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**CADWYN
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Prosperous Communities Flintshire - Key Fund

This project is funded by the UK government through the UK Shared Prosperity Fund

Guidance Notes



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1. Flintshire Community Key Fund

The primary goal of the UKSPF is to build pride in place and increase life chances across the UK

Underneath the overarching aim of building pride in place and increasing life chances, there are three UKSPF investment priorities:

1. communities and place;
2. supporting local business; and
3. people and skills.

This project delivers against the communities and place investment priority will enable places to invest to restore their community spaces and relationships, and create the foundations for economic development at the neighbourhood-level. The intention is to strengthen the social fabric of communities, supporting in building pride in place.

Prosperous Communities Flintshire Fund has received £703,850.00 from the UK Government through the UK Shared prosperity Fund.

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

Prosperous Communities Flintshire - Key Fund provides support for community led and / or community owned venues / facilities / spaces / groups to develop, strengthen and enhance community infrastructure and community-based projects. The fund provides a wrap-around support function for community groups to access a Community Key Fund. The project also offers officer support and guidance.

The aim of the Prosperous Communities Flintshire - Key fund is to:

- Spread opportunities and improve public services, especially in those places where they are weakest.
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
- Empower local leaders and communities, especially in those places lacking local agency.

The objectives of the funds are to:

- Strengthen our social fabric and foster a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

2. Who Can Propose a Project?

The following types of organisations may apply for funds which provide or as seeking to provide access to community led services and community infrastructure for communities across Flintshire:

- Voluntary and community groups
- Community Councils / Town Councils
- Registered Charities
- Social enterprises, including companies limited by guarantees, CICs and Development Trusts, provided they operate on a not -for -profit basis (including credit unions)
- Co-operatives

Project proposals can be made by a consortium of groups, but where this is the case, a lead partner should be identified in the Project Proposal Form. Individuals cannot propose projects to Flintshire Community Key Fund.

All applicants must have a constitution and bank account as a minimum.

3. What Financial Support is Available?

Pre-Project Development Funding Support:

To support communities to take the first step to realise and implement projects and will fund

- feasibility studies (e.g. for a new community ventures such as assets transfer, community buildings (extensions or new build),
- specialist consultancy (e.g. architect and surveyor costs).

Community Key Fund:

This will include a capital and revenue key fund grant to support community projects which:

- provide community spaces, such as village halls, green spaces or community centres for local civil society and community groups to use;
- enable locally owned renewable energy generation and waste management to improve the transition to low carbon living;
- create and improve community local green spaces, community gardens, watercourses and embankments, along with incorporating natural features and biodiversity improvements into wider community space;
- deliver and support community led local arts, cultural, heritage and creative activities;
- deliver access to services via local sports facilities;
- provide digital infrastructure within community owned assets and facilities.

Grant thresholds

Pre-Project Development Funding Support

- Up to £10,000 per group. To support professional fees / consultancy costs / feasibility studies

Key Fund Support

Up to £50k revenue and capital can be applied for depending on the nature and impact of the project. Both capital and revenue for your project can be applied for.

- a small grant application form of £2,000 to £10,000
- a large grant application form of £10,000 - £50,000 (larger amounts can be considered whereby projects can demonstrate they can deliver multiple benefits).

All projects must be completed by 30th September 2024.

Match Funding

Given the relatively short timescale of SPF delivery, match funding is not mandatory but will be actively encouraged, especially for the larger grants. As such applicants will receive officer support to target and secure match from external sources.

Ineligible Expenditure

The following items are deemed ineligible:

- Paid for lobbying, which means using the Grant to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;
- using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- using the Grant to petition for additional funding;
- expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy;
- input VAT reclaimable by the grant recipient from HMRC;
- payments for activities of a political or exclusively religious nature;
- Items not approved by the Scoring Panel
- Cash Purchases
- Large-scale plant and machinery

Other examples of expenditure which are prohibited include the following:

- contributions in kind;
- interest payments or service charge payments for finance leases;
- gifts;
- statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
- payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- bad debts to related parties;
- payments for unfair dismissal or other compensation;
- depreciation, amortisation or impairment of assets owned by the Grant Recipient;
- the acquisition or improvement of Assets by the Grant Recipient (unless the Grant is explicitly for capital use – this will be stipulated in the Grant Funding Letter); and
- liabilities incurred before the commencement of the Grant Funding Agreement unless agreed in writing by the Authority.

