

RE:Purpose: Small Capital Grants Programme

Guidance Notes

Please read these notes thoroughly before completing the application form. They contain important information to help you with your application. Please note that all capital works must be delivered, and the project must be able to evidence achievement of the required outcomes, by 27 February 2026.

What is RE:Purpose?

RE:Purpose is Lambeth Council's initiative to deliver inclusive growth for the creative industries by empowering businesses to repurpose space for cultural and creative use. To make improvements that enable improved access and sustainability, to support the night-time economy, and to develop sustainable business models that are driven by purpose.

With the support of the UK Shared Prosperity Fund (UKSPF), we are running a small capital grants programme for creative industries businesses and cultural organisations based or operating in the borough of Lambeth.

This specific programme has the following **focus areas**:

- To improve tourism, cultural or heritage assets in the borough.
- To improve spaces where creative industries businesses operate in the borough.

We are particularly interested in supporting cultural assets or creative businesses to:

- Improve accessibility for disabled visitors
- Increase potential for hires
- Increase digital functionality
- Support culture and the visitor economy after 6pm
- Make sustainability adaptations and improvements

Funded projects are required to deliver against one or more of the following key outcomes:

- Increase in the number of visitors
- Increase in the number of users of facilities and amenities
- Jobs safeguarded
- Jobs created
- If making sustainability adaptations and improvements the outcome will be measured in the estimated carbon dioxide equivalent reductions achieved as a result of the support provided

What can be funded?

We are inviting applications of up to £25,000 to cover small-scale capital works, which can include the purchase of equipment, for venues, cultural assets or spaces where creative industries businesses operate.

For tourism, cultural or heritage assets:

- We define 'tourism, cultural or heritage asset' as any existing physical space or place that is accessible and open to the public to visit. For example, but not limited to:
 - Arts centres or cultural venues
 - Museums, archives or galleries
 - Theatre, music, dance and performance spaces (including nightlife venues and DJ spaces)
 - Open public spaces that house artwork, such as sculptures or statues, or provides infrastructure that enables outdoor performance

For a space where a creative industries business operates:

- We define a 'creative industries business' as any organisation that works in:
 - Advertising and Marketing
 - Architecture
 - Crafts
 - Design and Designer Fashion
 - Film, TV, Radio, and Photography
 - IT, Software, and Computer Services
 - Museums and Galleries
 - Music, Performing, and Visual Arts
 - Publishing
- We define 'space' as any non-public space that the business runs its day-to-day operations in. For example, but not limited to:
 - Office space
 - Maker Space
 - Studios for hire, classes, or other pay-per-use
 - Recording or Music Studios

For **all** types of application:

- The applicant must represent the organisation which either owns or manages the asset or space. The organisation/business must either own the space / asset outright or be in possession of a lease that enables the organisation/business to undertake the proposed capital works.
- Capital expenditure can include building works, renovation works, accessibility works, measures to strengthen security and safety, sustainability improvements and adaptations, or any other physical improvements, including, but not limited to, purchasing equipment (which can include desks, chairs, digital assets and technical kit).
- Examples of works include:
 - replacement or upgrading of facilities used by artists, workforce or audiences to improve comfort and access, including but not limited to improved seating, staging, backstage, front of house improvements

- soundproofing and acoustic treatment work
 - heating and ventilation, including replacement of fossil fuel boilers and heating systems with zero carbon options
 - upgrading and insulating existing building fabric to enhance thermal performance
 - installing or retrofitting sustainable technologies, including solar panels, more water efficient toilets, hand-dryers, LED lighting
 - purchasing more energy efficient equipment such as white goods
 - installing low-cost nature-based solutions, passive design measures for climate resilience such as de-paving, greening, water butts, shading, etc
 - waste reduction and processing measures such as waste compactors, reuse initiatives, composting, smart bins, etc
 - fire safety, detection and protection, CCTV, security, and alarm systems
 - external lighting and safety improvements
 - improving indoor and outdoor space and making general upgrades and renovations to facilities and amenities in night-time venues and purchasing equipment to expand and diversify night-time activity, including new tables, chairs, outside heating, awnings and shelters, that improve customer experience
 - installing Changing Places facilities or increasing provision of accessible or gender-neutral toilets
 - lift installation or improvements
 - installing signage that meets best practice guidelines.
 - IT cabling/infrastructure
 - Digital technology equipment purchases and installation
- The grant cannot cover any revenue costs such as salaries, overheads, or project management (unless directly related to delivering the capital works).
 - Given the nature and timeframe of this programme, we do not require the applicant to have any match funding for the proposal, but all funding required to deliver the project must be in place at the time of applying.
 - For this grant programme, we can only fund projects that can realistically be delivered in the reporting timeframe. If the project proposal includes works that would require planning permission or listed building consent. In order to be considered eligible for funding, applicants will need to provide evidence that the relevant permissions have already been granted or that applications are already in process.
 - **The capital works must be delivered, and the project must be able to evidence achievement of the required outcomes, by 27 February 2026.**

Who can apply?

