



UK Government

UK Community Renewal Fund

Technical Note for Lead Authorities in
Great Britain

Version 1

March 2021

Contents

1. Introduction.....	3
2. The Lead Authority role.....	4
3. Detailed requirements and guidance.....	5
3.1. Identification of a Senior Responsible Officer (SRO).....	5
3.2 Demonstrating that you have run an open process by which organisations are invited to submit bids.....	5
3.3 Objective and transparent assessment and prioritisation of proposals.....	6
3.4 Due diligence.....	7
3.5 Procurement.....	7
3.7 Payments and monitoring.....	8
3.8 Demonstrating alignment with local strategies and plans.....	9
3.9 Evaluation.....	9
3.10 Branding and publicity.....	10
Annex 1 – Lead Authority Bid Submission.....	11
Annex 2 – Assessment Template - Example.....	16
Annex 3 – Bidding Document Template.....	20

1. Introduction

- 1.1. This document sets out requirements and guidance for Lead Authorities (Mayoral Combined Authorities, County Councils or Unitary Authorities) in carrying out Lead Authority roles for the UK Community Renewal Fund.
- 1.2. It should be read alongside the [UK Community Renewal Fund Prospectus](#).
- 1.3. The UK Community Renewal Fund is administered by the Ministry of Housing, Communities and Local Government (MHCLG). References to the Secretary of State are to the Secretary of State for MHCLG.
- 1.4. Lead Authorities should note that we will publish further guidance later in the Spring. This will include guidance on assurance, monitoring and data requirements, the national evaluation approach and the funding agreement template. You may proceed to invite bids in advance of this.
- 1.5. The Secretary of State may also update or amend technical notes and guidance from time to time and Lead Authorities must ensure they are using the most up to date versions of all documents, available on the fund [website](#).

Key Information

- ◆ The role of the Lead Authority is to invite bids from a range of Project Applicants, appraise and prioritise projects *up to a maximum of £3m per place* and submit a shortlist to UK Government who will select projects based on the published assessment criteria.
- ◆ Lead Authorities must ensure that they follow an open bidding process in inviting bids. This is a gateway criteria for all bids submitted.
- ◆ UK Government reserves the right to check the bidding process followed.
- ◆ Lead Authorities can follow their own processes but should take account of the Cabinet Office Grants Standards, drawing on them as examples of good practice and sources of information. The processes used/to be used should be described in the submission set out at Annex 1.
- ◆ Lead Authorities must submit a summary of shortlisted bids using the template provided in Annex 1, along with the application forms for the shortlisted bids. We do not require application forms for rejected bids to be submitted.
- ◆ Shortlisted bids must be submitted by noon on 18 June 2021. From 18 June 2021 and throughout July, UK Government will assess bids.
- ◆ UK Government will announce successful projects from Late July 2021 onwards.

We have also provided additional tools which may help Lead Authorities in Annex 2. These include an example assessment template and bidding document template. Their use is not mandated.

2. The Lead Authority role

2.1 In Great Britain, we are inviting Lead Authorities to undertake these roles:

- ◆ Invite bids from a range of Project Applicants, including but not limited to universities, voluntary and community sector organisations, and umbrella business groups.
- ◆ Undertake constructive engagement with local partners, including but not limited to lower tier local authorities and elected representatives, and other public, private and third sector organisations.
- ◆ Collaborate with other Lead Authorities or partners across the UK where relevant – for example to promote cross-border project opportunities that address needs in common or achieve efficient delivery scale.