4. How the Financial Support is Provided

Expenditure may not be incurred before a project proposal is approved.

Grants

Under this process, the applicant will pay all suppliers directly and then reclaim the agreed amounts from Cadwyn Clwyd using a provided Grant Claim Form. ***(If the applicant cannot cover the amount up front please discuss this with the projects officer and other options can be considered)***

The claim form will be provided to successful grant applicants once the project has been approved. The applicant will need to be aware of the following requirements when claiming funding from Cadwyn Clwyd:

Evidence requirements when submitting a claim:

1. **Copy of Paid Invoice(s):** showing 100% of the costs claimed for. Copies of backing invoices must be made out to the organisation claiming or receipts where appropriate. Photocopies must be certified by a relevant officer in the organisation. Cadwyn Clwyd finance officer will need to view the original documents/invoices. Invoices will be checked to verify if they are in line with the project application.
2. **Bank Statements:** to prove that the organisation reclaiming costs from Cadwyn Clwyd have defrayed the costs. Photocopies must be certified by a relevant officer in the organisation. The name of the organisation and account number and sort code must be clearly visible. On-line statements are acceptable but if this does not show name of organisation please also submit one copy of a bank statement so we can evidence the name of the account etc. Original bank statement should be available to be viewed by the Cadwyn Clwyd finance officer.
3. **Procurement Evidence:** Evidence to support/prove that the procurement procedures have been followed correctly by the organisation reclaiming the costs.
4. **Evidence of work done:** e.g. copy of a written report, evidence of events, press releases, PR undertaken etc.
5. **Written Progress Report:** you will need to complete a Progress Report. A template will be provided to successful applicants upon approval. This should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.
6. **Outputs Evidence:** you will need to provide Outputs Evidence. Template forms will be provided to you on approval and should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.

Claim Forms should be sent along with supporting documentation & reports as detailed above to Cadwyn Clwyd, Llys Owain, Stryd y Bont, Corwen, LL21 0AH. Please note the

Claim Form needs to be signed by both the 'project officer' or equivalent and a Senior Officer who has the authority to submit the claim on behalf of the organisation.

Procurement

All projects funded must demonstrate value for money and open and transparent procurement of goods and services.

Projects must adhere to the following requirements for procuring goods and services:

It is advised that all applicants sought advice from the project officer before starting any procurement exercise.

Final Value of Goods/Services (excluding VAT)	Requirement	Action
£0 - £2,499	One written quote*	
£2,500 - £24,999	At Least Three written quotes*	3 written quotes or prices sought from relevant suppliers of goods, works and / or services
£25,000 +	Formal tender process *	For projects which receive more than 50% SPF/Public funding they will be required to advertise through the www.sell2wales.gov.wales portal (Officer support and assistance will be available if required).

On like-for-like quotations the cheapest quotation is taken as the chosen supplier. There are, however, some instances when it would not necessarily be appropriate to take the cheapest quotation. These tend to be services where the finished product can vary greatly depending on the supplier, and a written specification cannot pin this down. For example, commissioning an expert to write copy for a booklet, or engaging with an artist to create artwork. In these instances a scoring process can be built into the procurement process, with details of how the supplier is selected clearly outlined in the specification document provided to the providers. If the project wishes to undertake a scored procurement they should contact their Cadwyn Clwyd Project Officer, who will work with them to prepare a specification document.

