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| **Request for Quotation (RFQ)**  **RFQ001** | |
| **COMMUNITY & PLACE GRANT PROGRAMME** | |
| **Title** | Building healthy, safe, inclusive communities and thriving places together’ |
| **Directorate/ Service**  **Area** | Regeneration & Enterprise  UKSPF People and Skills |
| **UKSPF Partner** | Dudley MBC |
| **UKSPF Partner Contact Name & Address** | Jacki Lakin  Council House  Dudley DY1 1HJ  [SPFreturns@dudley.gov.uk](mailto:SPFreturns@dudley.gov.uk) |
| **Estimated Service Value** | **Available Funding and Eligible Costs:**   |  |  |  | | --- | --- | --- | | **Planned Project** | **Cap £** | **Rev £** | |  | | Community Grants | £100,000 | £125,000 |  | | Vibrant High Streets |  | £80,000 |  | | Capacity Funding |  | £50,000 |  | | **TOTAL** | **£100,000** | **£255,000** |  |   **The maximum amount of funding available per application is £15,000. Organisations are welcome to apply for funding for more than one project.** |
| **Service Delivery Location** | Dudley Borough |
| **Submission of Quotation Deadline** | **4th July 2024** by **5pm**  To apply for funding please complete the application form and email to [SPFreturns@dudley.gov.uk](mailto:SPFreturns@dudley.gov.uk) |
| **Estimated Contract Start Date** | 28th July 2025 |
| **Estimated Contract End Date** | 31st March 2026 – invoices to be sent before the contract end date. |

# Background Information

This round of Community Grants is funded through Dudley MBC’s local allocation of the UK Shared Prosperity Fund (UKSPF).

The UK government’s Autumn Budget announced funding for local investment by March 2026.

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 proactively supports Mission-delivery: pushing power out to communities everywhere, with a specific focus to help kickstart economic growth and promoting opportunities.

For 2025-26, UKSPF has five Mission-led themes across the three priority areas: Communities and Place; Support for Local Business; and People and Skills.

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For further information, please visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-2025-26-technical-note>

This year’s grants programmes will support Community grants and Vibrant High Streets grants and will fund projects that will directly address the UKSPF **Communities and Place investment priority**, specifically the themes Healthy, Safe, Inclusive Communities and Thriving Places. The scope of these themes includes:

* Improve health & wellbeing
* Reduce crime and the fear of crime
* Bringing communities together
* Tackling homelessness
* Developing visitor economy
* High Street / Town Centre improvements

Proposals should link to at least one of the above sub-themes, however we also welcome submissions that cut across more than one priority or theme.

# Specification

**Aim: foster vibrant, healthy, and inclusive communities and high streets where every individual feels safe, valued, and empowered. Create environments that promote well-being, celebrate diversity, and encourage active participation, ensuring that all community members can thrive together.**

We are keen to encourage pride in place, boost the resilience of town centres and high streets and continue to build on the culture and heritage focus from last year’s successful community grant programmes. **However, we would expect the current themes and sub-themes (above) to be the primary focus of this round of applications.**

Activity proposed should not duplicate existing provision as we are looking to address gaps in funding for activities and to target our most deprived communities. Funding should not be to fund shortfall of existing events or activities that are on regular calendar. We are looking for innovative ideas – be as creative as possible!

Community projects should also aim to build in referral and/or progression routes to existing support at the end of interventions where appropriate. As well as identify opportunities for sustainability and legacy.

If your project focuses upon the Thriving Places theme, your focus should be linked to the thriving towns and high streets and/or visitor economy sub themes. The project submissions in this theme should focus upon rejuvenating and reanimating local high streets in the borough. For example, projects could boost the resilience of the town/ high street, increase the number of events or activities to attract residents / visitors, improve perceptions of the high street, make it safer or improve the look and feel of it.

**Outputs**

Our primary outputs are to deliver grant funded projects, increase the people reached and deliver local events through the delivery of activities that align with the funding priorities and missions.

