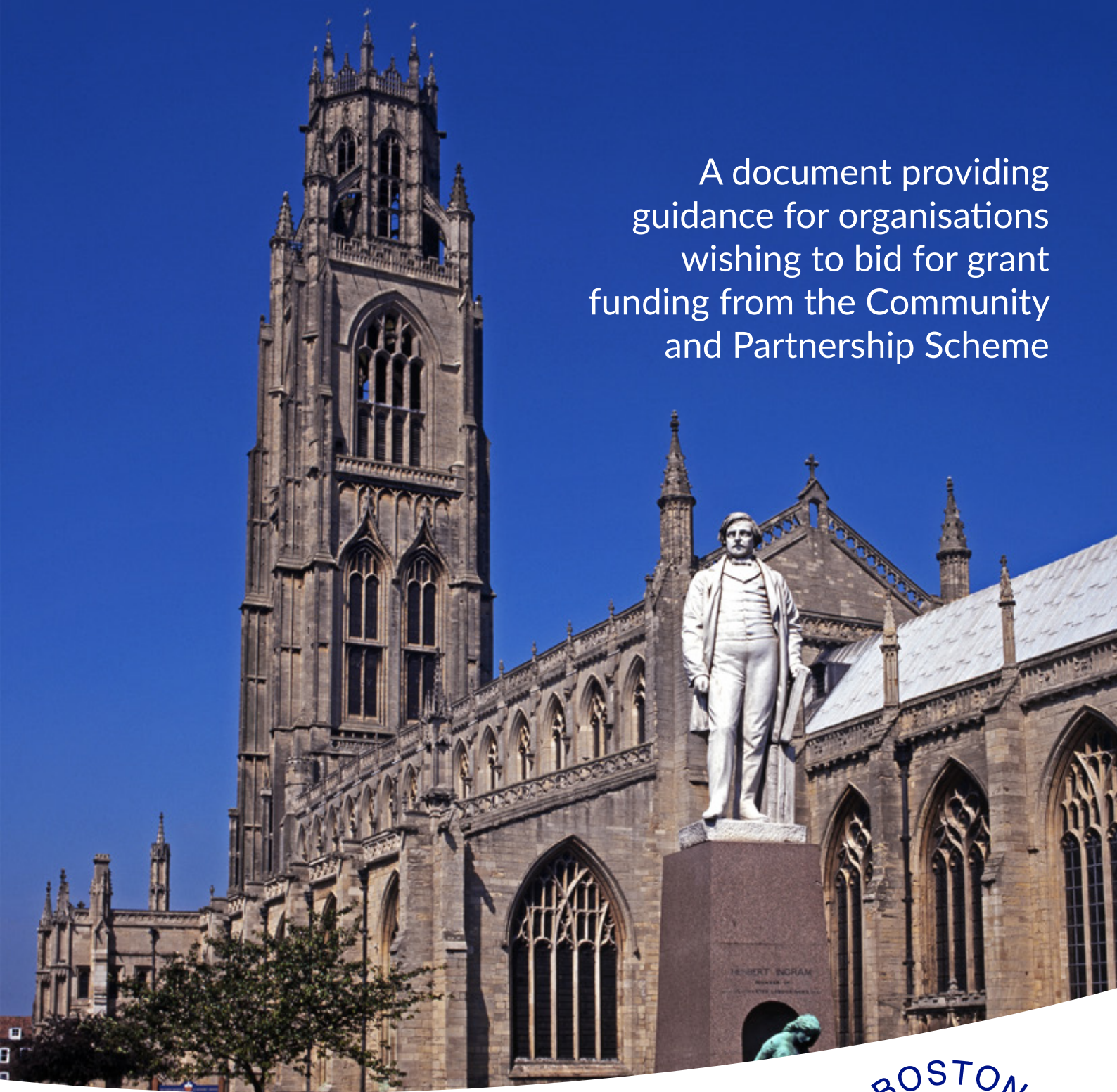


# COMMUNITY AND PARTNERSHIP SCHEME PROSPECTUS

A document providing  
guidance for organisations  
wishing to bid for grant  
funding from the Community  
and Partnership Scheme



UK Government

This scheme has been funded by  
HM Government's Levelling Up fund





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# FORWARD – AN INVITATION TO COMMUNITIES ACROSS BOSTON BOROUGH.

