

**South and East Lincolnshire Councils Partnership**

**UK Shared Prosperity Fund**

Outputs and Outcomes Guidance

December 2023

A blue sign with white text

Description automatically generatedA black text with a white background

Description automatically generatedA blue and white sign

Description automatically generated

Contents

**Introduction** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_2

**Intervention**

Supporting Local Business Outputs \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 3

Supporting Local Business Outcomes \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 10

People and Skills Outputs \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 26

People and Skills Outcomes \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_37

Communities and Place Outputs \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_43

Communities and Place Outcomes \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_54

**Introduction**

This guidance provides definitions and evidence requirements for outputs and outcomes for the UK Shared Prosperity Fund (UKSPF) Programme in South and East Lincolnshire (Lead Local Authorities: Boston, East Lindsey and South Holland), for the following three themes;

* Supporting Local Business
* Communities and Place
* People and Skills

This guidance is to support applicants when preparing applications for funding, when developing project systems, compiling claims, collating statistical analysis and monitoring and evaluation of UKSPF projects. It is a contractual requirement that each beneficiary provides evidence as part of the outputs and outcomes achieved and should be conducted on an ongoing basis to support the day-to-day management of the programme and ensure effective use of the funds and will aid in evidencing the impact that the project has had on the region. Supplementary guidance for the local Rural England Prosperity Fund (REPF) will be released separately.

This guidance has been created to align with the Government’s guidance on outputs and outcomes for the UK Shared Prosperity Fund, see below link [UK Shared Prosperity Fund: outputs and outcomes definitions (2) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-outputs-and-outcomes-definitions-2). This document is intended to be read as a supplement to, rather than a replacement for this guidance and should any doubt arise regarding the application of guidance, the national guidance will be prioritised.

Please be advised that not all outcomes and outputs detailed in this document cover those in the South and East Lincolnshire Councils Partnership UKSPF Investment Plan **Only.** This guidance is not wholly applicable to Programmes delivered outside of the three Lead Local Authorities.

**Supporting Local Business**

**Outputs**

|  |  |
| --- | --- |
| **Number of Commercial Buildings Developed or Improved** | |
| **UKSPF Interventions** | E22: Enterprise Infrastructure & Employment/ Innovation Sites |
| **Definition** | The total number of new commercial buildings developed or improved. Commercial buildings include, but not limited to, retail, hospitality, office and industrial buildings. Other commercial buildings mean non-public or community spaces that do not fall into the categories above. |
| **Measurement Unit** | Number of Buildings |
| **Evidence Required** | Letterheaded document from Senior Manager or Business Owner declaring total of new, developed or improved commercial buildings. Including but not limited to, address of premises including postcode and plan drawing showing floor space, as well as photographs where possible. |

|  |  |
| --- | --- |
| **Number of Local Markets Supported** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector |
| **Definition** | This means the number of local open-air markets supported. - Support may include capital costs to improve the attractiveness or viability of a market, or to create new market infrastructure in a new location. - Support may also include revenue costs to assist stallholders (and adjacent businesses) to develop and grow. This may include business support and events. |
| **Measurement Unit** | Number of Markets |
| **Evidence Required** | Documentation from beneficiary to confirm markets supported including evidence of how this has been achieved. Which can include but is not limited to: |

|  |  |
| --- | --- |
| **Number of Businesses Receiving Grants** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E17: Development & Promotion of Visitor Economy  E18: Supporting Made Smarter Adoption  E19: Investment in Research and Development at the Local Level  E20: R&D Grants Supporting Innovative Product & Service Development  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators  E25: Bid for & Host International Business Events & Conferences  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks  E28: Export Grants to Grow Overseas Trading etc  E29: Supporting Decarbonisation Whilst Growing the Local Economy  E30: Business Support Measures to Drive Employment Growth |
| **Definition** | Number of businesses receiving grants. Businesses will be one of the following:  The end beneficiary and the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing a specific sector who may be undertaking a feasibility study.  An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. |
| **Measurement Unit** | Number of organisations |
| **Evidence Required** | Record of Beneficiary – Name, Address (including post code), contact details, company registration number, if applicable.  Documentation demonstrating the support provided and evidence of the grant award given as well as outcomes and outputs as a consequence of the grant award. |

|  |  |
| --- | --- |
| **Number of Potential Entrepreneurs Provided Assistance To Be Business Ready** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E17: Development & Promotion of Visitor Economy  E19: Investment in Research and Development at the Local Level  E21: Development of Innovation Infrastructure at the Local Level  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks |
| **Definition** | Number of entrepreneurs having been assisted to be enterprise ready.  - Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business.  - Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it cannot be broadcasted advice. |
| **Measurement Unit** | Number of entrepreneurs |
| **Evidence Required** | Documentation demonstrating the support provided including type of support, purpose of support and evidence of impact of this on the beneficiary. This should be countersigned by the entrepreneurs themselves. |

|  |  |
| --- | --- |
| **Amount of Commercial Buildings Developed or Improved** | |
| **UKSPF Interventions** | E22: Enterprise Infrastructure & Employment/ Innovation Sites |
| **Definition** | The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.  - A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.  - A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.  - Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.  - Industrial space means space used for industrial processes, storage or distribution.  - Other commercial space means non-public or community spaces that do not fall into the categories above.  - Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.  - Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. |
| **Measurement Unit** | Square metres (M2) |
| **Evidence Required** | A Letterheaded document from Senior Manager or Business Owner declaring amount of new, developed or improved commercial buildings. Including but not limited to, address of premises including postcode and built drawing showing floor space. |

|  |  |
| --- | --- |
| **Number of People Attending Training Sessions** | |
| **UKSPF Interventions** | E26: Growing the Local Social Economy |
| **Definition** | Number of people attending training sessions.  -Training sessions include, but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Projects should collect attendance and relevant demographic data from people to be supported at the point they register onto the programme, |

|  |  |
| --- | --- |
| **Number of Tourism, Culture or Heritage Assets Created or Improved** | |
| **UKSPF Interventions** | E17: Development & Promotion of Visitor Economy |
| **Definition** | Number of new tourism, cultural or heritage assets created or improved.  Cultural assets - Permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities.  Heritage assets - Any buildings on an appropriate heritage list.  Tourism assets - Permanent public buildings or sites that act as an attraction for visitors to the location. |
| **Measurement Unit** | Number of assets |
| **Evidence Required** | Before and after photographs of the building or asset. Formal documentation involved in the process (e.g., Energy Performance Certificates, floorplans, enrolment registers etc.)  Evidence provided by contractors (e.g., emails certifying completion). |

