



Funded by
UK Government



Prosperous Communities Wrexham - Key Fund

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

Guidance Notes



1. Wrexham 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 and will enable places to invest in restoring their community spaces and relationships, and create the foundations for economic development at the neighbourhood-level. The intention is to strengthen community bonds and foster local pride.

Prosperous Communities Wrexham - 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 Wrexham - 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. How to get Advice and Apply

The first point of contact for anyone interested in the scheme is to speak with the Community Key Fund Project Officers.

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

Jo Young, AVOW jo.young@avow.org 01978 312556

The Project Officers will be able to:

- Provide information about the scheme
- Answer any questions you have
- Check your eligibility
- Discuss ideas you have for the grant
- Assist you with completing an application
- Assist successful applicants with completing the claim process for payment.

3. 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 Wrexham:

- 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) **CICs by shares are excluded from this funding.**
- 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 Wrexham Community Key Fund.

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

4. What Financial Support is Available?

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

Key Fund Support

Up to **£10k capital** can be applied for depending on the nature and impact of the project.

All projects must be completed by 31st January 2026.

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;

- recurring staffing costs;
- 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.

Completing an Application Form

Advice must be sought from the Project Officers before an application form is completed.

All forms and guidance notes are available bilingually in Welsh and English, applicants may complete the forms in their language of choice.

The application form is to be completed electronically. The boxes in the application form should be filled in as thoroughly as possible.

5. 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)***

Grant Claim Forms will be submitted electronically once the project has completed.

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.

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
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£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 the Project Officers, who will work with them to prepare a specification document.

A typical scoring breakdown would be as follows:

• Value for money (20 marks)	20%
• Approach, Experience and Knowledge	80%
○ <u>Response to the brief (40 marks)</u> Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales ○ <u>Experience of the Consultants (40 marks)</u> Relevant skills of the consultant and experience of working on similar projects	

6. Further Information and How to Apply

Key Fund Application Process

Application Forms are available from the Cadwyn Clwyd website. Advice must be sought from a Cadwyn Clwyd Officer or AVOW 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 Wrexham Community Key Fund project?	Yes or No
Realistic project delivery timescale (i.e. can be delivered and completed by 31 st January 2026)	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
Received SPF Funding in the previous programme	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	Definition	Evidence
OP25 Number of organisations receiving grants	Number of organisations receiving grants. Organisations here will either be: - 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	Organisation name; Organisation address (including postcode); The amount of grant received and for what purpose.

	the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid.	
OP26 Number of organisations receiving non-financial support	Number of organisations receiving non-financial support with the intention of improving performance. Organisations here will either be: - 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. - 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.	Organisation name; Organisation address (including postcode); Type of non-financial support received.
OP05 Number of amenities/facilities created or improved	The number of new amenities/facilities created or improved. - 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.	Location (including coordinates); Specify if 'created' or 'improved' what service is being improved or created; Before and after photographs of the building or space.

	- 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. 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.	
OP12 Number of local events or activities supported	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.	Details of events and activities supported; date, location, event/activity name and description.
OP02 Amount of green or blue space created or improved	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;	Location (including coordinates); Square metres created or improved. Specify if 'created' or 'improved'; Before and after photographs of the building or space.

	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.	
Outcomes		
OC19 Number of community-led arts, cultural, heritage and creative programmes as a result of support	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.	Location (including postcode); Name of event; Description of event; Type of support provided.
OC04 Increased users of facilities/amenities	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.	Address of facilities/amenities. Baseline figures before support provided. Information to support figures reported.
OC29 Number of volunteering opportunities created as a result of support	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,	Surname; First part of postcode; Details of volunteering role and activity carried out.

	club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.	
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Subsidy Control Rules

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

Wrexham 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/guidance-on-the-uk-s-international-subsidy-control-commitments)

Grants issued through this funding are classed as Minimum Financial Aid (MFA), in compliance with [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 Wrexham County Council will also keep a record of all funding awards.

7. 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:



It is important the position of the logos are in the correct place, the positions are: UK Government logo top left; Cadwyn Clwyd and AVO logo top right; Wrexham Council logo bottom left. Full guidance can be provided by the Project Officers.

As part of Cadwyn Clwyd's requirement to publicise the UKSPF support, grant recipients are advised that the details of the grant agreement will be made public. In addition, grant recipients will be required to:

- Participate in Cadwyn Clwyd press releases to publicise the fund and promote good news stories about the fund together with the support received.
- Participate in Cadwyn Clwyd online case studies to promote and communicate the support received.
- Participate in Cadwyn Clwyd social media communications to promote and communicate the support received.

Grant recipients are encouraged to publicise the support received within their own communication media. In such instances, grant recipients should follow the guidance below:

- Include the UK Government logo, Wrexham Council, Cadwyn Clwyd and AVOW logos.
- Include the following text in communication:

"This [insert name of project] has received £[INSERT AMOUNT] from the UK Government through the UK Shared Prosperity Fund."

- When describing or promoting the grant on social media the following hashtag should be used #UKSPF, this will be re-tweetable by UK Government.
- Tag in the following social media accounts so that Cadwyn Clwyd and the Lead Body can react and / or share and retweet content:

Organisation	Platform	Handles
Cadwyn Clwyd	Facebook	@CadwynClwyd
	Twitter	@CadwynClwyd
AVOW	Facebook	@AVOW
	Twitter	@AVOW
Wrexham County Borough Council	Facebook	@Cyngorwrexham @WrexhamCountyBoroughCouncil
	Twitter	@Cyngorwrexham @WrexhamCBC
	Instagram	@cyngorwrexham @Wrexhamcc

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 AVOW 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 Wrexham Key Fund must adhere to the following

Equalities

Cadwyn Clwyd and AVOW 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 AVOW 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.

<https://www.gov.wales/welsh-government-net-zero-strategic-plan>

<https://www.gov.uk/government/publications/net-zero-strategy>

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>