

Wedi ei ariannu gan
Llywodraeth y DU



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SPFNW Outputs and Outcomes Webinar

16 September 2025

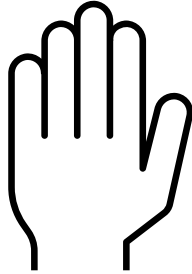


Agenda

- Welcome
- Overview of Outputs and Outcomes
- Definitions and suggested evidence
- Verification sample process
- Issues found on claims
- Summary and close



Questions



Raise hand if
you wish to ask
a question



Type questions
in chat

Overview of Outputs and Outcomes

Project Outputs (28 available - OP01 to OP28)

Outputs are the **direct, tangible products or services** delivered by a project. They are typically **quantifiable** and are the **immediate results** of activities funded by UKSPF.

Examples:

OP01 - Amount of commercial space completed or improved

OP04 - Amount of rehabilitated land

OP09 - Number of enterprises receiving grants

OP20 - Number of people retraining



Overview of Outputs and Outcomes

Project Outcomes (30 available – OC01 to OC30)

Outcomes are the **longer-term changes or benefits** that result from the outputs. They reflect the **impact** of the intervention on individuals, communities, or businesses.

Examples:

OC05 - Increased visitor numbers

OC09 - Jobs created or safeguarded

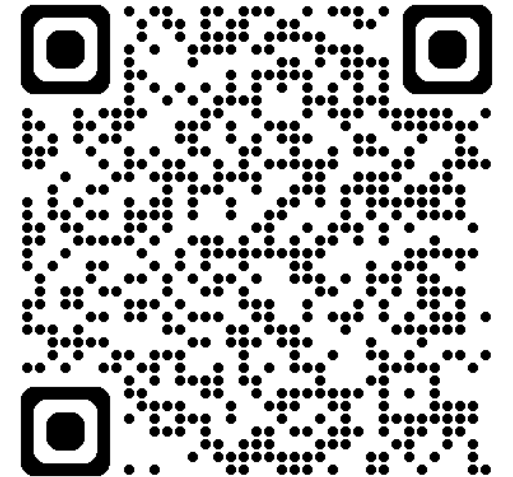
OC18 - Improved engagement numbers

OC24 - People gaining a qualification or completing a course following support



Key Guidance Document

- **“North Wales SPF 2025-26 Outputs and Outcome Lists & Evidence Requirements v1.1”**
- This spreadsheet provides
 - The definition of each output and outcome
 - Specifies the unit of measurement for each indicator
 - Describes the evidence required to confirm the achievement of each output and outcome
- Use this QR code to view this document on our website.



“North Wales SPF 2025-26 Outputs and Outcome Lists & Evidence Requirements v1.1”

A		B		C		D		E		F		G	
Output Code		Output Indicator for Reporting		Unit of Measurement		Definition		Claim Form		Verification and sampling		Evidence Requirements	
Business and Community Assets												Evidence collected and kept by the Grant Recipient for Audit purposes	
OP01		Amount of commercial space completed or improved		Square metres (M2)		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.		Confirmation of number achieved. Written statement of evidence held by grant recipient.		Address (including postcode); Square metres completed or improved. Specify if 'completed' or 'improved'; Before and after photographs of the building or space.		•Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should be from a qualified source such as an architect. •Area schedule •Planning application •Before and after photographs of the building or space. •Certificate of completion •All consents relating to the works/construction etc i.e. planning consents & associated reserved matters approvals; building regulations consent •Cost plans and building programmes •Copies of surveys •Associated contracts e.g. lease, TR1, Land registry office copies and title plans, construction contract •Other formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans, etc.	
OP02		Amount of green or blue space created or improved		Square metres (M2)		The total square meterage of green or blue space completed or improved. - Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm". - Created means physical creation of a green or blue space that did not exist previously and the space is open to the public. - Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning.		Confirmation of number achieved. Written statement of evidence held by grant recipient.		Location (including coordinates); Square metres created or improved. Specify if 'created' or 'improved'; Before and after photographs of the building or space.		•Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should be from a qualified source such as an architect. •Area schedule •Planning application •Before and after photographs of the building or space. •Certificate of completion •All consents relating to the works/construction etc i.e. planning consents & associated reserved matters approvals; building regulations consent •Cost plans and building programmes •Copies of surveys •Associated contracts e.g. lease, TR1, Land registry office copies and title plans, construction contract •Biodiversity baseline and net-gain assessment	

Evidence Requirements

- It is not an exhaustive list but aims to provide consistency across the region. Other types of evidence will be considered but need to be agreed beforehand.
- Should the evidence you wish to retain differ from the list please discuss with your Local Authority lead or Multi LA Contact in the first instance.
- Grant recipients are required to report on the delivery of their project outputs and outcomes as part of the claim process.

IMPORTANT! Only report on achievement of project outputs and outcomes when you have the evidence to support them.



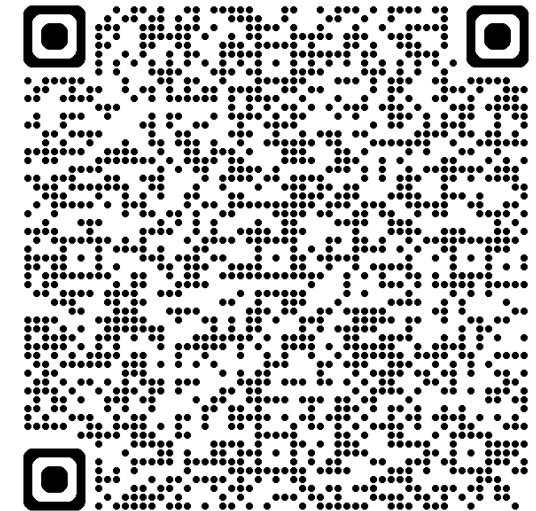
Official UK Govt Guidance

UK Shared Prosperity Fund 2025-26: additional information

2. UK Shared Prosperity Fund: Outputs and outcomes definitions

2.4. Beneficiaries (people, businesses, buildings or areas of land) supported in 2022-25 can be supported again in 2025-26. They should not be reported again using the same output or outcome unless the support they receive is materially different to the support provided in 2022-25.

Use this QR code to view this guide on the gov.uk website.



Who can be counted?

- Beneficiaries i.e. the people, businesses, buildings or areas of land supported in 2022-25 can be supported again in 2025-26.

HOWEVER!

- They can only be reported/claimed again if the support is **materially different** from what they received in 2022-25.

Example scenario:

A project from 2022-25 continues in 2025-26 with no change in activity and supports 100 businesses in 2025-26.

If 30 of the 100 businesses were already declared in the 2022-25 claims then only 70 can be reported in 2025-26.



Support is NOT materially different when it

- Repeats the same activity with the same individual or organisation
- Offers no new content, delivery method or intensity
- Does not lead to a new or enhanced outcome
- Is maintenance or a continuation of previous support without change

If you are unsure, contact your Local SPF Team or Multi LA Lead in the first instance.



Verification Sample Process

- Every claim submitted will be subject to a sample verification check.
- You will usually receive the sample request **AFTER** your claim has been processed.
- A sample may be selected from:
 - **Expenditure transaction list**
 - **Outputs achieved to date**
 - **Outcomes achieved to date**
 - **Procurement undertaken**
 - **Marketing activities – branding**

If you include procurement and marketing documents with your claim Progress Report, it will reduce the number of verification samples requested.



Verification Sample Process

- The sample request email will contain the “Grant Claim Verification Sample” spreadsheet for the claim.
- The spreadsheet has 3 tabs
 - **Sample Guidance** – provides guidance and instructions on the sampling process.
 - **Verification Samples** – lists the items selected for sampling.
 - **Submission Form** – for you to complete and return with your evidence.



Verification Sample Process

“Grant Claim Verification Sample” spreadsheet demonstration.



Verification Sample Process

- You must respond within **10 working days** of the request.
- Please **DO NOT** submit your response until the 'Submission Form' tab is fully completed and you have a PDF file for every item listed in the sample.
- Only one submission should be made - once all evidence is ready and can be provided together.



Issues found on claim forms

- Not scrolling down and across the page to view the whole document.
- All mandatory sections not completed
- Declaration tab not signed
- Duplicate Document Reference Numbers being used on Transactions list – column A.
- Invoice/transaction dates not corresponding with project or claim dates
- Formulas inputted within the Sub-theme columns, therefore creating a discrepancy in the totals.
- Not allocating expenditure to each relevant LA on a Multi LA project.



Summary and close

- Take time to review the definitions and types of evidence suggested to support your approved output and outcome targets
- Let us know if you have any concerns with evidencing or achieving your targets
- Contact us if you need to discuss the verification sample chosen
- Use the progress report to confirm what measures you are taking to address any issues/concerns.
- Retain a full list of the evidence base held to support the achievements
- Next Webinar – Thursday 2nd October, 2025



Website

Project support materials are available on our website:

www.SharedProsperityNorth.wales

If you require the slides in a different format, please let us know.



Questions

- If all PDF files requested exceeds our email filesize limit for total attachments, we would usually compress these to one single ZIP folder, is this okay? YES, we can accept zip files.