A typical scoring breakdown would be as follows:

<ul style="list-style-type: none"> • Value for money (20 marks) 	20%
<ul style="list-style-type: none"> • Approach, Experience and Knowledge 	80%
<ul style="list-style-type: none"> ○ <u>Response to the brief</u> (40 marks) 	
<p>Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales</p>	

- Experience of the Consultants (40 marks)
Relevant skills of the consultant and experience of working on similar projects

5. Further Information and How to Apply

Expression of Interest Form

Applicants will firstly need to complete an EOI form providing a brief outline of your project for further discussion and consideration by Cadwyn Clwyd and FLVC. Successful EOIs may then proceed to a Project Proposal.

EOI's will be available from

Helen Williams, Cadwyn Clwyd helen.williams@cadwynclwyd.co.uk 01490 340500

Shaun Darlington, FLVC Shaun.Darlington@flvc.org.uk 01352 744000

Key Fund Application Process

Application Forms are available from Cadwyn Clwyd and FLVC. Advice must be sought from a Cadwyn Clwyd Officer or FLVC Officer before compiling an application form.

Completed Application Forms will be considered on a rolling basis. They will be assessed by the grant panel.

Projects will be assessed on the following criteria:

Eligibility

Is the project activity eligible under the UK Shared Prosperity Fund	Yes or No
Is the applicant and project activity eligible under the Flintshire Community Key Fund project?	Yes or No
Realistic project delivery timescale (i.e. can be delivered and completed by 30 th September 2024)	Yes or No

If the answer is 'Yes' to all of the above, the project can progress to scoring.

Scoring

Contribution towards the UK SPF priorities	Scored out of 10 marks
Community involvement and support for the project	Scored out of 10 marks
Outputs and potential Outcomes (including how the project could target further support from the proposed Shared Prosperity Fund)	Scored out of 10 marks
Value for Money	Scored out of 10 marks

A proposal requires a total score of 24 or more to be considered for approval

Project Output & Outcome Indicators

At Project Proposal stage, each project will be required to state the Outputs & Outcomes their project will achieve. These Outputs & Outcomes will be considered as part of the Project Proposal assessment process.

Project Beneficiaries

Outputs	
Number of organisations receiving grants	<p>Number of organisations receiving grants.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing 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. - Grant means a cash payment by the project that is not repaid.
Number of organisations receiveing financial support other than grants	<p>Number of organisations that have received financial support other than grants.</p> <ul style="list-style-type: none"> - Organisations mean those that are not defined as an enterprise, for example, a local authority, higher education institute, charity, community centre or an organisation representing a specific sector. - Non-grant financial support refers to loans, risk finance, and financial investment from the project that is repayable or confers equity in the enterprise.
Number of organisations receiving non-financial support	<p>Number of organisations receiving non-financial support with the intention of improving performance.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study.

	<ul style="list-style-type: none"> - 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. - Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises - in other words it cannot be broadcasted advice. Support may be on-going. - Improved performance means reductions in costs or increases turnover/profit.
<p>Number of amenities/facilities created or improved</p>	<p>The number of new amenities/facilities created or improved.</p> <ul style="list-style-type: none"> - Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets. - Created means the amenity/facility did not previously exist. - 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. <p>If amenities/facilities are counted as being improved or created in another output indicator (e.g. number of cultural assets 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>Amount of green or blue space created or improved</p>	<p>The total square meterage of green or blue space completed or improved.</p> <ul style="list-style-type: none"> - 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;

	<p>for this, see indicators relating to "public realm".</p> <ul style="list-style-type: none"> - 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.
Outcomes	
Improved perception of facility/infrastructure project	<p>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.</p>
Increased users of facilities/amenities	<p>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. Reporting will also facilitate the option to report a decrease metric.</p>

This section only applies to Social Enterprises, CIC's or and Community Groups whom are trading e.g. Shop, Pub or Café.