- ◆ Appraise and prioritise a shortlist of projects up to a maximum of £3m per place (as defined [here](#)).
 - ◆ Submit a shortlist to UK Government who will assess the proposals and select projects based on the criteria set out in the UK Community Fund Prospectus.
 - ◆ Enter into a funding agreement with UK Government to deliver successful bids.
 - ◆ Issue agreements to successful bidders once funding has been agreed by the UK Government, and then undertake monitoring and assurance activity.
- 2.2 The Lead Authority of each of the 100 priority places will receive capacity funding to help them invite bids locally and appraise these bids. Each Lead Authority will receive a fixed amount of £20,000 per priority place. This funding can be incurred from 1 April 2021 for staff or other resources needed to coordinate and appraise bids. It will be paid to Lead Authorities in the summer and will be paid regardless of whether bids are successful.
- 2.3 The UK Community Renewal Fund will provide Lead Authorities with funding to be used towards the costs incurred in managing Fund awards. A flat rate of 2% of the value of the UK Community Renewal Fund spent by each project may be used by Lead Authorities for the costs incurred in managing Fund awards. This forms part of the £3m maximum available per place. In circumstances where there is expected to be a large volume of transactions, or complex project delivery, for example, some employment support projects, a flat rate of 3% may be permitted. Lead Authorities should provide further details in their submission if 3% may be required.
- 2.4 The UK Government recognises that local authorities across the UK have established procedures for awarding grants and for financial management and control. The UK Government wishes to ensure a level of consistency across all Lead Authorities in Great Britain, and consistency with the approaches UKG will utilise for delivery of the UK Community Renewal Fund in Northern Ireland whilst minimising the administrative burden to local authorities.
- 2.5 We require all Lead Authorities to use a consistent, UK-wide application form. Lead Authorities are also required to submit a statement(s) setting out how they will carry out Lead Authority roles. The format for this statement is attached at Annex 1.
- 2.6 The Secretary of State will assess the statement(s) and confirm that the proposed systems and controls will provide adequate assurance as to the delivery of UK Community Renewal Fund. Bids from any Lead Authority that is not considered to provide adequate assurance will not proceed.

- 2.7 Lead Authorities should take account of the [Cabinet Office Grants Standards](#) in an appropriate and proportionate manner, drawing on them as examples of good practice and sources of information.
- 2.8 Lead Authorities will also be required to publish a Privacy Notice at the start of the bidding process, identifying the personal data that will be collected as part of the application process, how this will be used, who it will be shared with and the legal basis for its use. This shall include reference to the joint Data Controller role exercised by MHCLG in respect of applications submitted to the Secretary of State for consideration. Lead Authorities should consult their Data Protection Officer about the Privacy Notice and what else they must do in relation to running the local bidding process and submitting bids to MHCLG. Lead Authorities will also be required to enter into a Data Processing Agreement with the Secretary of State relating to the sharing of data between the parties. Further information on the format and timing of this will be published in due course.
- 2.9 We have also provided some additional tools that Lead Authorities may use in delivering their roles, at Annex 2:
- ◆ a template assessment form
 - ◆ a template bidding document

3. Detailed requirements and guidance

Alongside bids to the UK Community Renewal Fund, each Lead Authority must set out in their statement(s), how they are addressing the following:

3.1. Identification of a Senior Responsible Officer (SRO)

The SRO should be the senior officer within the Lead Authority who is responsible for ensuring that funding is used in line with the grant agreement and that appropriate management controls are in place. At the end of the UK Community Renewal Fund programme, UK Government will require the SRO to report on expenditure and performance and confirm that management controls have been applied.

Within the submission at Annex A: Identify the SRO, their position in the Lead Authority and their contact details.

3.2 Demonstrating that you have run an open process by which organisations are invited to submit bids

The UK Community Renewal Fund is intended to support new and innovative approaches, pilots of activity that can inform the investment of the UK Shared Prosperity Fund from 2022. To enable a broad range of ideas to come forward Lead Authorities must operate an open process, inviting bids from any organisation that can deliver an eligible project. ***The UK Government reserves the right to undertake spot checks to ensure that an open process has been followed.***

The open process should be based on an invitation document that sets out the national priorities for funding, eligibility requirements and assessment criteria (this may be by way of a link to the UK Community Renewal Fund Prospectus) any local requirements that the Lead Authority intends to use in prioritising submissions to UK Government e.g. specific local priorities, how applications will be assessed and prioritised by the Lead Authority, how applications should be submitted and the deadline for applications.

The invitation should be published on the Lead Authority's website and promoted to relevant stakeholders.

We have published all documents that Lead Authorities need to launch their local bidding process. The deadline of 18 June was chosen taking into account the elections taking place in England, Scotland and Wales. Whilst it is hoped that bidding processes will start as soon as possible, the deadline of 18 June would allow a bidding process to commence after the May elections. The decision about how each Lead Authority conducts itself during the pre-election is one for individual Lead Authorities in line with guidance/codes in each nation. Please do get in touch with us if there are particular difficulties in submitting your project shortlist by 18 June 2021.

Lead Authorities will also need to ensure that the bidding process takes account of their legal obligations, including the Public Sector Equality Duty, and information should be supplied on equalities impacts in the application form to assist in this regard.

The process must reflect the requirements of the UK Community Renewal Fund but there is flexibility for Lead Authorities to tailor the bid process to reflect local priorities and to ensure alignment with local strategies provided there is no conflict with the Prospectus or other guidance documents/rules. In order that applicants can be assessed against local priorities these must be clearly set out in the invitation.