There are other indicators which we are keen to capture including:-

* Number of community-led arts, cultural, heritage and creative programmes
* Number of volunteering opportunities created
* Increased visitor numbers
* Increased participant numbers
* Number of volunteering opportunities created
* Bringing communities together
* Improving health and wellbeing

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| **Project Output / Indicator** | **Definition** | **Examples of Evidence** |
| Delivery of a grant project which meets the UKSPF brief | Supporting the theme of one or more of the following healthy, safe and inclusive communities. | Short Impact report at the end of the project. |
| Number of people reached | Number of people directly impacted by the project | Evidence of number of participants, attendees etc. |
| Number of volunteering opportunities supported | Number of organised volunteering roles supported as a direct result of the intervention. | Evidence of volunteers (one off and long-term volunteers) |
| Bringing communities together | Local or community activities or events which bring, or bridge together diverse community members  Collaborative projects run with different community, charity or faith groups | Impact Report, quotes, photos, videos |
| Improving health and well being | Evidence of people accessing or reconnecting to health or wellbeing related provision /activities  Workshops, activities, events that link to health and well being | Impact report, photos, videos |

**Impact / Evaluation:**

We will require a short Impact report at the end of the project, to include data on people reached, events / activities delivered. What went well and not so well. Lessons learnt and planned ideas for legacy and sustainability.

**Available Funding and Eligible Costs:**

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| **Planned Project** | **Cap £** | **Rev £** |
|  |
| Community Grants | £100,000 | £125,000 |  |
| Vibrant High Streets |  | £80,000 |  |
| Capacity Funding |  | £50,000 |  |
| **TOTAL** | **£100,000** | **£255,000** |  |

The maximum amount of funding available per application is £15,000. Organisations are welcome to apply for funding for more than one project. However, as the funding available is less than previous years we will be making decision based on how well projects evidence the focus on the themes, meeting the UKSPF outputs and local indicators and the value for money they provide. Additionally, we will be looking to ensure a geographical spread of projects across the Borough.

Eligible costs include direct costs (staffing, resources for delivery, room hire, marketing materials).

There are grants for both capital and revenue in the Community Grant Category – organisations can apply for one or both (not to exceed £15,000 in total).

Capital costs considered eligible would be on time purchases incurred such as equipment. These assets are expected to provide benefits for more than one financial year.

**All 2025/26 grant funding must be spent by 31 March 2026.**

You will be required to confirm your full spend at the end of the project and may be requested to evidence spend (e.g. quotes, invoices and receipts, salaries/fees paid).

**Compliance and Monitoring:**

**Branding and publicity**: UK Government and WMCA branding requirements must be followed for all UKSPF projects.

**Subsidy Control**: As the grant recipient you will need to ensure that you have adequate arrangements in place to ensure that the project will remain compliant with the Subsidy Control Act 2022 as amended or replaced from time to time.

**Contracts:** will be issued for all successful projects. Projects will only commence once the contract is signed and returned.

**Payments:** A purchase order will be provided after the contract is signed and payments will be agreed. Suggested payment profiling will be 50-50 split at start (signed agreement) and completion of project. This will be agreed at the inception meeting.

**Monitoring:** Appropriate monitoring will be put in place depending on the scope and length of the project, this may include face to face, Teams meetings as well as attendance at workshops / events.

**Non-compliance:** may result in clawback of granted funds as detailed in contracts.

**To be completed by the Service Provider – Please complete using this document only.**

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| **We welcome Collaborative / Partnership applications – there must be one lead organisation completing the application.**  **Partnerships should be detailed in your project detail and the benefits of collaboration.** | | |
| **1) Name of Organisation or Group:** | | |
| **2) Main Contact Person:**  Title: | | |
| Full Name: | | |
| Position: | | |
| Telephone Number: | | |
| Email: | | |
| **3) Organisation’s Main Address (incl. Postcode):** | | |
| Phone: | | |
| Email:  Website if applicable: | | |
| **4) Organisation Type:**  **Community grants are only for third sector organisations, including charities, social enterprises, not-for-profit companies, and community groups\*.**  **\*If your project focuses upon improving vibrancy on high streets applications can also be considered from Ltd Companies as a lead applicant to receive funds on behalf of a new or existing partnership** | Tick | Registration Number |
| Unincorporated Association |  | N/A |
| Registered Charity |  |  |
| Charitable Incorporated Organisation (CIO) |  |  |
| Limited Company |  |  |
| Company Limited by Guarantee |  |  |
| Community Interest Company (CIC) |  |  |
| Other inc. sole trader (provide description) |  |  |
| **If established within the last 12 months, confirm your organisation has systems and reserves in place to maintain compliant delivery?\***  Yes  No  *\*If you are a Limited Company applying as a project lead on behalf of a partnership group please submit a copy of your latest financial accounts with your application.* | | |