Subsidy Control Rules

Flintshire Community Key Fund Grants must comply with the UK's international Subsidy Control commitments. All grants are subject to UK Subsidy Control rules. More information can be found here: [Guidance on the UK's international subsidy control commitments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-international-subsidy-control-commitments)

Grants issued through this funding are classed as Minimum Financial Aid (MFA), in compliance with [Subsidy Control Act \(2022\)](https://www.gov.uk/guidance/subsidy-control-act-2022). The applicant must detail in their application form all subsidy received, including the predecessor schemes such as UK de minimis; 'Small Amounts of Funding Exemption' (SAFE); 'Small Amounts of Financial Assistance' (SAFA);

and 'Special Drawing Rights (SDR), received during their current and previous two fiscal years. **Special Drawing Rights are an IMF unit and 325,000 SDR is currently approximately £315,000.** The Sterling equivalent amount is determined using the [International Monetary Fund SDR convertor](#). **The applicant is responsible for ensuring that the total MFA support awarded to the enterprise does not exceed a total ceiling of £315,000 in any three-year rolling fiscal period.** Applicants will need to clearly identify all aid they received within the specified timescale to ensure they do not breach the subsidy control rules. MFA includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc.

The applicant will have to show in their application form what processes they have in place to monitor the public funding received by the enterprise and monitor aid subject to Subsidy Control. Records of aid received must be retained by the applicant for 10 years. If these rules are breached, the applicant may become liable to pay the full value of the support received and/or the full price that would otherwise be payable in respect of services received. Cadwyn Clwyd and Flintshire County Council will also keep a record of all funding awards.

Further Information

For further information contact Cadwyn Clwyd / FLVC.

Helen Williams, Cadwyn Clwyd helen.williams@cadwynclwyd.co.uk 01490 340500

Shaun Darlington, FLVC Shaun.Darlington@flvc.org.uk 01352 744000

6. Terms and Conditions

Branding and Publicity

Projects must comply with UK Government and Cadwyn Clwyd publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and/or the general public.

All project deliverers must ensure that the appropriate UK Government logo is used prominently in all communications materials and public facing documents relating to project activity - including print and publications, through to digital and electronic materials.

The following logos must be used:



Alongside use of the appropriate UK Government logo, project deliverers must also ensure that websites and printed materials include a clear and prominent reference to the funding from UK Shared Prosperity Fund. This should include the following text:

‘This project is [funded/part-funded] by the UK government through the UK Shared Prosperity Fund’

Where practical, project deliverers should also include a link to the UK Shared Prosperity Fund webpage, and the following text (which must also be used for notes to editors):

The UK Shared Prosperity Fund is a central pillar of the UK government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

Media and PR activities should be considered for the launch of any projects, and subsequently to announce key milestones and achievements. Press releases must include a clear and prominent reference to the UK Shared Prosperity Fund, in the main body of the press release.

‘[This project/Name of project] has received £[INSERT AMOUNT] from the UK Government through the UK Shared prosperity Fund.’

Notes to editors must also be used, stating the value of the financial support [provided and stating this support was provided ‘by the UK Government through the UK Shared Prosperity Fund.

Social Media - when describing or promoting the Fund or projects supported, the following hashtags must be used - #UKSPF and #CFGDU, This will be re-tweetable by UK Government.

The applicant/Project should also tag @cadwynclwyd & @FLVC in all social media.

Please note that the funding must be approved for the project before any media or PR activities to publicise the project starts.

Cadwyn Clwyd and FLVC reserve the right to publicise the project and the support provided to groups through its communication channels, such as the Cadwyn Clwyd & FLVC websites, social media platforms, press releases and any other communication method deemed appropriate.

