UKSPF: Digital Connectivity for Community Facilities Grants Programme – Liverpool City Region

Application Form

**Eligibility Declaration**

**You should only complete this form if you can answer yes to all of the eligibility criteria listed below, please mark X in each box to confirm you have read, understood and meet the eligibility criteria:**

[ ]  I am applying on behalf of a grass roots, VCFSE sector organisation**[[1]](#footnote-1)** with an operational (public access) base in the Liverpool City Region and with an income level in the most recent financial year not exceeding £1.5 million.

[ ]  The organisation has been in operation for a minimum of 12 months

[ ]  The organisation has a Governing Document/Constitution

[ ]  The organisation has an independent Bank Account for payment of the grant

[ ]  The grant will be used to fund facilities based in the Liverpool City Region

* Guidance notes and FAQs to support you to complete this application can be found on [VOLA’s website](https://volamerseyside.org.uk/ukspf).
* This form is designed to be completed electronically, so the boxes where you type your responses will expand automatically to accommodate your text.
* Be aware that only this application form will be used to appraise and score your application. You must **answer all questions** within the form and not refer to other accompanying documents.
* Please respect the word counts: answers which exceed these will be capped at the limit.
* Please submit the form in **Word** format only.

Please email completed application and supporting documents[[2]](#footnote-2) to ukspfgrants@volamerseyside.org.uk **by 5pm, Friday 24th October 2025.** Also use this email address for any questions you may have.

**Section A**

| Project Contact Details |
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| By completing this form, you agree for VOLA Consortium to use the information provided as described below:Data will be gathered, shared, and stored according to our Privacy Policy and will be used for the purposes of facilitating the assessment of applications, monitoring of the grant funding and its impact.**Please mark X here to confirm you agree** [ ]  |
| A1 | Name of Organisation | Click to enter text. |
| A2 | Business address, including postcode | Click to enter text. |
| A3 | Lead Contact Name | Click to enter text. |
| A4 | Lead Contact Email Address | Click to enter text. |
| A5 | Lead Contact Telephone Number | Click to enter text. |
| A6 | Alternative Contact Name | Click to enter text. |
| A7 | Alternative Contact Email Address | Click to enter text. |
| A8 | Alternative Contact Telephone Number | Click to enter text. |

**Section B**

| About your organisation |
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| B1 | When was your organisation founded? | Click or tap to enter a date. |
| B2 | How many people are involved in your organisation? |
| Paid Members of Staff  | number of full time equivalent paid staff. |
| Volunteers | number of volunteers. |
| Trustees / Directors  | number of Trustees / Directors. |
| B3 | Organisational Status: What is your organisation type? Choose an item. |
| B4 | Please provide any relevant organisational registration numbers if you have one, e.g. Companies House No., CIC Registration No., or Registered Charity No. You MUST provide these for award of funding/ Grant Agreement .Click to enter text. |
| B5 | What are the main activities of your organisation and who benefits from these? **(Max 100 words)**  Click to enter text |
| B6 | Has your organisation received Public Funding Subsidies from any source totalling more than £315,000 (including the value of this Grant applied for) over this and the previous two fiscal years? *(See guidance notes for further information)*Choose an item. |
| B7 | Have you had funding withdrawn due to financial irregularity or poor performance (within the last five years)? *If you answer* ***Yes*** *please refer to the guidance notes.*Choose an item. |
| B8 | Please confirm that your organisation’s income for the latest financial year did not exceed £1.5 million *(see guidance notes for further information)*. Choose an item.What was your income for the latest financial year? Click to enter text. |

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| B9 | **Does your organisation have the following? *(Please mark X as appropriate)*** | **Yes** | **No – but we will have them in place before our project is funded** |
|  | Public Liability Insurance  | [ ]  | [ ]  |
|  | Employers Liability Insurance  | [ ]  | [ ]  |
|  | Insurance that covers the full replacement value of any assets to be funded  | [ ]  | [ ]  |
|  | **Does your organisation have the following? *(Please mark X as appropriate)*** | **Yes** | **No – but we will have them in place before our project is funded** |
|  | Risk Assessment / H&S Policies | [ ]  | [ ]  |
|  | Internet Security Policy | [ ]  | [ ]  |
|  | Data Protection Policy  | [ ]  | [ ]  |
|  | Safeguarding Policy(s) – which include(s) reference to online safeguarding of children and young people **&/or** vulnerable adults (as appropriate) | [ ]  | [ ]  |
|  | A written commitment to Environmental Sustainability – which includes how you will dispose of waste electrical or electronic equipment (WEEE) | [ ]  | [ ]  |