Within the submission at Annex A: Summarise how the invitation process was managed including details of relevant advertising and provide a copy of the invitation document.

3.3 Objective and transparent assessment and prioritisation of proposals

The UK Community Renewal Fund is a competitive programme. It is therefore important that all applications are assessed against a common standard using

standard materials. All applications must be made on the application form issued by the Secretary of State.

Lead Authorities must ensure that all applicants are assessed in the same way and that any conflicts of interest are avoided or appropriately managed e.g. where the Lead Authority is an applicant the staff involved in the development of that project must not be involved in the assessment of projects or have access to any information that is not available to other applicants.

Lead Authorities may choose to involve other organisations to provide advice during the assessment and prioritisation process e.g. on alignment with local priorities and other planned or existing activity. The decision on which projects are submitted to the Secretary of State rests with the Lead Authority. Where partners are involved this must be managed in a way that prevents any party exerting undue influence that distorts the bidding process in favour of any applicant or in a way that prejudices any applicant taking account of any conflicts of interest.

Lead Authorities will also need to ensure that assessments take account of their legal obligations including the Public Sector Equality Duty, and information should be supplied on equalities impacts in the application form to assist in this regard.

Within the submission at Annex A: Summarise how the assessment of applications was managed, including how any conflicts of interest were dealt with, and provide a copy of each application being submitted for consideration by Lead Authorities and its assessment.

3.4 Due diligence

In order to ensure that projects agreed by the Secretary of State can move forward quickly Lead Authorities must undertake due diligence on private sector, charitable and voluntary organisations applicants during the assessment of applications and be satisfied that the applicant is genuine, and has the financial standing and sufficient capacity to deliver the proposed activity.

As Lead Authorities are accountable for expenditure it is for them to establish a proportionate process for undertaking due diligence.

Within the submission at Annex A: Summarise how due diligence was undertaken on applicants and record the outcome in the assessment of applications submitted.

3.5 Procurement

UK Community Renewal Fund expenditure incurred through procurements by public sector bodies is governed by UK procurement regulations. Lead Authorities must put in place appropriate and proportionate controls to ensure that procurement undertaken by non-public sector project deliverers or beneficiaries represents value for money and minimises the risk of fraud.

Within the submission at Annex A: Summarise the control/management systems put in place including controls/limits to be applied to project deliverers e.g. any thresholds for advertising, or requirements to secure quotations for products or services. If the Lead Authority intends to apply its own internal approach this should be stated and a brief summary provided.

3.6 Funding agreements with project deliverers

As the accountable bodies for UK Community Renewal Fund expenditure Lead Authorities are responsible for establishing a funding agreement with each local project deliverer. Each project (including projects delivered solely or jointly by the Lead Authority) must be governed by a funding agreement. It is for the Lead Authority to determine the terms of its agreement with project deliverers but Lead Authorities must ensure the agreement allows it to discharge its responsibilities under the funding agreement that will have been agreed between the Lead Authority and the Secretary of State.

Lead Authorities will be liable for any expenditure the Secretary of State determines to be ineligible for UK Community Renewal Fund support. Ineligible expenditure will be recovered from the Local Authority. The Secretary of State will have no contractual relationship with the project deliverer and will not seek to recover funds from them.

Within the submission at Annex A: confirm that a funding agreement will be used for all projects and that the agreement will be in place to ensure projects can move forward quickly following project approval by the Secretary of State

3.7 Payments and monitoring

UK Community Renewal Fund will be paid to Lead Authorities in two tranches – 50% on commencement, and the balance on completion.

To ensure that funding is used solely for the purposes for which it was awarded and minimise the risk of fraud at all stages of the grant cycle Lead Authorities must establish appropriate and proportionate systems and processes (including addressing any potential conflicts of interest) to:

- ◆ manage payments to project deliverers
- ◆ monitor performance of project deliverers
- ◆ ensure that money has been spent in line with the funding agreement

It is for Lead Authorities to decide how they wish to make payments to project deliverers e.g. in advance, in arrears or to an agreed profile. Payments should be made in a timely manner and not cause unnecessary financial stress for project deliverers, particularly those in the voluntary and community sector.

Lead Authorities must monitor the expenditure incurred under each UK Community Renewal Fund project and be able to report on each project as part of progress reports to the Secretary of State.

As a minimum, payments to project deliverers should be supported by a grant claim from the project deliverers that sets out the amount of total expenditure incurred and the amount being requested from the Lead Authority. If payments are made in advance Lead Authorities must undertake a reconciliation at the end of the project and recover any unused funds. The Secretary of State will recover any such unused funds from the Lead Authority.