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| **General Information: Policies & Documents** | | |
| *Do you have the following?* | **Yes** | **No** |
| Public & Employers Liability for at least £5m |  |  |
| Professional Indemnity for at least £1m |  |  |
| Health and Safety Policy |  |  |
| Equality and Diversity Policy |  |  |
| General Data Protection Regulation (GDPR) |  |  |
| Safeguarding of Young People & Adults Policy |  |  |
| Are your premises accessible for people with disabilities? |  |  |

## Award Criteria

The Criteria applicable to this Quotation are listed below.

### Scored Evaluation Criteria

If your organisation has met all of the mandatory requirements set out above, then your answers to the questionnaire will be “scored”.

The Council intends to award the Contract on the basis of the most advantageous offer to the Council. Technical will account for 90% of the Quotation evaluation and will be based on responses to quality questions 1-7. Price will account for 10% of the Quotation evaluation.

### Quality Criteria

Each member of the evaluation team will allocate a score of between 0 and 5 as below for each answer. These scores may then be moderated, and the resulting scores will be multiplied by the relevant weighting to result in a “weighted score”.

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| **Score** | **Description of information received** |
| 0 | No reference/answer |
| 1 | Some mention |
| 2 | Demonstrated but unsatisfactory |
| 3 | Demonstrated and satisfactory |
| 4 | Fully demonstrated |
| 5 | Excellent, project exceeds stated requirements |

For the purposes of this Quotation the Technical evaluation criteria is as follows:

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| **Criteria** | **Assessment Description** | **Weighting** |
| Quality | Questions 1-7 | 90% |
| Price | Price | 10% |
| Total | | 100% |

# Pricing Criteria

For the purposes of this tender the price evaluation criteria is as follows:

Price will account for 10% of the evaluation criteria.

Pricing will be evaluated using the “standard differential” method. Pricing submissions will be ranked in order of price. The lowest overall price will be awarded the full available weighting of 10%. Scores for other bids will be awarded 10% less the percentage difference that they are more expensive than the lowest prices i.e. **lowest price submission ÷ submission being assessed x price weighting = price score**

By way of example, the table below shows how the scoring system would work for a theoretical Quotation, with a maximum annual price of £15,000.

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| **RFQ** | **Price** | **Weighting** | **Price Score** |
| 1 | £10,000 | 10% | 10 |
| 2 | £12,000 | 10% | 8.33 |
| 3 | £15,000 | 10% | 6.67 |
| 4 | £15,001 | Proposal non-compliant and therefore disqualified | |

Project Proposal - **Please complete using this document only.**

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| **Required information to assess the quality of your proposal against eligibility and the selection criteria. Please ensure the total number of pages for responding to questions 1-7 MUST not exceed 4 sides of A4. Any other supporting documents will not be considered by the panel.** | |
| *State the name of your project.* | **Project Title:** |
| *Projects must not start before award and expenditure must be spent by 31 March 2026* | **What are the project’s start and end dates?**  Start Date:  End Date: |
| **Confirm that if successful, you agree to comply with UKSPF rules and regulations, including eligibility of spend, branding/marketing, procurement, providing evidence for outputs/outcomes, subsidy control outlined in the guidance note.**  Yes No | |

Questions to be completed by the Service Provider. Please complete using this document only.