Investing in Boston Borough's communities is a major priority for Boston Borough Council. We want to ensure that public investment is used to kickstart economic development, social inclusion and integration, and that the communities within our District can share in the proceeds of local growth. Providing grant funding to unlock inclusive growth is a central part of our vision for the future of the district.

In May 2024, the South and East Lincolnshire Partnership (SELCP) adopted an ambitious long-term Growth and Prosperity Plan as part of the area's 2024-9 Sub-Regional Strategy. Investment in health, wellbeing and community cohesion is at the heart of this plan. This is why, when the Ministry of Housing, Communities and Local Government (MHCLG) gave Boston Borough Council the opportunity to deliver a specific Scheme targeted at supporting integration and cohesion under the Levelling Up Partnership (LUP) Fund, we accepted. Today, we announce that Scheme, which we're calling **The Community and Partnership Scheme (CAPS)**.

Building on successful work undertaken through the UK Shared Prosperity Fund Programme, the Community and Partnership Scheme sets out investment priorities to create a prosperous, productive and creative local economy that benefits the community and addresses some of the complex challenges faced by our area, which includes (but not exclusive to) social inclusion/integration, community cohesion and language skills. While the parameters for this fund have been set centrally by HM Government, its delivery is fully in line with our commitment to inclusive growth, enabling **significant, tangible improvements to community wellbeing and residents' living standards**.

The Scheme is offered will be open to eligible community organisations, on an inclusive, open grant fund basis. We are purposely offering the Scheme for a period which substantively overlaps the larger, LCF GRASSroots Scheme, funded through both LUP and UKSPF, to ensure that all communities benefit from the same grant window and the widest possible access to grant aid from the two Funds.

The objective of this Scheme is to support the improvement of current community spaces and the development of new spaces that enable new and established communities to access language sessions and support for integration, as well as improving connectivity with local Services, including those focussing on isolation and social exclusion, mental health and financial support. We will fund

spaces where cross-community contact and shared cultural experiences are facilitated. Despite the focus of this Scheme on supporting Eastern European origin community groups, organisations do not have to serve one particular community group and organisations that serve all community groups are welcome, as long as they meet the key over-arching criteria of focussing on integration, cohesion and wellbeing.

**Therefore, I am pleased to invite our community groups to apply for grant funding under our new Community and Partnership Scheme.**



**Councillor Anne Dorrian**

Leader, Boston Borough Council 2025

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# CONTEXT AND OPPORTUNITY

The Community and Partnership Scheme (CAPS) is a community-led small grant scheme, funded by HM Government, focussing on integration within Eastern European communities and the development of community cohesion within Boston Borough. This particular scheme has been funded upon request from HM Government and is delivered by Boston Borough Council. The Programme is nine months long in total and aims to fund a series of 'short, sharp' interventions that will act as catalysts for further, wider positive change.

## **Projects will be funded to a value between £15,000 and £25,000**

From a total fund of £150,000. This sits within a wider £710,000 package of support for community organisations within Boston Borough, funded by the Levelling Up Partnership Scheme, including support to renovate the Len Medlock Community Centre and the Boston Centenary Chapel and a 'top up' for the UKSPF/RPF-funded LCF GRASSroots Scheme, which provides grants up to £25,000 for community facilities across the Borough. This sits within a wider £13m package of support awarded under the Levelling Up Partnership Scheme to Boston.



Community and Partnership Scheme

The Community and Partnership Scheme will make investments in two core theme areas:

## THEME 1: COMMUNITY WELLBEING HUBS

Projects that support mental/physical health within Boston Borough. Projects in this theme will be specifically targeted at the wellbeing of residents in the Eastern European Community.



