is an Integrated Impact Assessment
Funding Guidance	Provides information on who can apply, general rules and principles of the funding, revenue and capital cost
Assessment Framework	Describes the assessment process that will be used to assess application
Branding and Publicity Guidance	Provides information on branding and publicity requirements of the fund

# Call for Projects 4: Funding guidance



## Key points to note:

- Payment in arrears.
- Ability to meet verification requirements – evidencing spend back to defrayal – all costs incurred (by lead applicant and/or named delivery partners must be on an actual cost incurred basis).
- Contributions in kind are not eligible as match funding.
- All eligible revenue costs should fit within specified expenditure headings.
- Guidance for calculation of salary costs and hourly rates.
- Guidance for flat rate indirect costs.
- List of ineligible costs provided.



# Call for Projects 4: Business Case process



Business Case Section	Description
1. Project information	Organisation details, project overview, investment priority, intervention priority – an application should align to one main intervention (where the funding will be approved from and main outputs and outcomes achieved, however a project may contribute to achievement of outputs and outcomes from supplementary interventions)
2. Executive summary	Funding summary, project summary, milestones, impact of and justification for funding
3. Strategic Case	To establish strategic fit, the case for change and underpinning rationale for the intervention to be delivered by the project
4. Economic Case	To establish whether the project presents good value for money
5. Commercial Case	To demonstrate the demand for your chosen intervention and the supply capacity to meet that demand
6. Financial Case	To demonstrate the financial viability of the proposed project e.g. how costs have been calculated
7. Management Case	To establish whether the proposed project is realistic, achievable and whether the lead organisation has the skills, experience and capacity to deliver
Annexes	A number of annexes are included within the template itself. Annex A (Finance) and Annex B (Outputs and Outcomes) are separate spreadsheets to be submitted along with the completed business case. Annex C is an Integrated Impact Assessment. Annex G provides a list of supporting information that, where applicable to your project, should also be submitted with the business case.

# Call for Projects 4: Business Case process – Annex A



- To provide a quarterly breakdown of expenditure and funding for the lifetime of the project.
- Make sure quarter/annual/lifetime totals on the expenditure tab match the totals on the funding tab
- Revenue only eligible expenditure headings; there is no capital funding

Revenue Expenditure Headings	
Salaries	Flat Rate Indirect Costs
Travel & Expenses	Accommodation Costs
Materials & Consumables	Training
Marketing & Promotion	Consultancy / Legal Fees
Evaluation	Other Revenue

# Call for Projects 4: Business Case process – Annex B



- You only need to insert applicant/project details on the **Guidance tab** and then complete the relevant **Summary tab** for the intervention you are seeking funding under.
- Please read the **Guidance tab** before attempting to complete the workbook.
- Please read the **Output and Outcome Definitions** (the last 2 tabs) before attempting to complete the workbook.
- Please read the Notes for Completion on the **Summary tab** before attempting to complete. All the outputs and outcomes for People & Skills are shown on the **Summary tab** are listed under the **Intervention Priorities** (E numbers).
- The outputs and outcomes for the main **Intervention Priorities** (E36-E40) are listed first, with the **Secondary Interventions** (E34, E35 & E23) further down. There is one outcome from a **Non-priority Intervention** listed at the bottom which is associated to an intervention that's not been identified as a priority in Sunderland's Investment Plan. You may still forecast achievement against this non-priority outcomes.
- One output or outcome type may be listed under one or more priority intervention. Please only enter values for the same output or outcome type under one intervention – ideally the main intervention under which funding is being sought.
- Further guidance on monitoring and verification of outputs and outcomes will be provided at the contracting stage.

# Call for Projects 4: Business Case process – Annex B



**PEOPLE & SKILLS FORECAST OUTPUTS AND OUTCOMES**

Notes for completion:  
If a particular output or outcome is shown under more than one intervention please only enter values under one intervention, do not repeat the value multiple times for the same output or outcome type under different interventions

**PRIORITY INTEVENTIONS SUBJECT TO CALL 4**

**E36: Increase levels of digital inclusion, essential digital skills**

REF NO	OUTPUTS	2024/25					Lifetime Total
		Q1	Q2	Q3	Q4	Total	
41	Number of people supported to access basic skills (numerical value)					0	0
42	Number of people supported to engage in life skills (numerical value)					0	0
43	Number of people gaining a qualification or completing a course following support (numerical value)					0	0
REF NO	OUTCOMES	2024/25					Lifetime Total
		Q1	Q2	Q3	Q4	Total	
125	Number of people gaining a qualification or completing a course following support (numerical value)					0	0

**E37: Tailored support for the employed to access courses**

REF NO	OUTPUTS	2024/25					Lifetime Total
		Q1	Q2	Q3	Q4	Total	
26	Number of courses developed in collaboration with employers					0	0
30	Number of people referred from partners onto upskill courses					0	0
36	Number of people in employment engaging with the skills system					0	0
39	Number of people retraining					0	0
44	Number of people supported to participate in education					0	0
REF NO	OUTCOMES	2024/25					Lifetime Total
		Q1	Q2	Q3	Q4	Total	
124	Number of people gaining qualifications, licences and skills					0	0