|  |  |
| --- | --- |
| **Number of Events/Participatory Programmes** | |
| **UKSPF Interventions** | E25: Bid for & Host International Business Events & Conferences |
| **Definition** | Number of events and/or participatory programmes.  - Events include but are not limited to: international enterprise events and conferences supporting the local growth sector by promoting networking, collaboration, innovation, growth as well as expertise, innovation and resources sharing.  - Participatory programmes mean the delivery of outreach and engagement events for local assets and sites such as cultural, historic and heritage institutions that makes up the local cultural heritage offer. |
| **Measurement Unit** | Number of events/ participatory programmes |
| **Evidence Required** | Evidence includes details surrounding Type of event / type of participatory programme to be defined at the outset of the activity to demonstrate additionality.  Purpose – outcome to be achieved by holding event/programme. Evidence to include photographs, testimonials from attendees (where possible). |

|  |  |
| --- | --- |
| **Number of Businesses Engaged in New Markets** | |
| **UKSPF Interventions** | E28: Export Grants to Grow Overseas Trading etc |
| **Definition** | Number of enterprises engaged in new markets following support.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Engaged means they have launched a product or service into a new domestic or overseas market, or have undertaken research or attended conferences or events to prepare a launch into a new market.  - New market refers to a market the business has not previously engaged with. |
| **Measurement Unit** | Number of Enterprises |
| **Evidence Required** | Letterheaded document from a senior manager or business owner confirming details of engagement in new markets. This should also include the date new markets took place. Including but not limited to marketing information or literature but if product has not progressed to market, the business should provide market research evidence. |

**Supporting Local Business**

**Outcomes**

|  |  |
| --- | --- |
| **Jobs Created** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E17: Development & Promotion of Visitor Economy  E21: Development of Innovation Infrastructure at the Local Level  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks  E28: Export Grants to Grow Overseas Trading etc  E29: Supporting Decarbonisation Whilst Growing the Local Economy  E30: Business Support Measures to Drive Employment Growth  E32: Investment in Resilience Infrastructure and Nature Based Solutions |
| **Definition** | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.  Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.  Only count each individual FTE or job once through the lifetime of a project (i.e., it should not be counted every year)  FTE is a measure of an employee’s scheduled hours in relation to an employer’s hours for a full-time workweek. |
| **Measurement Unit** | Number of Full time equivalent (FTE) |
| **Evidence Required** | Written confirmation on letterheaded paper from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created due to the support provided. The confirmation should include details of the job as advertised and started, duration, and the number of hours per week. |

|  |  |
| --- | --- |
| **Jobs Safeguarded** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E17: Development & Promotion of Visitor Economy  E21: Development of Innovation Infrastructure at the Local Level  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators  E26: Growing the Local Social Economy  E28: Export Grants to Grow Overseas Trading etc  E29: Supporting Decarbonisation Whilst Growing the Local Economy  E32: Investment in Resilience Infrastructure and Nature Based Solutions |
| **Definition** | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.  Safeguarded jobs exclude those created solely to deliver the intervention  This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). |
| **Measurement Unit** | Number of Full time equivalent (FTE) |
| **Evidence Required** | Written confirmation on letterheaded paper from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job. The confirmation should include details of the job, job title and FTE/number of hours. |

|  |  |
| --- | --- |
| **Number of New Businesses Created** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E17: Development & Promotion of Visitor Economy  E19: Investment in Research and Development at the Local Level  E21: Development of Innovation Infrastructure at the Local Level  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks  E29: Supporting Decarbonisation Whilst Growing the Local Economy |
| **Definition** | A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. |
| **Measurement Unit** | Number of New Businesses |
| **Evidence Required** | Evidence of new Business created including but not limited to evidence of Companies House or HMRC registration. |

|  |  |
| --- | --- |
| **Increased Amount of Investment** | |
| **UKSPF Interventions** | E17: Development & Promotion of Visitor Economy  E18: Supporting Made Smarter Adoption  E20: R&D Grants Supporting Innovative Product & Service Development  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E24: Training Hubs, Business Support Offers, Incubators  E25: Bid & Host International Business Events & Conferences  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks |
| **Definition** | The increase in amount of tangible investment made by the private sector within a specified area over the reporting period. - Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It excludes financial investments such as stocks or bonds. - Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included. - The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme. |
| **Measurement Unit** | £GBP |
| **Evidence Required** | Confirmation from beneficiary in the form of an agreement, contract, photographs before and after. |

|  |  |
| --- | --- |
| **Number of Business Introducing New Products to The Firm** | |
| **UKSPF Interventions** | E18: Supporting Made Smarter Adoption  E19:Investment in Research and Development at the Local Level  E20: R&D Grants Supporting Innovative Product & Service Development  E21: Development of Innovation Infrastructure at the Local Level  E23: Strengthening Local Entrepreneurial Ecosystems  E24: Training Hubs, Business Support Offers, Incubators |
| **Definition** | The indicator measures if an enterprise is supported to develop a “new to the firm” product. It includes process innovation as long as the process contributes to the development of the product. Projects without the aim of actually developing a product are excluded. If an enterprise introduces several products or receives support for several operations, it is still counted as one enterprise. In case of cooperation operations, the indicator measures all participating enterprises to which the product is new.  A product is new to the firm if the enterprise did not produce a product with the same functionality or the production technology is fundamentally different from the technology of already produced products. Products can be tangible or intangible (including services). |
| **Measurement Unit** | Number of businesses |
| **Evidence Required** | Evidence might include the date a new or improved process became operational or the date the new product or service was launched from market information or marketing literature. If product has not progressed to market, the enterprise should provide information on the status of the product, potentially including photographs or prototypes where appropriate.  A self-declaration from the enterprise to confirm the product, process or service is new to the firm. |

|  |  |
| --- | --- |
| **Number of Organisations Engaged in New Knowledge Transfer Activity** | |
| **UKSPF Interventions** | E18: Supporting Made Smarter Adoption  E19: Investment in Research and Development at the Local Level  E20: R&D Grants Supporting Innovative Product & Service Development  E24: Training Hubs, Business Support Offers, Incubators  E25: Bid & Host International Business Events & Conferences |
| **Definition** | This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to:  Joint and long-term development of new business or services.  Formation of joint ventures and spin-out companies.  Research collaborations and free dissemination of research. |
| **Measurement Unit** | Number of organisations |
| **Evidence Required** | Summary report for individual organisations including organisation details. The report should highlight the knowledge transfer activity, as well as any institutions involved in the knowledge transfer and their accreditation. |

|  |  |
| --- | --- |
| **Number of Premises with Improved Digital Connectivity** | |
| **UKSPF Interventions** | E18: Supporting Made Smarter Adoption  E20: R&D Grants Supporting Innovative Product & Service Development  E22: Enterprise Infrastructure & Employment/ Innovation Sites  E29: Supporting Decarbonisation whilst Growing the Local Economy |
| **Definition** | The number of supported premises where the broadband speed accessible is increased. |
| **Measurement Unit** | Number of premises |
| **Evidence Required** | Evidence of connectivity speeds prior to intervention as a baseline compared to speed now. Count equals premises with increased connectivity speed not SMEs. |