Applications are welcomed from any formally constituted 'for-profit' or 'not-for-profit' business or organisation. Applicants must also meet the following criteria:

- Be Lambeth based and/or evidence operating in Lambeth
- Have at least two unrelated people on your board/as Directors
- Have a UK bank account in your organisations' name

- Be able to provide annual accounts, on request, for the last 3 years

We will not fund:

- Projects that are retrospective
- Organisations that were funded in the last round of RE:Purpose
- Projects that require significant, as yet unsecured, match funding to achieve
- Projects that require planning permission or building consent, where applications have not already been submitted.
- Organisations that have been in receipt of over £725,000 in public subsidy over the last three years (see **Services of Public Economic Interest Assistance Declaration** outlined below for information on the Governments Subsidy Control Act 2022).

Please note that grant payments are not subject to VAT, so any VAT expenditure must be factored in the total project cost as this cannot be claimed as additional.

How to apply

To apply for a grant, please fill out an online application form at [RE:Purpose Small Grants Application Form 2025](#)

Below are the questions you will be asked, so that you can prepare your answers before inputting them into the online form. **Please do not use this form to apply.**

If you have any questions relating to the online application, please email culture@lambeth.gov.uk with the subject title RE:Purpose Grants.

Application Questions for reference

Eligibility Criteria

Please note, you must be able to answer 'yes' to the statements below to be eligible to apply for this fund and proceed with the application.

My business or organisation is Lambeth based or operates in Lambeth	Yes
My business or organisation has a least two unrelated people on the Board or as Directors	Yes
My business or organisation has a UK bank account in the organisations' name	Yes
My business or organisation has 3 years of annual accounts that can be provided on request	Yes
I confirm that the project I am applying for funding for will be completed by 27 February 2026	Yes

Please note, you must be able to answer 'no' to the questions below to be eligible to apply for this fund and proceed with the application.

Are you applying for retrospective funding?	No
Did you receive funding in the first round of RE:Purpose?	No
Will the project you are applying for require as yet unsecured match funding to achieve?	No

Planning Permission

Does your project require planning permission, advertising consent and/or listed building consent?	Yes	No
If consent is required, please confirm that permission has either been granted or is being processed by the planning team, and that you are able to email culture@lambeth.gov.uk with evidence of this, as part of your application. If submitting evidence, in the email, please use the subject line "RE:Purpose Planning Consent Evidence" with the name of your business/organisation.	Yes	Not Applicable

Services of Public Economic Interest Assistance Declaration

<p>The funding that London Borough of Lambeth is offering may be considered a Services of Public Economic Interest Assistance (SPEIA) subsidy under the Subsidy Control Act (2022),</p> <p>We require confirmation that receipt of this funding will not exceed your SPEIA threshold of £725,000 cumulated over this and the previous two financial years, as specified in section 38(1) of the Subsidy Control Act (2022). This means you must confirm that you have not received more than £700,000 in funding between 8 September 2022 and the date of this application.</p> <p>We take this opportunity to remind you that you are required to keep a written record of the amount of grant funding you have received and the date/s when it was received. The written record must be kept for at least three years beginning with the date on which the grant funding was given. This will enable you to respond to future requests from public authorities on how much funding you have received and whether you have reached the cumulative threshold.</p> <p>For more information on the Subsidy Control Act, please refer to the Guidance here.</p>	
<p>By ticking this box, I confirm that our organisation has not received more than £700,000 in funding between 8 September 2022 and the date of this application</p>	

Organisation details

Please note, the information you give in this section will not be scored as part of your application.

Name of business/organisation applying	
Registered Address of business/organisation	
Contact Telephone Number for business/organisation	
Website for business/organisation	
Please provide a short description of the business/organisation	
Primary point of contact name	
Primary point of contact job title	
Primary point of contact email address	
Primary point of contact phone number	
What is the legal structure of your business/organisation?	
Please select whether your business/organisation is:	For Profit Not for Profit
What is the business/organisation's Company Registration Number?	
What is the business/organisation's Charity Registration Number (if applicable)	
What is the date of company incorporation for the business/organisation?	
What is the business/organisation's VAT Registration number? (if applicable)	
How many Full-Time Equivalent employees does the business/organisation have?	
Please confirm if you are a freeholder, leaseholder or tenant of the premises you are proposing to make improvements to	
If you are a leaseholder or tenant, please confirm your lease has a minimum of 2 years remaining and that it allows you to undertake the improvements you are proposing	

Project details

Please indicate which focus area you are applying to (choose all that apply):	
To improve tourism, cultural or heritage assets in the borough	
To improve spaces where creative industries businesses operate in the borough	
Please indicate what type of improvement you want to make (choose all that apply):	
Improve accessibility	
Increase potential for hires	
Increase digital functionality	

Support culture and the visitor economy after 6pm	
Make sustainability adaptations and improvements	
Please indicate which outcome you are proposing to achieve:	
Increase in the number of visitors	
Increase in the number of users of facilities and amenities	
Jobs safeguarded	
Jobs created	
For making sustainability adaptations and improvements, the estimated carbon dioxide equivalent reductions achieved as a result of the support provided	

Please describe the capital project for which funding is being sought. Please outline how the project will meet at least one of the required key outcomes for the focus area you are applying for, including respective target numbers for visitors, users and jobs, carbon dioxide equivalent reductions, and an indication of the amount of floorspace that will be improved. Please refer to the guidance for a detailed breakdown of the outcomes for each focus area, as any application that doesn't adequately answer this question will not be considered for funding. (Max 500 words)

Aside from the key outcomes, please provide evidence of the need for this project and how it will impact your organisation/business/asset. (Max 500 words)

Project delivery

What is the funding ask for the project?	£
Please provide a detailed breakdown of the budget for this project.	
If you prefer, you can send your budget as a spreadsheet to culture@lambeth.gov.uk . In the email, please use the subject line "RE:Purpose Application Budget" and title your spreadsheet with the name of your business/organisation. If you are taking this option, please write "Emailing Budget" in the box below in order to progress to the next section.	
Please confirm you can provide evidence of any quotes received to support your budget breakdown. Please email these to culture@lambeth.gov.uk . If you are also sending a budget spreadsheet, please include the quotes in the same email. If not, please use the subject line "RE:Purpose Application Quotes" with the name of your business/organisation	Yes
Please outline your plan for delivering this project, including the project team and their previous relevant experience, and expected delivery timeframe including key milestones. If your project is already underway, and RE:Purpose is going to be used to enhance this project, please make clear any dependencies in the timeline. All organisations must be able to deliver their capital project and evidence achievement of outcomes by 27 February 2026. (Max 500 words)	
How have you identified the risks and challenges that could impact the successful delivery of this project? What are they, how do you intend to mitigate them, and who will lead on monitoring this process? (Max 500 words)	

How will you evidence the success of your project; from achieving the required key outcomes to measuring the impact of your project on the longer-term sustainability of your organisation/business/asset? (Max 500 words)

The timeline for the grant programme is as follows:

Stage	Time (indicative)
Grant Programme Opens	11 August 2025
Grant Programme Closes	8 September 2025 at 12pm
Decision Made by	22 September 2025
Grant Agreement Signed by	30 September 2025
Project completion, Monitoring, and Evaluation due by	27 February 2026

How your application will be assessed

The council will assess applications using the Application Areas and Scoring Principles. The council may consider applications in comparison with other applications.

Area	Description	Weighting
Strength of the Project Proposal and Alignment with focus areas and key outcomes	Clear description of the proposed project, evidencing a clear concept, rationale for need, and innovation in its approach. Clear outline of how the project will meet the required key outcomes and impact one of the identified focus areas.	20%
Impact on organisation, business, or asset	Clear indication of why the proposed improvements are necessary, and how these will positively impact the future of the organisation/business/asset	20%
Deliverability	Clear delivery plan that demonstrates how the project will be achieved within the timeframe and budget and gives confidence in the experience of the project team	30%
Mitigating risk	Demonstrates understanding of the risks and challenges to delivering this project within the timescale. Provides clear management protocols and rationale for how these risks and challenges will be monitored and mitigated.	20%
Monitoring and evaluation	Clear methodology for identifying, monitoring, and measuring the impact of this project in relation to the key outcomes, as well as measuring the impact on the long-term sustainability of the organisation/business/asset.	10%

Score	Scoring Principle
0	The applicant's response is incomplete, or the applicant has provided responses that are not relevant.
1	The applicant's response is wholly insufficient or unsatisfactory. The applicant's response gives the council no confidence in the applicant's ability to meet the fund's requirements.
2	The applicant's response is superficial and generic. The applicant's response demonstrates limited experience. The applicant's response gives the council little confidence in the applicant's ability to meet the fund's requirements.
3	The applicant's response demonstrates through suitable and relevant evidence that the applicant has the ability to run a successful workspace facility which gives the council some confidence that the applicant has the ability to meet the fund's requirements.
4	The applicant's response is robust and supported by suitable and relevant evidence of the applicant's experience and that the applicant has the ability to deliver a project which gives the council real confidence that the applicant has the ability to meet the fund's requirements.
5	The applicant's response meets the council's requirements for funding, is outstanding and will bring significant added value/benefit to Lambeth, show innovation and the council has full confidence in the response.