# Call for Projects 4: Business Case process – Annex B



Ref Number	Updated Output Indicator for Reporting	Unit of Measurement	Definition
26	Number of courses developed in collaboration with employers	Number of courses	<p>The number of courses developed in collaboration with employers.</p> <ul style="list-style-type: none"> <li>- Employers mean any business, organisation, governmental department or non-profit organisation that can employ an individual.</li> <li>- Courses include but are not limited to lifelong learning; formal education; educational and/or vocational training activities.</li> </ul>
30	Number of people referred from partners onto upskill courses	Number of people	<p>Number of people signposted by other partner organisations to attend courses for improving their skills.</p> <ul style="list-style-type: none"> <li>- Referrals are signposts made by partners to the relevant courses.</li> <li>- An upskill course is training that improves the skills of the individual attending.</li> </ul>
35	Number of people receiving support to gain employment	Number of people	<p>Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four week period following support.</p> <ul style="list-style-type: none"> <li>- Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.</li> </ul> <p>Unemployed as defined by the International Labour Organisation (ILO) are those:</p> <ul style="list-style-type: none"> <li>- Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.</li> <li>- Out of work, have found a job and are waiting to start it in the next two weeks.</li> </ul> <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p> <p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> <li>- Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)</li> <li>- Self-employed persons</li> <li>- People on government-supported training programmes, engaging in any form of work, work experience or work-related training.</li> <li>- Persons on maternity or paternity leave</li> </ul>

People & Skills: shaded light blue, E23 from Supporting Local Business: Shaded peach/orange

# Call for Projects 4: Assessment criteria



- All projects will be assessed against the same criteria, regardless as to value of grant requested.
- 2 stage assessment:
  1. Gateway – pass/fail (organisation status, project delivery geography, delivery in programme period, specifically in response to a live project call, complementarity to City Plan priorities, regulatory compliance i.e. subsidy control, and no duplication)
  2. Full Assessment
- The Full Assessment of projects is aligned to the 5 cases of the business case:
  1. Strategic Case – community/stakeholder engagement, case for change, innovation, partnership working, alignment with local strategic priorities
  2. Economic Case – value for money, additional social value, options analysis, contribution to outputs/outcomes
  3. Commercial Case – evidence of local need, supply capacity to meet demand, procurement
  4. Financial Case – cost & spend profiles, funding certainty, cost assumptions, affordability, financial risks, assets
  5. Management Case – deliverability, experience, capacity, risk management, performance management, regulatory and statutory compliance
- Within the Call 4 Assessment Framework, Case 1 above is identified as Strategic Fit (scored out of 15), Case 2 is identified under Value for Money (scored out of 15) and Cases 3-5 are all identified under Deliverability (scored out of 30).

# Call for Projects 4: Assessment process



- Projects will be RAG rated (red, amber, green). The scoring matrix provides the differentiation between the RAG ratings.
- Clarifications and modifications may be sought by the Council throughout the assessment process.
- The Sunderland UKSPF Investment Panel will consider the assessment outcomes and will make recommendations to the Council's Director of Finance through the Chief Officer Group (COG).
- The Investment Panel comprises City Council Senior Managers and external representatives of the Sunderland City Board.
- In making its recommendations the Investment Panel will also consider the ability to deliver across the Sunderland geography and the contribution projects will make towards Sunderland's overall investment plan priorities, outputs and outcomes.
- The Director of Finance via COG (or agreed subset of its members) make funding decisions.

# Call for Projects 4: Final submission requirements



- Applicants must ensure that the following information is submitted:
  - Full Business Case Template (including Annexes D-H)
  - Appropriate supporting documents including those listed in Annex G (Available Project Supporting Information) of the Full Business Case Template
  - Annex A – Finance Profile Template (project costs and funding)
  - Annex B – Outputs and Outcomes Template
  - Annex C – Integrated Impact Assessment Template
  - Example of a Participant/Learner Registration Form
  - Example of a Participant/Learner Support Plan
  - Example of a Participant journey flowchart



# Call for Projects: Top Tips



- Read the guidance and do your research.
- Catch the attention of the reader, then get straight into answering the question. Please be mindful of those questions where there is a maximum word limit.
- Start writing early. Don't talk about it for weeks and then only begin writing the business case at the last minute!
- Keep sentences precise and use simple language/plain English.
- Provide the full explanation for any acronyms used.
- The questions in the business case represent the minimum information needed however responses should be proportionate to the level of funding being requested.
- Collaborate with others and share the workload.
- Demonstrate that you have consulted with key stakeholders.
- Back up your statements with relevant, recent evidence or data.
- Review, edit and avoid repetition.
- Avoid errors and missing key details.



Any questions?

## Further information & next steps



- Please contact us at [ukspf@sunderland.gov.uk](mailto:ukspf@sunderland.gov.uk) if you have any further questions.
- Sunderland's UKSPF Investment Plan Executive Summary, Evidence Base Review and guidance documents can be found on the Council's [UK Shared Prosperity Fund \(UKSPF\) in Sunderland - Sunderland City Council website](#).
- The website will also include any updates relevant to this call, including Frequently Asked Questions.
- The deadline for this call is 17:00pm on **Friday 23 February 2024**.

# Introductions from potential lead applicants and delivery partners

# Discussion and Networking