## THEME 2: INTEGRATION

Projects that support physical improvements to community facilities and assets. The aim is to improve integration, social exclusion, and financial wellbeing of residents in the Eastern European Community.



## What we want to fund?

We are looking for projects that:

- Promote social inclusion and integration in Boston Borough.
- Support for renovations to community facilities and heritage assets.
- Support services targeted at social isolation, mental health, physical and financial wellbeing.
- Projects that contribute towards supporting vulnerable people.
- Projects that improve community safety and perceptions of safety, including projects which reduce anti-social behaviour.
- Projects which support the creation of new community facilities.

## Geographical Restrictions

To be eligible to apply to this fund you must live or work within the Borough of Boston.

## Delivery Timeline

All successful projects must deliver and spend in finality by **13th March 2026**. Any expenditure or project proposal accrued beyond the 2025-26 financial year (April 2026) **will not be supported**.



# ELIGIBILITY CRITERIA

You can apply if you are one of the following types of organisations:

This includes:

- Private sector companies
- Voluntary organisations
- Registered Charities
- Higher and Further Education Institutions
- Eligible Public Sector Organisations
- Departments of the District and County Council
- Community Interest Companies/Community Interest Organisations- (CIC.CIO's)
- Local constituted voluntary organisations (for example, local sports clubs and playing field committees)

## Ineligible organisations

- Schools
- Parish Councils (Directed to GRASSroots as the most relevant fund)
- Private individuals
- Organisations that are insolvent, in the process of being struck off or classified as being an undertaking in difficulty'.



# PROJECTS MUST MEET THE FOLLOWING REQUIREMENTS:

- Must be delivered within the Borough of Boston
- Must be for capital expenditure only. Capital expenditure is a fixed asset that has a life of at least 10 years. i.e. building materials to support renovation, physical items such as machinery etc. For this fund contractor fees will be classed at capital expenditure.  
(Please see eligible expenditure on page 7)
- Revenue expenditure - this can include salaries, banners, promotional materials, research and development etc. Please note, revenue expenditure is NOT eligible for this scheme.
- Must have a bank account in the same name as the applying organisation.
- Must be delivered end to end by **13th March 2026**.
- Meets the capital requirements for the existing need for social inclusion and integration within Boston Borough.
- Aligns with the Community and Partnership Scheme Prospectus and addresses a specific social or integration challenge faced by Eastern European communities.
- Does not pose any duplication to existing support. The proposed project must not duplicate with any provision that is currently being offered.
- Can be sustainable after the funding has ended.

(Sustainability- The project should seek to ensure that they are able to continue to gain their project outcomes after the funding support has ended. As an example – You will be required to show a sustainable plan for the ongoing maintenance/management of any asset.)



- Has sought match funding. (Cash or in kind)

(Match funding- Cash – This is a cash contribution from the applying organisation (or a third party) to support the full project cost. The CAP scheme is not to be used for core funding, but as a ‘top up’ or contribution. There is no specification set as to how much cash or in-kind match is required, just that either has been sought and received.)

(In Kind - This can be a contractor that does not charge for their time on the project, instead they use this as an ‘in kind’ match contribution. Their time and salary are their match contribution)

- Provides additionality

Delivery of new activity and/or activity that realises additional economic impact. This offers additional service, product or project that is clearly additional to that existing, with the potential to bring innovative practice to the SELCP area or enhance existing service or project provision.

- The bidding organisation passes all due diligence checks.
- If you do not meet these criteria then please refer to our other funds to support communities and place - Local Growth and Grant Funding - Boston Borough Council

### **What is eligible expenditure?**

- Buildings: Renovation or refurbishment.
- Fittings, Fixtures, and Equipment: this includes but is not limited to office equipment/furniture, sports/gym equipment, digital/audio visual equipment, garden equipment, specialist therapeutic (excluding medical) equipment.
- Applications must meet a minimum of two outputs and outcomes (See Page 14-15)
- Improvements to buildings, heritage and cultural asset
- Professional fees associated with the delivery of capital works.