|  |  |
| --- | --- |
| **Greenhouse Gas Reductions** | |
| **UKSPF Interventions** | E19: Investment in Research and Development at the Local Level  E29: Supporting Decarbonisation Whilst Growing the Local Economy |
| **Definition** | Carbon dioxide equivalent (CO2e) is the measure that should be used to record savings of carbon associated with the delivery of an operation. CO2e covers a wide range of greenhouse gases (GHG) that have an impact on climate change. |
| **Measurement Unit** | Tonnes of Carbon Dioxide Equivalent (CO2e) |
| **Evidence Required** | Must use the Greenhouse Gas Reporting Protocol, in line with the UK Government’s Streamlined Energy and Carbon Reporting requirements (Scope One and Scope Two Only). |

|  |  |
| --- | --- |
| **Number of New to Market Products** | |
| **UKSPF Interventions** | E19: Investment in Research and Development at the Local Level  E20: R&D Grants Supporting Innovative Product & Service Development  E21: Development of Innovation Infrastructure at the Local Level |
| **Definition** | A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes). |
| **Measurement Unit** | Number of Products |
| **Evidence Required** | Documentation from the business to confirm details of product/process/service new to market. If product has not progressed to market, the enterprise should provide information on the status of the product. |

|  |  |
| --- | --- |
| **Increased Amount of Low or Zero Carbon Energy Infrastructure Installed** | |
| **UKSPF Interventions** | E19: Investment in Research and Development at the Local Level |
| **Definition** | The increase in amount of space containing low or zero carbon infrastructure completed. This may be within domestic or non-domestic buildings:  - Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.  - Completed means physical completion of the low or zero carbon infrastructure and space is ready for occupancy immediately.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Square Metres (M2) |
| **Evidence Required** | Evidence of baseline data ahead of infrastructure installation showing increase. Addresses of where infrastructure installed. Photographs where possible. |

|  |  |
| --- | --- |
| **Increase Number of Businesses Supported** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E25: Bid for & Host International Business Events & Conferences  E30: Business Support Measures to Drive Employment Growth |
| **Definition** | The increase in number of enterprises supported.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Number of Enterprises |
| **Evidence Required** | Record of Beneficiary – Name, Address (including post code), contact details, company registration number, if applicable.  Evidence should include but is not limited to validated baseline data showing original figures ahead of support received to the increase amount following support. |

|  |  |
| --- | --- |
| **Number of Business with Improved Productivity** | |
| **UKSPF Interventions** | E19: Investment in Research and Development at the Local Level  E21: Development of Innovation Infrastructure at the Local Level  E23: Strengthening Local Entrepreneurial Ecosystems |
| **Definition** | Number of enterprises with improved productivity.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Productivity refers to the gross value added per hour worked or gross value added per worker. |
| **Measurement Unit** | Number of Enterprises |
| **Evidence Required** | Letterheaded confirmation of increase in productivity from senior manager or business owner. Productivity refers to the gross value added per hour worked or gross value added per worker. Measured against a baseline at the point of application. |

|  |  |
| --- | --- |
| **Number of R&D Active Businesses** | |
| **UKSPF Interventions** | E20: R&D Grants Supporting Innovative Product & Service Development |
| **Definition** | Increase in number of enterprises engaged in scientific and technological development to improve their competitive performance.  Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. |
| **Measurement Unit** | Number of enterprises. |
| **Evidence Required** | Record of Beneficiary – Name, Address (including post code), contact details, company registration number, if applicable.  Summary report for individual enterprises including enterprise details. The report should highlight the increase in number of enterprises engaged in scientific and technological development to improve their competitive performance. |

|  |  |
| --- | --- |
| **Number of Businesses Adopting New or Improved Products or Services** | |
| **UKSPF Interventions** | E20: R&D Grants Supporting Innovative Product & Service Development |
| **Definition** | The number of enterprises introducing a new product or service.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - A product or service is new if the enterprise has not previously made this product or service available to the market before.  - Support must be for a enterprises to introduce one of the following:  • Product - when it is either at pre-launch or launched to the market  • Service - when it has been introduced to the market |
| **Measurement Unit** | Number of businesses |
| **Evidence Required** | Evidence including but not limited to a letter headed document from a senior manager or business owner detailing date a new or improved products or service was introduced. Or the letter may detail the date that the new product or service was launched. |

|  |  |
| --- | --- |
| **Number of Early Stage Firms which Increase Their Revenue Following Support** | |
| **UKSPF Interventions** | E24: Training hubs, business support offers, incubators |
| **Definition** | Number of early stage enterprises which increase their revenue following support.  - Early stage firm means a start-up or new enterprise.  - Revenue means income generated by the firm.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity |
| **Measurement Unit** | Number of Enterprises |
| **Evidence Required** | Evidence of support accessed including type of support, purpose of support and evidence of financial support including amount and impact of this on the beneficiary (specifically, the reported increase in revenue reported) |

|  |  |
| --- | --- |
| **Increased Number of Projects Arising from Funded Feasibility Studies** | |
| **UKSPF Interventions** | E31: Support relevant feasibility studies |
| **Definition** | The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. |
| **Measurement Unit** | Number of Projects |
| **Evidence Required** | Letterheaded declaration from senior manager within business or business owner to confirm that projects have arisen from funded feasibility studies. Including but not limited to, copies of feasibility studies given as well as details of projects emerging from the relevant feasibility study. |

|  |  |
| --- | --- |
| **Number of Businesses Increasing Their Export Capability** | |
| **UKSPF Interventions** | E28: Export grants to grow overseas trading etc. |
| **Definition** | The number of enterprises engaged in new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export.  - New means activity that was not undertaken prior to the UKSPF support. Enhanced means additional activity to deepen or widen activity already underway. |
| **Measurement Unit** | Number of Businesses |
| **Evidence Required** | Letterheaded declaration from senior manager within business or business owner to confirm that they have undertaken export-readiness activity as a result of UKSPF support and that their capacity to export has improved as a result of this intervention. |

|  |  |
| --- | --- |
| **Reduced Vacancy Rates** | |
| **UKSPF Interventions** | E16: Open Markets & Town Centre Retail & Service Sector  E22: Enterprise Infrastructure & Employment/ Innovation Sites |
| **Definition** | The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.  - Residential unit means a dwelling unit for residential use and occupancy, and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household.  - Vacant means that the unit is not occupied and is empty.  The geography that the measurement relates to should remain the same over time.  The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible. |
| **Measurement Unit** | Number of Vacant Units Filled; Proportion of Vacant Units Filled in a set area |
| **Evidence Required** | Evidence includes letterheaded document from senior manager or business owner declaring lease or purchase of units. Evidence can include but not limited to, lease agreement, photographs and land registry data |