Lead Authorities must establish a monitoring process to identify possible weaknesses or risks in the delivery of projects and provide for corrective action to be taken. This may include checking claims and progress reports, testing samples of expenditure, and or undertaking monitoring visits (on-site or remotely). These processes should be proportionate to the scale and complexity of and risk attached to projects.

Within the submission at Annex A: summarise the management systems that will be used to manage the funding. State the expected Lead Authority management costs – these costs, plus project delivery costs must not exceed £3m in total per place.

3.8 Demonstrating alignment with local strategies and plans

UK Community Renewal Fund activity should be focussed on actions that support key local growth projects, or projects that address local barriers to employment, as set out in relevant local strategies. Lead Authorities should make reference to priorities they wish to prioritise in the invitation document, make the relevant documents easily accessible to all potential applicants and consider how project proposals contribute to them as part of the assessment of projects.

Within the submission at Annex A: if appropriate highlight any key dependencies between the proposed UK Community Renewal Fund projects or between proposed projects and other activity.

3.9 Evaluation

A key objective of the UK Community Renewal Fund is to try new ways of delivering activity to businesses and people. It is important that projects are robustly evaluated and that learning is shared with others. Lead Authorities must ensure that all project deliverers undertake the evaluations as set out in their application, in a timely manner and collaborate with UKG in respect of the national evaluation.

As a minimum we will also require the provision of project level data to UKG or its agents in the production of the national evaluation, and may also require project deliverers to participate in process evaluation activity. This will need to be provided in line with legal obligations regarding sharing of data, and further information shall follow in this regard.

Within the submission at Annex A: summarise how you will ensure that project deliverers undertake evaluations and provide project level data to support national evaluation.

3.10 Branding and publicity

It is important that project deliverers, beneficiaries and the public across the UK are aware that support is being provided by the UK Community Renewal Fund.

Branding and publicity requirements for the UK Community Renewal Fund are set out in the Fund 'Technical note for in project deliverers' document.

Adherence to these requirements must be monitored by Lead Authorities. The branding requirements must also be adhered to as part of the process Lead Authorities use to invite bids.

Within the submission at Annex A: summarise how branding and publicity requirements have been and will continue to be met.

Annex 1 – Lead Authority Bid Submission



Lead Authority Bid Submission Summary

Lead Authority	
Place	

This submission must be provided along with the Application Forms for locally shortlisted bids.

Please provide key information for the bidding round undertaken for each place. Please insert extra rows where necessary.

Please complete a separate submission for each place for which proposals are submitted.

Table 1 – Total bids received by Lead Authority

No of bids received in total	Value of bids received in total (£)	Bid information by investment priority (lead priority where project delivers across priorities)							
		Skills		Business		Community and Place		Supporting Employment	
		No of projects	Value (£)	No of projects	Value (£)	No of projects	Value (£)	No of projects	Value (£)

Table 2 – Bids submitted by Lead Authority for UKG consideration

Proposal Name	Short description (50 words)	Investment Priority (Skills, Business, Community, Employment)	Delivers in more than one place? If so, specify places.	£ requested*	Start Date	End Date
TOTAL (up to a maximum of £3m per place)						

*If proposals span more than one place, please allocate funding on a percentage basis (eg. £1m proposal is expected to deliver in three places, on a 40:30:30 basis – please allocate £400k to place 1, £300k to place 2 and £300k to place 3).

Table 3 – Outcome indicators per submitted proposal

Proposal Name	Outcome Indicator 1	Outcome Indicator 2	Outcome Indicator 3	Outcome Indicator 4	Outcome Indicator 5	Outcome Indicator 6

Table 4 – Local strategic fit and deliverability considerations per submitted proposal

Please provide short answers setting out the Lead Authority’s assessment of these factors. UK Government will review Lead Authority considerations alongside the statements provided by the Project Applicant in the Application Form.

Proposal Name	How well does the proposal contribute to local needs set out in relevant local growth plans. What evidence is there of local support?	How does the project align with other existing or planned activities in the area?	Is the project deliverable within the stated timeframe?