## What is ineligible expenditure?

- Legal Fees
- Payment for activities of a party political or exclusively religious nature
- Costs incurred before the project (Retrospective costs)
- Staff salaries that are not professional fees associated with the delivery of capital works.
- Running costs / Core funding
- Gifts or payments for gifts or donations
- Loan or personal debt repayment
- Statutory fines/ criminal fines or penalties
- Dividends
- International Travel
- Bad debts/costs resulting from the deferral of payments to creditors or winding up a company.
- VAT reclaimable from HMRC
- Paid for lobbying/entertaining, partitioning of challenging decisions.
- Contingency liabilities
- Expenses in respect for litigation, unfair dismissal, or other compensation.
- Payments for works or activities which the lead local authority project deliver and beneficiary or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources.
- Costs incurred by individuals in setting up and contributing towards private pension schemes.





# COMMUNITY AND PARTNERSHIP SCHEME- KEY FACTS AT A GLANCE

- Through this fund we will offer grant awards with a minimum value of **£15,000** and a maximum value of **£25,000**. Those seeking different funds or smaller awards please utilize the LCF Grassroots Scheme UK Shared Prosperity GRASSroots Grants Fund - Lincolnshire Community Foundation or contact the LGGF Team at [LGGF@sholland.gov.uk](mailto:LGGF@sholland.gov.uk)
- You can **ONLY** apply for capital funding (funding to support the development of an asset)
- Grants are offered at a **100%** intervention rate; however, applications that can demonstrate secured cash match will receive higher scores on assessment. **It is unlikely that requests for over £25,000 will be approved.** We also accept 'in kind' match funding. Please see description of 'in kind match' on page 6.
- The application window for funds will open on **30th June 2025**, with a view to commit all awards by **19th August 2025**. The fund will follow our investment timeline below.
- The fund will be delivered between **June 2025** and **13th March 2026**. All projects are expected to be delivered within this timeframe. **Any activity delivered after March 2026 will not be eligible for funding support.**
- The funds will be directly managed by **Boston Borough Council**. Each recipient will have a Grant Funding Agreement setting out the terms of their fund and a dedicated Grant Contract Manager within the Council, who will support them through the life of their project.
- To apply to this fund, please contact [LGGF@sholland.gov.uk](mailto:LGGF@sholland.gov.uk) for an application form, alternatively, it will be on our website - Local Growth and Grant Funding - Boston Borough Council

# OUR PROCESS FOR ASSESSING APPLICATIONS

**Each project application received will be scored on a scale of 0-5.**

Where a project has a reconciled score of 0 on any factor, it will be discounted on grounds of ineligibility for Community and Partnership Scheme support.

**CAPS**  
Application Received.

Assessor Allocated – Assesor  
completes Due Diligence and  
Scores application.

Application Presented to  
Community-led Panel. SPM  
Draws a line of Successful and  
Unsuccesful projects based on  
Score and budget.

Ranked list submitted to  
Portfolio Holder and SRO  
for final decision  
(Successful/Unsuccesful)

# OUR INVESTMENT TIMELINE





## OUTCOMES TO BE DELIVERED FOR GRANT AWARD

INDICATOR	METRICS
Jobs Created	Jobs in FTE
Increased users of community facilities	Granular data (Raw figures)
Improved perception of safety	Surveys showing perception
Number of Volunteering Opportunities Supported	Granular data (Raw figures)
Increased Footfall	Granular Data (Raw figures)
Improved Perception of Place/ Facilities or Events	Surveys showing perception
Amount of additional Investment (match) from public/private and third-party sources.	Granular data (Raw figures)
Number of community assets receiving capital repairs, reinstatement or improvement	Granular data (Raw figures)
Local Community Organizations Receiving support via a Grant to support Growth and Development.	Granular data (Raw figures)
Number of people accessing language sessions (ESOL)	Granular data (Raw figures)

## OUTPUTS TO BE DELIVERED FOR THE GRANT AWARD

We will also be looking for you to demonstrate how you will deliver outputs alongside outcomes. The table below demonstrates the desired outputs.