Disclaimer

The council has absolute discretion as to who it awards funding to and the nature of that funding. Applications will be subject to due diligence and negotiation. The Council will provide a reason for any application rejection. It is worth noting that applicants to the fund will not have an automatic right to receive funding, and by making an application, applicants agree to do so at their own risk (e.g. time) and expense.

Decisions

Applicants will be informed in writing of the decision of their application. Successful applications will be subject to contract and any completed funding agreement will be the sole basis of the agreement.

Monitoring and reporting requirements

The UK Shared Prosperity Fund requires projects to deliver and report against certain outcomes and outputs. Further information on the output definitions and evidence requirements for projects can be found in Appendix A below. Please familiarise yourself with this guidance.

Projects will be subject to regular reporting until the end of the funding period. Failure to evidence outputs and outcomes by this date will result in funding being clawed back and returned to central government.

Appendix A. Output and Outcome Definitions

Summary definitions for the key UKSPF outputs are enclosed in the table below. These might be further defined in funding agreements, alongside definitions of any other agreed outputs for successful applicants.

UKSPF Output	Measurement	Definition	Verification
Number of tourism, culture or heritage assets created or improved	Number of assets	<p>Number of new tourism, cultural or heritage assets completed or improved.</p> <ul style="list-style-type: none"> - Cultural assets mean 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 mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE). - Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location. - Created means the tourism, cultural or heritage asset did not previously exist. - Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities. <p>If assets are counted as being improved or created in another output indicator (e.g. number of facilities supported/created) they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition.</p>	<p>Before and after photographs of the building or asset.</p> <p>Any formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understandings created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion)</p>
Amount of commercial space	Square metres (sm)	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.	Before and after photographs of the building or space.

<p>completed or improved.</p>		<ul style="list-style-type: none"> - 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. 	<p>Confirmation of the square meters achieved.</p> <p>Any formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion)</p>
<p>Number of low or zero carbon energy infrastructure installed</p>	<p>Number of units</p>	<p>Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.</p> <ul style="list-style-type: none"> - 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. 	<p>Before and after photographs of the building or asset.</p> <p>Any formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understandings created, floorplans, enrolment registers etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion)</p>

Outcome	Unit	Definition	Verification
Increased visitor numbers	Number of people	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.	Survey / venue count of visitor numbers
Increased users of facilities/amenities	Number of users	The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. 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.	<p>Photo of counter(s) in situ – if applicable</p> <p>Letter confirming time period of contract, methodology used and frequency of data collection</p> <p>Records of users using count data accompanied by formal documentation, signed by a senior staff member of the organisation which operates the facilities/amenities.</p>
Jobs Safeguarded	Number of Full time equivalent (FTE)	<p>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.</p> <p>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</p>	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job and the job title.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many were good jobs</p> <p>Good Job definition = Definition: Minimum of 16 hours/week and is continuous for at least 12 weeks,</p>

		<p>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 employees scheduled hours in relation to an employer's hours for a full-time work week</p>	<p>pays a basic salary of the London Living Wage or above and does not involve the use of zero hours contracts.</p> <p>Of the jobs created how many were green jobs</p> <p>Green Job definition = Employment in activity that directly contributes to – or indirectly supports – the achievement of the UK's net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks.</p>
Jobs Created	Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, fulltime equivalent (FTE) jobs created following support. This includes both parttime 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)</p> <p>- FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full-time work week</p>	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided.</p> <p>The confirmation should include details of the job as advertised and started, duration, and the number of hours per week.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many were good jobs</p> <p>Good Job definition = Definition: Minimum of 16 hours/week and is continuous for at least 12 weeks, pays a basic salary of the London Living Wage or above and does not involve the use of zero hours contracts.</p> <p>Of the jobs created how many were green jobs</p> <p>Green Job definition = Employment in activity that directly contributes to – or indirectly supports – the achievement of the UK's net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks.</p>

<p>Estimated Carbon dioxide equivalent reductions as a result of support</p>	<p>Tonnes of CO2e</p>	<p>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.</p>	<p>Confirmation of the estimated carbon dioxide equivalent reductions as a result of support.</p> <p>Methodologies and verification of evidence for measuring reduction would need to be agreed at application stage.</p> <p>Please refer to Department for Energy Security and Net Zero (DESNZ) conversion factors on the government website.</p>
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