|  |  |
| --- | --- |
| **Improved Perception of Attractions** | |
| **UKSPF Interventions** | E17: Development & Promotion of Visitor Economy |
| **Definition** | The number of individuals who report their perception of the attraction(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the attraction existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the attraction impacted). Attractions mean any public facility or space attracting visitors. These include, but are not limited to: parks, town centres and sports facilities.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Number of People |
| **Evidence Required** | Evidence of the attractions which have been improved/created as part of the project, to include photographs, planning documentation, marketing information  Evidence quantifying improved perception, including but not limited to the distribution of surveys. |

|  |  |
| --- | --- |
| **Number of Business Engaged in New Markets** | |
| **UKSPF Interventions** | E23: Strengthening Local Entrepreneurial Ecosystems  E25: Bid for & Host International Business Events & Conferences  E26: Growing the Local Social Economy  E27: Develop Angel Investor Networks |
| **Definition** | Number of enterprises engaged in new markets following support.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.  - New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country) |
| **Measurement Unit** | Number of Businesses |
| **Evidence Required** | Letterheaded document from a senior manager or business owner confirming details of engagement in new markets. This should also include the date new markets took place. Including but not limited to marketing information or literature but if product has not progressed to market, the business should provide market research evidence. |

|  |  |
| --- | --- |
| **Increase in Visitor Spending** | |
| **UKSPF Interventions** | E17: Development & Promotion of Visitor Economy |
| **Definition** | The increase in visitor spend at venues. This is actual spend at venues and should not include induced or second order spend.  For example, credit card transaction data could be used to understand levels/trends in consumer spending or gross revenue as recorded by venues. If gross revenue is used, other sources of revenue should be excluded to ensure only visitor spend is captured.  Only one method to estimate consumer spending should be used and this should remain consistent for all data collection periods.  Where possible, ensure all major venues are included and tracked.  The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included. |
| **Measurement Unit** | Primary Metric: Amount of Visitor Spend £  Secondary Metric: Percentage Increase in Business Spend at Venues |
| **Evidence Required** | Transaction data showing spend including but not limited to receipts. Baseline data should also be evidenced which will show the increase.  Letterheaded document from a senior manager or business owner confirming details or providing an estimate of quantum and/or percentage increase (including baseline) in visitor spend. To be signed by the senior manager or business owner.  Validated research-led academic estimates of visitor spending (to be used as supplementary evidence) |

**People and Skills**

**Outputs**

|  |  |
| --- | --- |
| **Number of Economically Inactive People Supported to Engage with the Benefits System** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work).  Economically inactive people not previously on benefits who have received support to be in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC following that support. There is no length of time on inactivity required. People count if they are 16+. |
| **Measurement Unit** | Number of People |
| **Evidence Required** | Signed registration form to confirm economically inactive and aged over 16 years old.  Records to show support provided to individuals, as well as their completion of the intervention.  Evidence from DWP/JCP is highly advantageous, though may be substituted with a letter confirming inactivity from a relevant party where appropriate (to consult with the UKSPF/RPF Programme Team on the definition of a relevant party). |

|  |  |
| --- | --- |
| **Number of Economically Inactive People Engaging with Keyworker Support Service** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of economically inactive people engaging with keyworker support services.  - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required.  - Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention.  - Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form to confirm economically inactive and aged over 16 years old, as well as relevant demographic data.  Data on Programme Commencements and Completions.  Details of the Programme provided, including hours, format (online, in person etc.), venue and number of participants. |

|  |  |
| --- | --- |
| **Number of Socially Excluded People Accessing Support** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of socially excluded people accessing support.  Socially excluded means being excluded from society, or parts of society, as a result of one of more of following factors:  Unemployment, financial hardship, youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), and crime (either as a victim of crime or as an offender rehabilitating into society).  Support means provision to help reintegrate with society and better their life chances. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Letter of confirmation from the beneficiary of the individual’s social exclusion providing the reason/category aligning to Government criteria.  Signed registration form and confirms aged over 16 years old.  Evidence of the support being accessed including but not limited to, type of support, purpose of support, impact of support given and the outcomes this will achieve for participant. |

|  |  |
| --- | --- |
| **Number of People Receiving Support to Gain Employment** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four-week period following support.  Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.  Unemployed as defined by the International Labour Organisation (ILO) as:  Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.  Out of work, have found a job and are waiting to start it in the next two weeks.  Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits are defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).  Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:  Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)  Self-employed persons  People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  Persons on maternity or paternity leave |
| **Measurement Unit** | Number of People |
| **Evidence Required** | Signed registration form and confirms aged over 16 years old. as well as relevant demographic data.  Data on Programme Commencements and Completions.  Evidence of support accessed at individual level and evidence of support accessed should be given, including but not limited to, type of support, the purpose and the intended impact and outcome of the support.  Evidence, where applicable, of job interviews with named local employers and evidence of employment in a new role. |

|  |  |
| --- | --- |
| **Number of People Accessing Mental and Physical Health Support Leading to Employment** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | People that accessed mental and physical health support, that report improvements in health as being a contributor to helping them enter employment.  Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g., because they are temporarily sick or on holiday). This includes:  Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)  Self-employed persons.  People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  Persons on maternity or paternity leave.  Entering employment means that the individual should not have been in employment prior to the intervention (i.e., they were economically inactive or unemployed). |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form and confirms aged over 16 years old.  Evidence of support accessed at individual level and evidence of outcome of employment, including but not limited to, a letter from the employer. |

|  |  |
| --- | --- |
| **Effective Working Between Keyworkers and Additional Services** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of engagements between keyworkers and additional services.  - Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention.  - Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.  - Engagement means referrals. |
| **Measurement Unit** | Number of engagements |
| **Evidence Required** | Confirmation of type of engagement and service provided including the method/referral used to undertake engagement and contact made. |

|  |  |
| --- | --- |
| **Number of People Supported onto a Course Through Providing Financial Support** | |
| **UKSPF Interventions** | E34: Courses including basic, life & career skills |
| **Definition** | Number of people able to attend a course due to receipt of financial support. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form and confirms aged over 16 years old. as well as relevant demographic data.  Data on Programme Commencements and Completions.  Evidence of support accessed including type of support, purpose of support and evidence of financial support including amount and impact of this on the beneficiary (to be evidenced through a signed declaration from the beneficiary) |

|  |  |
| --- | --- |
| **Number of Volunteering Opportunities Supported** | |
| **UKSPF Interventions** | E35: Enrichment & volunteering activities  E37: Tailored support for the employed to access courses |
| **Definition** | Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.  - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. |
| **Measurement Unit** | Number of opportunities |
| **Evidence Required** | Contact details including full postal address of organisations where volunteering roles have been supported, including details on the role and frequency of individual volunteering opportunities. |