Asset Register

Cadwyn Clwyd shall keep a register of all Assets acquired or improved at a cost exceeding £5,000 (five thousand pounds) wholly or partly using the grant funding. Asset means any Assets that are purchased or developed using the grant funding, including equipment or any other assets which may be a Fixed Asset as appropriate in the relevant context, and Assets will be construed accordingly. Fixed Assets means any Asset which consists of equipment

acquired, developed, enhanced, constructed in connection with the funded activities which has a value at the date of purchase of at least £5,000 (five thousand pounds). Assets purchased by the project with grant funding must only be used in the way detailed by the enterprise in the application form. For each Asset in the register the enterprise shall supply Cadwyn Clwyd with the following information:

- i. Owner of the Asset;
- ii. Date of acquisition or improvement of the Asset;
- iii. Description of the Asset;
- iv. Cost of the asset, net of recoverable VAT;
- v. Location of the Asset;
- vi. Serial or identification numbers of the Asset;
- vii. Date of any disposal of the Asset;
- viii. Depreciation/amortisation policy applied to the Asset;
- ix. Proceeds of any disposal of the Asset, net of VAT; and
- x. The identity of any person to whom the Asset has been transferred or sold.

The Assets should be kept by the enterprise for the Asset Owning Period. Applicant will need to request formal notification from Cadwyn Clwyd to dispose of asset. Where the project uses any of the grant funding to develop, improve or purchase any Assets, the enterprise must ensure that the Assets are maintained in good condition over the Asset Owning Period. The enterprise must ensure that during the Asset Owning Period any assets that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with the grant funding are not disposed of without the prior written consent of Cadwyn Clwyd. Disposal means the disposal, sale, transfer of an asset or any interest in any asset and includes any contract for disposal and dispose and disposed shall be construed accordingly. If Cadwyn Clwyd grants consent to the Disposal, such consent may be subject to satisfaction of certain conditions, to be determined by the Secretary of State, including repayment of part or all of the grant funding by the enterprise. If the enterprise Dispose of Assets without Cadwyn Clwyd's permission the full value of the grant funding spent on that Asset is payable to Cadwyn Clwyd. The enterprise shall not allow and shall ensure that the owner of any Asset does not create any charge, legal mortgage, debenture or lien over any Asset without the prior written consent from Cadwyn Clwyd.

Monitoring and Evaluation

The UK Government reserve the right to examine how organisations manage and spend public money. Cadwyn Clwyd and FLVC must comply with an audit request within specific timeframes and as such project participants may be contacted to provide evidence of expenditure.

Equalities, Welsh Language & Net Zero

All projects supported by Prosperous Communities Flintshire Key Fund must adhere to the following

Equalities

Cadwyn Clwyd and FLVC will ensure that a proactive approach is taken to maximising opportunities in terms of the contribution of the project to each of the protected characteristic groups as set out in the Equality Act 2010. Consideration of the potential effects and impacts of the project actions on the protected characteristic groups will therefore be a key consideration for the project steering group in its role of approving key fund applications.

Key fund applicants should consider and implement where appropriate the tailoring of project funded actions to accommodate the access needs of protected characteristic groups; develop monitoring processes which include specific equality assessment; actively engage with equality organisations and groups representing those with protected characteristics to ensure that the benefits of the project investment is maximised for those groups.

Welsh Language

Project Applicants will need to ensure that the Welsh language is treated no less favourably than the English language in all activity and that the Welsh language is proactively promoted and facilitated in the context of all project activity. Cadwyn Clwyd and FLVC will provide proactive advice to applicants to help them understand the requirements in terms of using and promoting Welsh within the project.

All project funded communications with the public and project beneficiaries are required to be bilingual e.g. project funded websites, social media, leaflets etc.

Community groups and project beneficiaries are encouraged to access support such as, Helo Blod, Menter Iaith and other relevant agencies and services.

Net Zero

Key Fund applicants should consider the UK and WG Governments focus on contributing to net zero objectives and wider environmental considerations. Interventions will be based on low or zero carbon best practice, adopt and support innovative clean tech where possible and support the growing skills and supply chains in support of net zero where possible. The applicant should embrace the clean growth principle and will directly contribute towards the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050.

To support green growth, all applicants will be required to consider how their projects can work with the natural environment to achieve their project objectives, and – at a minimum – consider the projects impact on our natural assets and nature.

Cadwyn Clwyd Privacy Statement

Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation. You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf>