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FAQ’s

Please have the following pieces of evidence available to submit prior to starting your application.

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| --- | --- |
| **Evidence Required** | **Acceptable Evidence** |
| Evidence of incorporation | Constitution or memorandum and articles of association of the applicant group |
| Evidence of ownership where the improvements will take place | Proof of ownership such as purchase documents or land registry extract. |
| Evidence of lease where the improvements will take place | Copy of lease summary + confirmation of landlord’s approval of the work (letter or e-mail) |
| Evidence of project costs | At least one quote from the preferred supplier with VAT included where applicable |
| Cashflow projection | To be provided for the following 12 months, provide evidence that on-going revenue costs related to improvement to connectivity can be met |

If you have any queries regarding your application that have not been answered by the questions below, please get in touch via our dedicated mailbox [uksharedprosperityfund@northlan.gov.uk](mailto:uksharedprosperityfund@northlan.gov.uk)

**Questions**

1. Can I begin the application and come back to submit later?
2. No, your application cannot be saved once started. Please ensure that that you have sufficient time to complete the application with all forms of evidence as you will need to start over if you stop part way through your application.
3. What happens if I don’t have a long-term lease for the facility I am making an application for?
4. We require a 10 year lease to be in place to ensure that there is a longer term commitment to providing community based services from the premises. If you have a shorter term lease, your application may still be considered but you are likely to be asked supplementary questions before it can be considered.
5. Do I need to provide evidence of written permission for the landlord to apply?
6. Permission from your landlord is likely to be a requirement of your lease prior to any improvements taking place. You will be asked to provide evidence of this and can upload it as part of your application if you already have it.
7. Can applications still be made if I have been awarded a grant from another scheme for this project?
8. Where appropriate the Council will consider the use of the UKSPF Digital Connectivity Challenge Fund as a top-up for other funding awarded. Applicants seeking a top up should email [uksharedprosperityfund@northlan.gov.uk](mailto:uksharedprosperityfund@northlan.gov.uk) providing details of the costs and other funding in place prior to submitting an application so that further advice can be provided.

You may then be asked to provide confirmation from the funder of the amount awarded, or confirmation that your application has been rejected. This includes any application to the UK or Scottish Government schemes. One way to check eligibility for these schemes is via the Scot Gov interactive map at

<https://www.scotlandsuperfast.com/r100-programme/check-my-address/> and provide a

screenshot confirming you are not eligible or a connection already exists.

1. What will happen if I do not have all the work completed or costs submitted by the 31st Dec 2024 deadline?
2. Work must be completed and all funds claimed by 31 December 2024. If you encounter unavoidable delays once you have started your project, please inform the project team immediately by e-mailing [uksharedprosperityfund@northlan.gov.uk](mailto:uksharedprosperityfund@northlan.gov.uk) so they can provide assistance.

**Further Information**

If you wish to find out what else is available in your area, you can check via our digital mapping dashboard by following the link below.

[Community Digital Services (arcgis.co)](https://experience.arcgis.com/experience/0dc8223bc8eb4c689892f604a110a394)

If you are already providing services and activities that should be included on the dashboard above, you can find out more about adding your organisation to our digital map, please contact Lynn Gow [gowl@northlan.gov.uk](mailto:gowl@northlan.gov.uk)