|  |  |
| --- | --- |
| **Number of People Taking Part in Work Experience Programmes** | |
| **UKSPF Interventions** | E35: Enrichment & volunteering activities |
| **Definition** | Number of people taking part in work experience programmes.  - Work experience programmes offer short work experience placements with local employers for people aged 16-65 years. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form and confirms aged over 16 years,. as well as relevant demographic data.  Data on Programme Commencements and Completions.  Evidence of work experience programmes including type of work experience, location of work, hours worked, details of a named local employer  Number of hours spent by each participant within the work experience placement.  Evidence of whether the Work Experience Placement meets the Careers and Enterprise Company’s definition of a ‘meaningful encounter’ as a minimum. |

|  |  |
| --- | --- |
| **Number of People in Employment Engaging with the Skills System** | |
| **UKSPF Interventions** | E37: Tailored support for the employed to access courses |
| **Definition** | Number of people in employment engaging with the skills system.  - People in employment are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:  - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.).  - Self-employed persons.  - People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  - Persons on maternity or paternity leave.  - The skills system refers to the UK Technical and Vocational Education and Training systems. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed Registration form and confirms aged over 16 years. . as well as relevant demographic data.  Data on Programme Commencements and Completions.  Evidence of a qualification gained or course completed, including certification,  Where accredited: details of accreditation, awarding body, position on the National Qualifications Framework (Level 1-8), professional association (where appropriate).  Where non-accredited: details of industry or professional association recognition, certificate of participation  Details of number of hours studied (number of learning hours) |

|  |  |
| --- | --- |
| **Number of People Supported to Participate in Education** | |
| **UKSPF Interventions** | E35: Enrichment & volunteering activities  E37: Tailored support for the employed to access courses |
| **Definition** | People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.).  Education or training is a structured and agreed programme of:  - Lifelong learning  - Formal education  - Educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed).  Mandatory training (e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may , of course, be useful and important support measures). |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Data on Programme Commencements and Completions.  Evidence of a qualification gained or course completed, including certification,  Where accredited: details of accreditation, awarding body, position on the National Qualifications Framework (Level 1-8), professional association (where appropriate).  Where non-accredited: details of industry or professional association recognition, certificate of participation  Details of number of hours studied (number of learning hours) |

|  |  |
| --- | --- |
| **Number of People Gaining a Qualification or Completing a Course Following Support** | |
| **UKSPF Interventions** | E37: Tailored support for the employed to access courses |
| **Definition** | Number of people who have completed a course or gained a qualification following support. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Evidence of a qualification gained or course completed, including certification,  Where accredited: details of accreditation, awarding body, position on the National Qualifications Framework (Level 1-8), professional association (where appropriate).  Where non-accredited: details of industry or professional association recognition, certificate of participation  Details of number of hours studied (number of learning hours) |

|  |  |
| --- | --- |
| **Number of People Receiving Support to Sustain Employment** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of people receiving support to sustain employment.  - Support includes courses targeting skills, counselling, personalised support and other activities.  - People sustaining employment are those aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This can also include people being retrained to increase their job sustainability in specific sectors, e.g., high carbon sectors.  This includes:  - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.).  - Self-employed.  - People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  - Persons on maternity or paternity leave. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form and confirms aged over 16 years old. as well as relevant demographic data.  Data on Programme Commencements and Completions.  Evidence of support accessed at individual level and evidence of support accessed should be given, including but not limited to, type of support, the purpose and the intended impact and outcome of the support.  Evidence of the beneficiary’s job role with a named local employer, including any evidence of a job interview. |

**People and Skills**

**Outcomes**

|  |  |
| --- | --- |
| **Number of Active or Sustained Participants in Community Groups as a Result of Support** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | The number of people actively participating in community groups over a sustained period.  - Active participation means attending 50% or more sessions in a minimum period of no less than three months.  - Community group means a self-governing and not for profit group or organisation which works for the benefit of the public. |
| **Measurement Unit** | Number of participants |
| **Evidence Required** | Signed attendance log and evidence showing the baseline showing the full attendance and duration would be to calculate the 50% over the minimum period of three months. |

|  |  |
| --- | --- |
| **Number of People Reporting Increased Employability Through Development of Interpersonal Skills Funded by UKSPF** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | The number of people who have been supported by UKSPF funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Self-declaration form, signed by the beneficiary |

|  |  |
| --- | --- |
| **Number of People in Supported Employment** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of people receiving support to sustain employment.  Support includes courses targeting skills, counselling, personalised support and other activities.  Number of Supported Employment Placements (Internships, Part-Time and Full Time) created. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Projects should keep records to demonstrate that support provided to participants aligns to the definition set out above. |

|  |  |
| --- | --- |
| **Number of People Engaging with Mainstream Healthcare Services** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Number of people undergoing any type of NHS treatment. |
| **Measurement Unit** | Number of People |
| **Evidence Required** | Evidence from beneficiary to confirm engagement with mainstream NHS healthcare services including but not limited to a letter confirming engagement. |

|  |  |
| --- | --- |
| **Number of People Sustaining Engagement with Keyworker Support and Additional Services** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Sustaining engagement means continuous support 6 months after first contact with the keyworker or additional service. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Evidence from beneficiary still in engaged with keyworker support and additional services – ex: from date support first put in place for continuous 6 months. |

|  |  |
| --- | --- |
| **Number of People Engaged in Job-Searching Following Support** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | Economically inactive people who have received support and who are newly engaged in job searching activities following that support.  - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit. The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form to confirm economically inactive and aged over 16 years.  Evidence from beneficiary to confirm engagement in job searching following support and job search history evidenced. This may include evidence from the DWP/JCP, where appropriate. |

|  |  |
| --- | --- |
| **Number of People Engaged in Employment, including Self-Employment, following support** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people  E34: Courses including basic, life & career skills  E35: Enrichment & volunteering activities  E38: Local areas to fund local skills needs  E39: Green skills course  E40: Retraining support – high carbon sectors |
| **Definition** | The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four-week period following that support. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form to confirm economically inactive and aged over 16 years.  Evidence of employment, including but not limited to letter/contract of employment and evidence of job interview with a named employer. If self-employed, evidence will need to be provided on letterhead paper confirming self-employment and/or relevant tax documentation |

|  |  |
| --- | --- |
| **Number of People Sustaining Employment for 6 months** | |
| **UKSPF Interventions** | E34: Courses including basic, life & career skills  E35: Enrichment & volunteering activities  E38: Local areas to fund local skills needs |
| **Definition** | Number of people sustaining employment for 6 months after receiving support. Sustaining employment means being employed.  Employed refers to people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:  -Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.).  -Self-employed.  -People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  - Persons on maternity or paternity leave. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Evidence provided to show beneficiary is still in employment. Including but not limited to, confirmation that individual sustained role for 6 months from date on letter/contract of employment, provided by the relevant employer |

|  |  |
| --- | --- |
| **Number of Economically Inactive Individuals in Receipt of Benefits They are Entitled to Following Support** | |
| **UKSPF Interventions** | E33: Employment support for economically inactive people |
| **Definition** | The number of economically inactive people not previously on benefits who have received support and are now in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC including “Planning for work” or “Preparing for work” following that support. There is no length of time on inactivity required. People count if they are 16+. |
| **Measurement Unit** | Number of people |
| **Evidence Required** | Signed registration form to confirm economically inactive and aged over 16 years.  Records to show support provided to individuals.  Evidence is not required from DWP/JCP and a letter confirming inactivity and support will be sufficient from the beneficiary |

**Communities and Place**

**Outputs**

|  |  |
| --- | --- |
| **Amount of Commercial Buildings Developed or Improved** | |
| **UKSPF Interventions** | E22: Enterprise Infrastructure & Employment/ Innovation Sites |
| **Definition** | The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.  - A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.  - A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.  - Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.  - Industrial space means space used for industrial processes, storage or distribution.  - Other commercial space means non-public or community spaces that do not fall into the categories above.  - Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.  - Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. |
| **Measurement Unit** | Square metres (M2) |
| **Evidence Required** | A Letterheaded document from Senior Manager or Business Owner declaring amount of new, developed or improved commercial buildings. Including but not limited to, address of premises including postcode and built drawing showing floor space. Photographs, where appropriate, are also acceptable. |

|  |  |
| --- | --- |
| **Amount of Low or Zero Carbon Energy Infrastructure Installed (Numerical Value)** | |
| **UKSPF Interventions** | E2: Community & Neighbourhood Infrastructure Projects |
| **Definition** | The total square meterage of space containing low or zero carbon infrastructure completed. This may be within existing residential units, non-domestic buildings or other buildings.  - A residential unit means a home to a ‘household’, defined in the 2011 Census as being: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’. This includes houses, bungalows, flats, and maisonettes.  - A non-residential building means any building that is not used as permanent or semi-permanent accommodation. This includes, but is not limited to: hospitals, universities, hostels, hotels, retail, and offices.  - Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.  - Completed means physical completion of the low or zero carbon infrastructure and the space is ready for occupancy immediately. |
| **Measurement Unit** | Square metres (M2) |
| **Evidence Required** | Addresses of where infrastructure installed,, Photographs , Order Documentation, submitted measurements of infrastructure. |

|  |  |
| --- | --- |
| **Number of rehabilitated Premises** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing existing cultural, Historic and Heritage Institutions Offer. |
| **Definition** | The number of premises that have been rehabilitated.  - Premises means a building together with its land and outbuildings that have become damaged by industrial or other development and is beyond beneficial use without treatment.  - Rehabilitated means remediated to a point of beneficial use. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Evidence of plans and built drawings showing floor space. Before and after photographic evidence and planned usage once premises has been rehabilitated should be given. |
|  | |
| **Amount of Rehabilitated Land (m2)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing existing cultural, Historic and Heritage Institutions Offer. |
| **Definition** | The total square meterage of derelict land that has been rehabilitated.  - Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment.  - Rehabilitated means remediated to a point of beneficial use. |
| **Measurement Unit** | Square Meters (M2) |
| **Evidence Required** | Evidence of area plan detailing the boundaries and total service areas in sq metres. Before and after photographic evidence and planned usage once land has been rehabilitated should be given. |
|  | |
| **Amount of Public Realm Created or Improved (m2)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer.  E5 – Built and Landscaped Environment to ‘Design out Crime’ |
| **Definition** | The total square meterage of public realm that is created or improved.  - Public realm means the spaces between and around buildings that are publicly accessible, including squares, courtyards, and streets.  - Created means new public realm, 'improved' means adding, renovating, or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.  - Improved means adding, renovating, or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.  - This indicator should not include parks and green/blue space, for which there is a distinct and separate indicator. |
| **Measurement Unit** | Square Meters (M2) |
| **Evidence Required** | Project data which evidences the improvements/works to create new space.  Plan of the public realm, including the location to evidence the square meterage claimed.  Before and after photographic evidence. |
|  | |
| **Number of Low or Zero Carbon Energy Infrastructure Installed (m2)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E2 – Community and Neighbourhood Infrastructure Projects |
| **Definition** | Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.  - A residential unit means a home to a ‘household’, defined in the 2011 Census as being: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’. This includes houses, bungalows, flats, and maisonettes.  - A non-residential building means any building that is not used permanent or semi-permanent accommodation. This includes, but is not limited to, hospitals, universities, hostels, hotels, retail, and offices.  - Low or zero carbon energy infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.  - Completed means physical completion of the low or zero carbon energy infrastructure and the space is ready for occupancy immediately. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Evidence infrastructure installation showing increase in units, this can include but not limited to Addresses of where infrastructure installed as part of the project aswell as number of units installed. |
|  | |
| **Number of Organisations Receiving Grants** | |
| **UKSPF Interventions** | E2 – Community and Neighbourhood Infrastructure Projects  E4 – Enhancing existing cultural, Historic and Heritage Institutions Offer.  E6 – Local Arts, Cultural, Heritage and Creative Activities  E8 – Campaigns to Encourage Visits and Exploring of Local Area  E9 – Impactful Volunteering And/or Social Action Projects  E11 – Capacity Building and Infrastructure Support Local Groups  E12 – Community Engagement Schemes, Local Regeneration  E13 – Community Measures to Reduce the Cost Of living.  E15 – Investment and Support for Digital Connectivity for Local Community Facilities |
| **Definition** | Number of enterprises that have received grants.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Grant means a cash payment by the project that is not repaid. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Record of Beneficiary – Name, Address (including post code), contact details, company registration number, if applicable.  Documentation demonstrating the support provided and evidence of grant award given as well as outcomes and outputs as a consequence of the grant award.  Details of type of Grant Awarded. |
|  | |
| **Number of Local Events or Activities Supported** | |
| **UKSPF Interventions** | E2 – Community and Neighbourhood Infrastructure Projects  E6 – Local Arts, Cultural, Heritage and Creative Activities  E9 – Impactful Volunteering And/or Social Action Projects  E12 – Community Engagement Schemes, Local Regeneration |
| **Definition** | Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:  - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.  - Other activities and events include, for example but not limited to, sports, volunteering, tourism, and social action. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Evidence includes type of activity/events supported, including but not limited to;   * ticketed events and total audience * Non ticketed events with footfall and people counted * Virtual and online events with attendance confirmation * Photographs and visual evidence |
|  | |
| **Number of New or Improved Cycle Ways or Paths** | |
| **UKSPF Interventions** | E3 – Creation of and Improvements to Local Spaces  E5 – Built and Landscaped Environment to ‘Design out Crime’  E7 – Support for Active Travel Enhancements |
| **Definition** | The km of new or improved cycle ways or foot paths completed.  - New means a cycle way or foot path has been built where it previously did not exist. Constructing cycle ways on existing roads counts as new cycle ways.  - Improved means the capacity or quality of the cycle way or foot path (including beautification and illumination) was improved. This excludes routine maintenance of cycle ways or foot paths.  - Completed means the cycle way or foot path is fully operational and open to the public, and all planned improvements have been fully implemented and operationalised. |
| **Measurement Unit** | KM |
| **Evidence Required** | Confirmation of new or improved cycleways or paths and evidencing works that have been undertaken to complete the new cycleways/paths through invoices and certificates of completion Photographic evidence is also acceptable.  Length of cycleway or footpath should also be confirmed within the letter. |
|  | |
| **Number of Tree’s Planted** | |
| **UKSPF Interventions** | E3 – Creation of and Improvements to Local Spaces |
| **Definition** | Number of new trees planted by project.  - Other than a nursery site, this does not include established trees being replanted from other sites. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Area of tree planting and number of trees, photographs of the planted trees, details of the species of tree |
|  | |
| **Number of Volunteering Opportunities Supported** | |
| **UKSPF Interventions** | E6 – Local Arts, Cultural, Heritage and Creative Activities  E9 – Impactful Volunteering And/or Social Action Projects  E12 – Community Engagement Schemes, Local Regeneration |
| **Definition** | Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.  - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Contact details including full postal address of organisations where volunteering roles have been supported, including details on the role and frequency of individual volunteering opportunities, number of volunteer hours supported |
|  | |
| **Number of Projects** | |
| **UKSPF Interventions** | E9 – Impactful Volunteering And/or Social Action Projects |
| **Definition** | The number of individual projects completed in the last 6-month period.  - Completed means that all project activities have been completed and all further contractual obligations have been met. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Confirmation of which projects have been successfully completed – including;   * Purpose * Deliverables * Outcomes/ impact. |
|  | |
| **Number of People Reached** | |
| **UKSPF Interventions** | E8 – Campaigns to Encourage Visits and Exploring of Local Area  E12 – Community Engagement Schemes, Local Regeneration  E13 – Community Measures to Reduce the Cost Of living. |
| **Definition** | Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:  - Energy efficiency improvements - those living or working within the treated premise.  - Engagement schemes - those directly engaging (e.g., reading, viewing, attending).  - Direct impact should only be recorded where it can be done so robustly. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Confirmation of method used to reach people – clarify purpose and outcome.  Confirmation of numbers reached - this could be in the form of a registration form/sign in sheet for example. |
|  | |
| **Number of Tournaments/Leagues/Teams Supported** | |
| **UKSPF Interventions** | E10 – Local Sports Facilities, Tournaments, Teams, and Leagues |
| **Definition** | Number of tournaments, leagues and teams supported.  - A tournament is a series of contests between a number of competitors, competing for an overall prize.  - A sports league is a group of sports teams or individual athletes that compete against each other and gain points in a specific sport.  - A sports team is a group of individuals who play sports on the same team. - Support means provision to aid the regeneration, creation or maintenance of sport facilities. |
| **Measurement Unit** | Number of Tournaments |
| **Evidence Required** | Confirmation of number of tournaments, leagues and teams supported. Evidence could include but is not limited to a form of registration/sign in sheet. |
|  | |
|  | |
| **Number of People Attending Training Sessions** | |
| **UKSPF Interventions** | E11 – Capacity Building and Infrastructure Support Local Groups |
| **Definition** | Number of people attending training sessions.  -Training sessions include, but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Type of training provided.  What the training has led to and the impact this has had on individuals  Confirmation of attendance which could include bit is not limited to a form of registration/sign in sheet. |