CODE	OUTPUT
<b>Business and Community Assets</b>	
OP1	Amount of commercial space completed or improved
OP2	Amount of green or blue space created or improved
OP3	Amount of public realm created or improved
OP4	Amount of rehabilitated land
OP5	Number of amenities/facilities created or improved

OP6	Number of low or zero carbon energy infrastructure installed
OP7	Total length of new or improved cycle ways or foot paths
OP8	Number of tourism, culture or heritage assets created or improved
<b>Enterprises</b>	
OP9	Number of enterprises receiving grants
OP10	Number of enterprises receiving non-financial support
OP11	Number of potential entrepreneurs assisted to be enterprise ready
<b>Events and Activities</b>	
OP12	Number of local events or activities supported
OP13	Number of tournaments supported
<b>People and Users</b>	
OP14	Number of economically inactive people engaging with keyworker support services
OP15	Number of people participating in adult numeracy provision
OP16	Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent (numerical value)
OP17	Number of people reached
OP18	Number of people receiving support to gain employment
OP19	Number of people receiving support to sustain employment
OP20	Number of people retraining
OP21	Number of people supported to access basic skills courses
OP22	Number of people supported to participate in education
<b>Other</b>	
OP23	Number of households receiving support
OP24	Number of households supported to take up energy efficiency measures
OP25	Number of organisations receiving grants
OP26	Number of organisations receiving non-financial support
OP27	Number of volunteering opportunities supported
OP28	Number of feasibility studies developed as a result of support

# SUCCESSFUL APPLICATIONS

**If an application is found to be successful, the below events will take place:**

- A written notification of award will be issued to the Applicant detailing the amount of award, any conditions of award and informing you of the dedicated contract manager.
- The successful applicant will receive a legally binding Grant Funding Agreement for review about 2- 3 weeks later of being notified of their award. This Grant Funding Agreement must be signed and will then be countersigned by the Programme's Senior Responsible Officer. Once both signatures have taken place, the project will move into formal delivery.
- Throughout the life of the project, regular Contract Meetings will take place between the Applicant and the Contract Manager.
- Once final payment of grant aid has taken place, and all evidence of outcomes achieved has been provided then the project will be classed as completed.

**We anticipate that the application process for Community and Partnership Scheme to be highly competitive. If an application is found to be unsuccessful, please note the following:**

- An unsuccessful application does not exclude the Applicant from re-applying to any future rounds of the Community and Partnership Scheme, although the expectation for any re-application would be that the project is either materially different from the previous application or that the new application has been amended to address key areas of feedback given.
- Advanced feedback will be offered to the unsuccessful applicant through written communication. Additionally, the project applicant will be offered the opportunity for a Technical Advice (TA) conversation with an assessor. However, it is important to note that due to the anticipated volume of applications, it may not always be possible to offer detailed feedback on all application, though the Council shall endeavour to ensure that feedback is timely and appropriate.



# FREQUENTLY ASKED QUESTIONS

## *1. Do you encourage Partnership Working?*

Yes, where grants are being delivered by a Partnership or Consortium of organisations, we do require a 'lead partner' to be nominated to hold the funds and overall account ability for the grant support.

## *2. How is VAT accounted for within the grant?*

If the applicant is VAT registered, they cannot claim the VAT element of any expenditure. For example, if they are spending £60,000 (purchasing a piece of equipment for £50,000 + VAT) they can only claim against the £50,000 net cost.

## *3. Can I apply for funding to undergo a feasibility study if my idea is still in the development stage?*

Unfortunately, the answer is no, as this scheme is for capital expenditure only, and this would be revenue expenditure.

## *4. Can I bid for activity across more than one District Authority area or outside of Boston Borough?*

Unfortunately, the answer is no. This scheme is specific to Boston Borough only so we would only be able to support applications within the Borough.