		<p><i>Is the project linked to other UK Community Renewal Fund bids?</i></p> <p><i>Is the project important to taking forward other local activity?</i></p>	<p><i>Are there any local considerations that might affect the implementation of the project as described?</i></p>

Table 5 - Lead Authority management costs

Proposal Name	Management cost contribution (£)	% of anticipated spend <i>(2% or 3%)</i>	Comment <i>If 3% required, please provide a justification as to why it is required, having regard for section 2.3 above.</i>

Lead Authority Role - Functional Statements

Lead Authorities should describe the proposed systems and processes they will use in carrying out their role. Where required, please provide links or attach relevant documents. Please limit each answer to 500 words or less.

Identification of a Senior Responsible Officer
Operation of an open process by which organisations are invited to submit bids
Objective and transparent assessment and prioritisation of proposals
Due diligence
Procurement
Funding agreements with project deliverers
Payments and monitoring

Evaluation
Branding and publicity

Annex 2 – Assessment Template - Example

This template is an example of how Lead Authorities can appraise bids. It is intended as a tool that Lead Authorities can use, but is not mandatory.

Project	
Place:	
Project Name:	
Gateway Criteria	
1. Is the application from an organisation eligible to receive UK Community Renewal Fund support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Will the project be complete by 31 st March 2022?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Does the project address a need identified in the Prospectus?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>
4. Does the project address a need identified in the local invite to submit bids?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>
5. Is the proposed activity permissible within subsidy rules or State Aid where relevant?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>
6. Would the project duplicate other national or local provision?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>
7. Would the project conflict with national policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>
8. Will the project be delivered in accordance with branding requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to 3-7 is partial, if ineligible activity is removed is there still a viable project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> ◆ If no, project does not meet the eligibility criteria. go straight to Part 4. ◆ If yes, proceed with the assessment and clarify the elements that should be removed from the project. 	
Does the project meet the gateway criteria?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Selection Criteria

Section 1 - Strategic fit <ol style="list-style-type: none"> 1. <i>Please consider the proposal's overall contribution to the strategic objectives of the UK Community Renewal Fund?</i>
--

- ◆ What is the level of contribution to an articulated investment priority identified in the Prospectus?
- ◆ To what extent can the project inform UKSPF through transferable learning or opportunity to scale up for local partners and UK Government?
- ◆ What is the extent to which the project demonstrates innovation in service delivery?

Comment:

2. How well does the proposal contribute to local needs set out in relevant local plans. What evidence is there of local support?

Comment:

Section 2 - Deliverability, effectiveness and efficiency

Deliverability

Please consider the overall deliverability of the proposal including project risks, and financial due diligence where required.

- ◆ Does the applicant (and delivery partner(s) where relevant) have relevant experience in delivering projects of this type?
- ◆ Does the applicant have in place the resources necessary to deliver the project, including any match funding?
- ◆ Are the milestones realistic and is the project deliverable within the stated timescale?

a) What is the risk that the project will not proceed in line with the stated timescales?

b) What is the risk that the project will not proceed in line with the stated budget?

c) What is the risk that the project will not achieve the stated outputs and results?

Has Due Diligence been undertaken?

Yes No

If Yes, is the applicant able to manage the project as described?

Yes Yes, subject to conditions No

Comment:

Effectiveness

Please consider the overall effectiveness of the proposal including monitoring and evaluation plans, the project budget and proposed outputs.

- ◆ Has an effective monitoring and evaluation strategy been identified?
- ◆ Does the project budget reflect the stated activities? Is the budget reasonable in the light of the activities?
- ◆ Do the stated outputs reflect the project activities and are they achievable?

Comment:

Efficiency

Please consider the overall efficiency of the proposal, including Value for Money.

- ◆ Does the project represent an efficient mode of delivery, taking account of the level of innovation proposed?
- ◆ Will it operate at an appropriate scale, providing good value for money taking account of project costs, match funding (excluding employment interventions), proposed outputs delivered and potential impact?
- ◆ Is it clear that the project would not proceed, or could only be delivered on a smaller scale without UK Community Renewal Fund support?

Comment:

Section 3 Equalities Impacts

(For UKG information – does not form part of assessment criteria)

What equalities impacts have been considered? Who are the relevant affected groups based on protected characteristics, and what if any are the measures identified in response to these impacts?

Section 4 - Assessor's Recommendation:

Comment:

- Progress
- Progress with conditions
- Reject

Completed by:

Date:

Reviewed by

Date:

Proposed Conditions

1

2
3

Section 5 - Lead Authority assessment decision

Submit to UK Government <input type="checkbox"/> Submit with conditions <input type="checkbox"/> Reject <input type="checkbox"/>	
--	--

Comment:

Conditions, if different to section 3.