**Communities and Place**

**Outcomes**

|  |  |
| --- | --- |
| **Jobs Created** | |
| **UKSPF Interventions** | E2 – Community and Neighbourhood Infrastructure Projects |
| **Definition** | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.  - New means it should not have existed with that employer before the intervention.  - Created jobs exclude those created solely to deliver the intervention (e.g., construction).  - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.  - Only count each individual FTE or job once through the lifetime of a project (i.e., it should not be counted every year)  - FTE is a measure of an employee’s scheduled hours in relation to an employer’s hours for a full-time workweek |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Written confirmation on letterheaded paper from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created due to the support provided. The confirmation should include details of the job as advertised and started, duration, and the number of hours per week. |
|  | |
| **Jobs Safeguarded** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E2 – Community and Neighbourhood Infrastructure Projects  E6 – Local Arts, Cultural, Heritage and Creative Activities |
| **Definition** | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.  Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).  This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).  - FTE should be based on the standard full-time hours of the employer.  - At risk is defined as being forecast to be lost within 6 months.  - Only count each individual FTE or job once through the lifetime of a project (i.e., it should not be counted every year)  - FTE is a measure of an employee’s scheduled hours in relation to an employer’s hours for a full-time workweek |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Written confirmation on letterheaded paper from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job. The confirmation should include details of the job, job title and FTE/number of hours. |
|  | |
| **Increased Footfall (% Increase)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer.  E5 – Built and Landscaped Environment to ‘Design out Crime’  E6 – Local Arts, Cultural, Heritage and Creative Activities  E8 – Campaigns to Encourage Visits and Exploring of Local Area |
| **Definition** | Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month).  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of people to be evidenced by a baseline used to measure the increase. Evidence should also include but not limited to Surveys, footfall cameras, station entry & exit data. |
|  | |
| **Increased Visitor Numbers** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer.  E6 – Local Arts, Cultural, Heritage and Creative Activities  E8 – Campaigns to Encourage Visits and Exploring of Local Area |
| **Definition** | The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.  Reporting will also facilitate the option to report a decrease metric |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of people to be evidenced by a baseline used to measure the increase. Evidence should also include but not limited to Surveys, footfall cameras, station entry & exit data. |
|  | |
| **Reduced Vacancy Rates (% Decrease)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E8 – Campaigns to Encourage Visits and Exploring of Local Area |
| **Definition** | The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.  - Residential unit means a dwelling unit for residential use and occupancy and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household.  - Vacant means that the unit is not occupied and is empty.  The geography that the measurement relates to should remain the same over time.  The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible. |
| **Measurement Unit** | Number of Units Occupies/Proportion of Units Occupied in a set area |
| **Evidence Required** | Evidence includes letterheaded document from senior manager or business owner declaring lease or purchase of units. Evidence can include but not limited to, lease agreement, photographs and land registry data. . |
|  | |
| **Greenhouse Gas Reductions (% Decrease in Tonnes of Co2e)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E2 – Community and Neighbourhood Infrastructure Projects  E13 – Community Measures to Reduce the Cost Of living. |
| **Definition** | Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.  The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.  Reporting will also facilitate the option to report an increase metric. |
| **Measurement Unit** | Tonnes of CO2e |
| **Evidence Required** | Must use the Greenhouse Gas Reporting Protocol, in line with the UK Government’s Streamlined Energy and Carbon Reporting requirements (Scope One and Scope Two Only). |
|  | |
| **Improved Perceived/Experienced Accessibility (%Increase)** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer. |
| **Definition** | The number of individuals who report perceived/experienced accessibility as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e., the perceived/experienced accessibility previously existed and isn't new). Measurement should directly relate to the change perceived/experienced through the UKSPF project (e.g., the building impacted). Accessibility refers to public space having facilities required for disabled pedestrians. These include, but are not limited to: the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of people to be evidenced by a baseline used to measure the increase quantitively. Evidence should also include but not limited to Surveys, footfall cameras, station entry & exit data. |
|  | |
| **Improved Perception of Facilities/Amenities** | |
| **UKSPF Interventions** | E1- Improvements to Town Centres and High Streets  E2 – Community and Neighbourhood Infrastructure Projects  E3 – Creation of and Improvements to Local Spaces  E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer  E6 – Local Arts, Cultural, Heritage and Creative Activities  E10 – Local Sports Facilities, Tournaments, Teams, and Leagues |
| **Definition** | The number of individuals who report their perception of facilities/amenities as good or very good. As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e., the perception of facilities/amenities existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities/amenities impacted). Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals, and public toilets.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of people to be evidenced by a baseline used to measure the increase.  Evidence of the facilities / amenities which have been improved / created as part of the project which can be evidence through survey data. |
|  | |
| **Improved Perception of Facilities/Infrastructure Project** | |