## *5. Can we re-apply if our application has been rejected?*

Yes, applicants can reapply, subject to the Scheme remaining open.

## *6. What evidence is required when we claim our grant?*

Applicants must submit a claim form along with evidence of necessary expenditure, which can consist of, but is not exclusive to, invoices, bank statements, letters of declaration for staff costs etc. Document copies should be certified as being a true copy of the original, signed and dated.

## *7. Do you fund overhead costs incurred by organisations as part of the delivery of a project?*

For this scheme, unfortunately, overhead costs would be ineligible expenditure as this would be a revenue cost and this scheme is for capital costs only. However, we understand that projects do incur fees from delivery partners, so we are able to capitalise contractor fees under this scheme.

### ***8. How important is match funding?***

It is important and the level of match funding secured is considered during the assessment process for applications received. To maximise value of money to the taxpayer and the impact of the Community and Partnership Scheme we expect applicants to investigate and actively sought other sources of matched funding. Failure to attempt to secure other funding is likely to result in the application being rejected. For larger projects, we may request detailed financial plans showing what steps have been taken to attract either Public, Private or Third Sector matched funding. Please note match funding can come in the form of cash contributions or as 'in kind' support (for example, to cover overhead costs such as salaries). 'Cash Match' is preferable although it's important to note both are taken into account.

### ***9. Will you consider projects that are already running?***

Yes, but we will not duplicate existing activity. We want to capitalise on known successes so will consider supporting activity that has been proven to add value. However, we are looking for additionality so we would not simply displace your own existing or committed funding. Its more about aiding you to develop your project to deliver more or widening its reach.

### ***10. What is Subsidy Control, and does it affect me?***

In most cases, grants made under the Community and Partnership Scheme are not expected to take recipients beyond the subsidy control thresholds set by the UK Government. However, we are required to collect appropriate information on this and establish compliance with the law.

Unless a grant applicant receives in excess of £315,000 (when adding their award to any grant aid they've received within the current financial year or the previous two) there is unlikely to be a need to classify or justify the support being offered and to comply with the major subsidy control measures as contained in the Subsidy Control Act 2022.

We will however, request from grant applicants, the value of any recent support to eliminate any risk of non-compliance and to determine if the Grants can be considered as Minimal Financial Assistance under the Act. This will be done through the medium of a Subsidy Control Declaration, which successful applicants will be expected to complete, sign and return to the Council.

# DATA PROTECTION STATEMENT

Boston Borough will be the data controllers in processing information for this Programme. We may need some personal information to process applications made under this Fund.

The information will be held at South Holland District Council for no more than six years after the conclusion of your Grant Funding Agreement. Dependent on category of information, information collected may be subject to the provisions of the Freedom of Information Act (2000).

The Councils will collect your contact details so that we can provide this Service. To meet obligations set by the Ministry of Housing, Communities and Local Government, we will collect information on your grant and may relay this data (though not sensitive personal information) to third parties, including the Greater Lincolnshire Combined Authority. This may be to support marketing activity, to assess impact or in support of overall Programme evaluation. Alongside these obligations, we will share the information to third parties where there is a legal requirement to share.

Where there is a specific 'commercial sensitivity' to applications made or within projects, please make the Council aware at the time of application or through the Contract Management process.

**For more information about your rights, and how the councils process data please visit the following links:**

[www.boston.gov.uk/Privacy](http://www.boston.gov.uk/Privacy)

[www.e-lindsey.gov.uk/article/6288/Privacy-Statement](http://www.e-lindsey.gov.uk/article/6288/Privacy-Statement)

[www.sholland.gov.uk/article/8613/Privacy-Policy](http://www.sholland.gov.uk/article/8613/Privacy-Policy)

Also See:

[www.e-lindsey.gov.uk/article/6192/Data-Protection-Act-Your-Rights](http://www.e-lindsey.gov.uk/article/6192/Data-Protection-Act-Your-Rights)