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| --- | --- |
| Required information to assess the quality of your proposal against eligibility and the selection criteria. **Please ensure the total number of pages for responding to questions 1-7 MUST not exceed 4 sides of A4. Any other supporting documents will not be considered by the panel.** | |
| **Number** | **Quality Questions** |
| **Question No 1** | **Project Description: Outline what your project will deliver, who it will target, communities and/or businesses engaged with, and delivery locations. Please state any collaborations / partnerships and the benefits they will bring to the delivery:** |
| Response: | |
| **Question No 2** | **Briefly outline your experience delivering similar projects. Include details of outputs/outcomes/ achievements:** |
| Response: | |
| **Question No 3** | **Outline how your project will contribute to the UKSPF Community and Place priority themes and sub themes. Please also state what outcomes and indicators your project will deliver:** |
| Response: | |
| **Question No 4** | **Please provide indicative timelines for your project (and that it will be completed before 31st March 2026). Detail any risks and mitigation:** |
| Response: | |
| **Question No 5** | **Please detail the impact you expect the project to have and any plans for legacy / sustainability:** |
| Response: | |
| **Question No 6** | **Social value: outline how you will maximise the contribution to social value (for example, use of volunteers and supporting residents to be active in their community, supporting a growing skilled workforce, reducing carbon footprint and eliminating unnecessary waste).** |
| Response: | |
| **Question No 7** | **Please state how you have costed your project and how it presents Value for Money:**  **Will you be providing any match (in kind or monetary)? Th*is is not a requirement – but will be considered in your value for money response.*** |
| Response: | |

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| **In the table below, enter your requested budget, with a brief description / breakdown. If applying for please state which is capital** | | | |
| Please state whether your costs are including or excluding VAT (and your VAT status). | | **Price including or excluding VAT:**  [insert response] | **VAT Status:**  [insert response] |
| **Budget Category** | **Revenue Requested Amount £** | **Description and Breakdown of Costs** | |
| Staffing costs (project related delivery) |  |  | |
| Other delivery costs |  |  | |
| IT expenses |  |  | |
| Equipment, materials |  |  | |
| Printing, stationary, and general office supplies |  |  | |
| Room/venue hire |  |  | |
| Participant/volunteer costs |  |  | |
| Other, please detail |  |  | |
| **CAPITAL COSTS – Please Specify** |  |  | |
| **TOTAL GRANT REQUESTED: £** | | | |
| **Confirm that if successful, you agree to comply with UKSPF rules and regulations, including eligibility of spend, branding/marketing, procurement, providing evidence for outputs/outcomes, subsidy control outlined in the guidance note.**  Yes No | | | |

**Declaration: To the UKSPF Partner(s)**

I / We understand that the Council will not reimburse for any expenses or costs incurred for any reason in preparing their RFQ in connection with them taking part in this procurement process in the event that the Council abandons this procurement process at any stage prior to contract execution.

I / We understand that the Council reserves the right to:

* Waive or change the requirements of this RFQ from time to time without prior (or any) notice.
* Seek clarification or documents in respect of a Service Provider’s submission.
* Withdraw this RFQ at any time, or to re-invite Quotations on the same or any alternative basis.
* Choose not to award any contract as a result of the current procurement process.

I/We the understand that we are required to submit a Quotation strictly in accordance with the requirements set out in this RFQ to ensure the Council has the correct information to make the evaluation. Unclear or ambiguous Quotations may be discounted in evaluation and may, at the Council’s discretion, be taken as a rejection by the Service Provider of the terms set out in this RFQ. All documents requiring a signature must be signed.

I/We the understand that it is our responsibility to ensure that no conflicts of interest exist between the Service Provider and its advisors, and the Council and its advisors. Any Service Provider who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

I / We agree and declare that upon acceptance of this Quote by letter or email on behalf of the relevant Partner(s) named in the RFQ whether for the whole or part of the items included therein, I/we will sign/execute the contract terms.

I/We agree that on acceptance of my/our Quotation, I/we are agreeing to adhere to Dudley MBC’s Supplier Code of Practice.

I/We agree that the acceptance of this Quotation shall be by letter on behalf of the Council, whether for the whole or part of the items and I/we agree to enter into a formal contract that will be required to ensure the true and timely performance of this Quotation.

I/We hereby agree that the prices quoted will remain valid and open for acceptance by the Council, until the expiry of 30 days from the last date for receipt of Quotations.

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| **Name of person authorising this Quotation** | Click here to enter text. |
| **Post Held** | Click here to enter text. |
| **Signature** |  |
| **Date Signed** | Click here to enter text. |