| **UKSPF Interventions** | E2 – Community and Neighbourhood Infrastructure Projects  E15 – Investment and Support for Digital Connectivity for Local Community Facilities |
| **Definition** | The number of people who report their perception of the facility/infrastructure project(s) as good or very good. This means projects aiming at improving or creating facilities and infrastructure. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e., it existed previously and isn't new).  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of users to be evidenced by a baseline used to measure the improvement.  Evidence of the facilities / infrastructure which have been improved / created as part of the project which can be evidence through survey data. |
|  | |
| **Increased Affordability of Events/Entry (% Increase)** | |
| **UKSPF Interventions** | E4 – Enhancing Existing cultural, Historic and Heritage Institutions Offer |
| **Definition** | Increased affordability means the decrease in price of events as a direct result of an intervention. This may be the result of a change in the following:  - Standard price of entry which may reflect actual change in prices or the value of a subsidy. Standard price of entry is defined as the mode entry price for an adult.  - Lowest price of entry. Lowest price of entry is defined as the lowest entry price for an adult (excluding offers).  - Average price of entry. Average price of entry is defined as the mode entry price.  - Price of entry for a specified visitor category (student, child, senior citizen, low wage/in receipt of benefits etc.).  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Affordability in £ |
| **Evidence Required** | Original prices to be used as evidence and baseline to measure Increased affordability of events/entry. Evidence can also include but isn’t limited to providing survey feedback on perception. |
|  | |
| **Improved Perception of Safety** | |
| **UKSPF Interventions** | E5 – Built and Landscaped Environment to ‘Design out Crime’ |
| **Definition** | The number of individuals who report their perception of feeling safe as being either safe or very safe. Perception of safety means the condition of feeling protected from danger, risk, or injury.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Evidence can also include but isn’t limited to providing survey feedback on perception, to include a baseline and a quantifiable scale between commencement and completion. |
|  | |
| **Reduction in Neighbourhood Crime (% Decrease)** | |
| **UKSPF Interventions** | E5 – Built and Landscaped Environment to ‘Design out Crime’ |
| **Definition** | Decrease in number of neighbourhood crimes reported within a specified area.  - Neighbourhood crime include domestic burglary, theft from the person, robbery and vehicle crime.  The geography over which a neighbourhood is measured, and hence data is collected, should remain consistent throughout.  Reporting will also facilitate the option to report an increase metric. |
| **Measurement Unit** | % |
| **Evidence Required** | Number of crimes to be evidenced by a baseline used to measure the increase and data should be provided to show the reduction. This could use local crime survey data available from the Lincolnshire Research Observatory or the Police. |
|  | |
| **Improved Engagement Numbers** | |
| **UKSPF Interventions** | E6 – Local Arts, Cultural, Heritage and Creative Activities  E9 – Impactful Volunteering And/or Social Action Projects  E11 – Capacity Building and Infrastructure Support Local Groups  E12 – Community Engagement Schemes, Local Regeneration |
| **Definition** | The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.  What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g., should not include/ exclude events in neighbouring locations which were excluded/included in previous returns.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of users to be evidenced by a baseline used to measure the increase.  Survey data, conducted by the project.  If improving engagement numbers via events/activities supported, evidence should include type of activity/events supported, including but not limited to;   * ticketed events and total audience * Non ticketed events with footfall and people counted * Virtual and online events with attendance confirmation |
|  | |
| **Number of Community-Led Arts, Cultural, Heritage and Creative programmes as a Result** | |
| **UKSPF Interventions** | E6 – Local Arts, Cultural, Heritage and Creative Activities |
| **Definition** | Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Evidence to include details surrounding the type of programme, purpose, audience and the outcome of this and the impact it will have.  Evidence of participants through a registration from. |
|  | |
| **Improved Perception of Events** | |
| **UKSPF Interventions** | E6 – Local Arts, Cultural, Heritage and Creative Activities  E10 – Local Sports Facilities, Tournaments, Teams, and Leagues |
| **Definition** | The number of individuals who report their perception of the event(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e., the event existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the event impacted). Events mean activities enabling people to gather, undertake an activity and share knowledge. They include, but are not limited to conferences, sports tournaments, and educational courses.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Number of people to be evidenced by a baseline used to measure the increase.  Evidence of the events that have been improved/created as part of the project which can be evidence through survey data but is not limited to this. |
|  |  |
| **Increased Number of Web Searches for a Place** | |
| **UKSPF Interventions** | E8 – Campaigns to Encourage Visits and Exploring of Local Area |
| **Definition** | The increase in number of web searches for the target location, compared with a baseline measurement. This may be measured by analytics evidence based on keywords relevant to the place.  Reporting will also facilitate the option to report a decrease metric. |
| **Measurement Unit** | Number of Web Searches |
| **Evidence Required** | Number of web searches to be evidenced by a baseline used to measure the increase which can be evidenced through but not limited to surveys and steam data. |
|  | |
| **Volunteering Numbers as a Result of Support** | |
| **UKSPF Interventions** | E9 – Impactful Volunteering And/or Social Action Projects |
| **Definition** | The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.  - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. |
| **Measurement Unit** | Numerical |
| **Evidence Required** | Contact details including full postal address of organisations where volunteering roles have been supported, including details on the role and frequency of individual volunteering opportunities, number of volunteer hours |