**Section C -** this section will be scored by the independent assessment panel

| About your Project |
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| C1 | Which of the following priority areas are you applying for? ***Please mark X for all that apply – note, if applying for a completely new facility, just tick option 3.***1. [ ]  Upgrade outdated and/or poor-quality digital kit (computer devices) and/or improve broadband connectivity, where current kit and/or connections can be evidenced as being poor.2. [ ]  Increase capacity: purchase more digital devices, where current facilities are insufficient to meet evidenced demand.3. [ ]  Target neighbourhoods, where there is currently a lack of community-based digital (computer) facilities, to set up **completely new** digital drop-in facilities. |
| C2 | **Project Summary**Please provide a summary of your project costs. I.e. what do you intend to purchase? *(See FAQs document for information on eligible & ineligible costs)*

|  |  |
| --- | --- |
| **Description of Cost (please include quantities and detail about makes/models etc.)** | **Price** **to the nearest £** |
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| **TOTAL COST** | **Click here to enter text.** |

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| C3 | **Please mark X** to confirm that you **have already** collected, **or will** collect 3 quotes before the project is funded for any purchases which are £2,500 or more (to comply with National Procurement Rules):[ ]  Yes - we have already collected 3 quotes *(Recommended approach - getting quotes before submitting your application will help you to plan/ price up your project more accurately.)*[ ]  Yes - we will collect three quotes before the project starts *(Note your grant will not be paid until you do.)*[ ]  N/A – we are not purchasing any supplies or services for £2,500 or more  |
| C4 | Explain the process you have &/or will undertake to ensure that what you purchase is “fit for purpose” and provides good value for money: **(Max 250 words)**Click or tap here to enter text. |
| C5 | How have you identified the need for your IT project? **(Max 250 words)**Click or tap here to enter text. |
| C6 | What address (including postcode) will your project primarily take place in? Click or tap here to enter text.What ward will your project primarily take place in?Choose an item. |
| C7 | If you currently provide public access to computers in this location, on average how many people per week currently access your computer facilities?Click or tap here to enter text. |
| C8 | **Project Outputs & Outcomes** – *see Application Guidance for further details* |
| Please tell us what **impact** your computer facility will have, who will benefit and how? **(Max 500 words)**Click here to enter text. |
| C9 | On average, how many new or additional people will access your computer facilities (per week) as a result of your project?Click here to enter text. |
| C10 | How will you measure/ record the impact of your IT project? **(Max 250 words)**Click here to enter text. |
| C11 | How will you publicise your computer facilities and ensure that people know about them, when they are open and how to access them? **(Max 250 words)**Click here to enter text. |
| C12 | When will your computer facility be open for people to use (specific days & times)? Will there be any time limits on how long people can access the computers for? If you are targeting a specific audience/ demographic group, tell us:* who will access the equipment?
* what will you do to ensure that your facility is suitable for their specific needs?

**(Max 250 words)**Click here to enter text. |

**Section D**

| Declaration and Document Checklist |
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| D1 | 1. We confirm that all the information provided in this form is correct to the best of our knowledge.
2. We confirm that if a Digital Connectivity Grant is awarded, it will only be used for the purpose given and according to any conditions specified.
3. We agree to provide any additional documentation on request that is relevant to this application (in particular Governing Document/ Constitution, insurance certificates, relevant policies, procurement evidence).
4. We agree that this project will not use other sources of funding (i.e. double funding) for the same cost elements described in this application form.
5. We understand that we will be liable to pay back the grant in full if it is found that any of the information supplied is incorrect, or if any grant funds awarded are not used as indicated in this application form and grant offer letter.
 |
| **Signature 1****(Lead Contact for Project)** | Electronic Signature accepted. |
| **Full name** | Click here to enter text. |
| **Position in Organisation** | Click here to enter text. |
| **Contact telephone number** | Click here to enter text. |
| **Signature 2****(Second Responsible Person** – *see application guidance section D for who can counter-sign the application****)*** | Electronic Signature accepted. |
| **Full name** | Click here to enter text. |
| **Position in Organisation** | Click here to enter text. |
|  | **Date Application Submitted** | Click or tap to enter a date. |

1. VCFSE Sector is defined as: organisation run on a not-for-profit basis, including:

	* Constituted Voluntary / Community Group
	* Social Enterprise (not-for-profit)
	* Registered Charity
	* Charitable Incorporated Organisation
	* Community Interest Company (CIC) *– see guidance notes for CICs Limited by Shares*
	* Company Limited by GuaranteePrivate Companies Ltd by Shares, Public Authorities and Housing Associations are ineligible.

Further guidance on ineligible organisations is provided in the FAQs document. [↑](#footnote-ref-1)
2. **Published set of accounts for your last financial year**

Exceptions: e.g. if your organisation is exempt from requirements /has only just been in operation for 12 months and no accounts are available yet.

Contact Grants Team prior to submitting application to check that the form of accounts you propose to submit will be acceptable.

**Annual Report, covering your recent activities and achievements** E.g. Charity Annual Report, CIC34 Report, or Directors Report and Accounts (providing there is a substantial paragraph on activity and achievements during the year) would all suffice.

**If none of the above are available** (regardless of whether you are legally obliged to have one): Submit brief report (500 words max) covering activities and achievements in past 12 months. [↑](#footnote-ref-2)