1

2

3

Name		Date:	
------	--	-------	--

Annex 3 – Bidding Document Template

This template is an example of how Lead Authorities can invite bids. It is intended as a tool that Lead Authorities can use, but is not mandatory.



Lead authorities may add their own branding here alongside UKG logo.

UK Community Renewal Fund

Invitation to Submit Project Bids

Introduction

[Insert name of lead authority] is seeking bids from organisations wishing to deliver activity as part of the UK Community Renewal Fund.

Please read the UK Community Renewal Fund Prospectus and the UK Community Fund Technical Note for Project Applicants and Deliverers before starting work on a bid. They are available [here](#).

The Prospectus provides detailed information on the objectives of the Fund, the types of projects it intends to support and how it operates, including the process and selection criteria that will be used to assess bids.

Successful UK Community Renewal Fund bids will be for 2021/22 only and activity must end in March 2022.

Background

To help local areas prepare for the introduction of the UK Shared Prosperity Fund, the UK Government is providing funding in 2021/22 through the UK Community Renewal Fund. We are interested in bids that build on local insight and knowledge, and project proposals that align with long-term strategic plans for local growth, target people most in need and support community renewal. In addition, projects should show how they complement other national and local provision. A focus for this Fund is to support innovation and new ideas in these areas, investing in pilots that draw on local insights and which will help places to prepare for the introduction of the UK Shared Prosperity Fund in 2022.

[Insert name of lead authority] has been designated as a lead authority by the UK Government. As a lead authority, [Insert name of lead authority] is responsible for:

- ◆ issuing this invitation
- ◆ receiving bids
- ◆ selecting the bids that will be sent to UK Government for consideration
- ◆ paying grants to successful projects and managing their performance

Full details of the role of lead authorities can be found in the UK Community Renewal Fund Prospectus.

What type of bids are we looking for?

Projects must deliver activity that is line with the UK Community Renewal Fund Prospectus and align with at least one of these investment priorities:

- ◆ Investment in skills
- ◆ Investment for local business
- ◆ Investment in communities and place
- ◆ Supporting people into employment

[The invitation may cover all UK Community Renewal Fund Priorities or a selection of them, should lead authorities wish to focus on particular priorities.]

There are no financial allocations to these priorities.

The UK Government anticipates supporting a range of projects by theme and size, but applicants are encouraged to maximise impact and deliverability through larger projects (£500,000+) where this is possible.

As 90% of funding available through the UK Community Renewal Fund is revenue funding and only available in 2021/22, projects should be predominantly, or exclusively revenue based. Projects that focus predominantly on the construction or major refurbishment of buildings, the purchase of land or the purchase of large pieces of equipment will not be supported.

Local Priorities

In selecting the bids that will be forwarded to the UK Government for consideration [Insert name of lead authority] will prioritise the bids that have the greatest potential to deliver against key local growth priorities.

[Insert text on key local priorities and any local strategies the lead authority intends to consider as part of selecting bids, include hyperlinks as appropriate.]

Geographic Coverage - projects should benefit the following places:

- ◆ Add local authority area or areas.

[The invitation may cover a single local authority area, or a number of local authority areas. Projects may be limited to priority places or be invited to operate across priority and non-priority places.]

How Bids Will be Assessed

As the lead authority [Insert name of lead authority] will assess all bids submitted. Bids will be assessed against:

- ◆ the gateway criteria set out in the UK Community Renewal Fund Prospectus – bids that fail to meet these criteria are ineligible support and will be rejected
- ◆ the extent to which they meet the objectives of UK Community Renewal Fund
- ◆ the extent to which bids would support the delivery of local growth and employment support priorities

Following assessment [Insert name of lead authority] will submit those eligible bids which most strongly meet the UK Community Renewal Fund and local priorities to the UK Government for consideration, up to a maximum of £3m per place.

The UK Government will assess all bids submitted by lead authorities against the criteria set out in the UK Community Renewal Fund Prospectus.

The UK Government will announce the outcome of the assessment process from late July 2021 onwards.

[Insert name of lead authority] will enter into a funding agreement with successful bidders.

Submitting a Bid

Bids must be submitted using the UK Community Renewal Fund Application Form, which is available [here](#). Bids submitted in any other format will not be accepted.

Bids must be submitted to [Insert name of lead authority] using this email address: [Insert Lead Authority email address]

Bids must be submitted by [insert time] on [Insert date, this should be sufficient to enable potential applicants to develop a bid.]

The UK Community Renewal Fund is a competitive process and [Insert name of lead authority] and the UK Government will not enter into discussions with bidders.