

## Prosperous Denbighshire Denbighshire Business Collaboration Fund

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

### Guidance Notes for Prosperous Denbighshire Business Collaboration Fund

#### 1. UK Shared Prosperity Fund (UKSPF)

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 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.*

For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

#### 2. Supporting Local Business

The prosperous Denbighshire Business Collaboration Fund will promote and support networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth. It will focus on

- Innovation
- Entrepreneurship
- Business Growth
- Net Zero Ambitions

The fund will support groups such as business groups, chambers of trade, business clusters – to realise projects on the ground which benefit them on a collective basis;



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and organisations which operate in the county seeking to deliver projects targeted at micro and small enterprises including social enterprises.

The focus of the fund will be on benefitting micro and small businesses, which are defined by UK Government as a business which has any two of the following:

- A turnover of £10.2 million or less
- £5.1million or less on the balance sheet
- 50 employees or less.

This fund will not support direct funds to individual business, please refer to the Prosperous Denbighshire Business funds for such support – [INSERT LINK](#).

### 3. What Projects Can Be Supported?

Supported projects will need to promote networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth. Project will need to focus on one or more of the following: Innovation; Entrepreneurship; Business Growth; Net Zero Ambitions. Projects will need to adhere to principles and guidance covering Equalities, Net Zero and Welsh Language as detailed in Appendix 1 together with the fund’s publicity requirements detailed in Appendix 2. Projects can receive up to 100% funding and support is available for revenue costs such as:

- Consultancy
- Training
- Business Workshop and Networking Costs
- Pilot Projects
- Coordinator costs
- Professional fees
- Feasibility study costs

A list of ineligible costs are detailed in Appendix 3. All costs supported by SPF will be subject to SPF procurement requirements as detailed in Appendix 4.

Projects supported by the fund will need to deliver against the following SPF interventions, outputs and outcomes (further details on the SPF Interventions can be found [HERE](#)).

#### **Interventions and Outputs:**

SPF Intervention	Output
W23 Strengthening local entrepreneurial ecosystems	Jobs created as a result of support



W24 Training hubs, business support offers, incubators	Jobs safeguarded as a result of support
W23 Strengthening local entrepreneurial ecosystems	Jobs safeguarded as a result of support
W23 Strengthening local entrepreneurial ecosystems	Number of new enterprises created as a result of support
W23 Strengthening local entrepreneurial ecosystems	Number of enterprises adopting new or improved products or services
W23 Strengthening local entrepreneurial ecosystems	Number of enterprises adopting new to the firm technologies or processes
W30 Business support measures to drive employment growth	Jobs created as a result of support

**Interventions and Outcomes:**

SPF Intervention	Outcome
W23 Strengthening local entrepreneurial ecosystems	Number of enterprises adopting new or improved products or services
W23 Strengthening local entrepreneurial ecosystems	Number of enterprises adopting new to the firm technologies or processes

**4. Who Can Propose a Project?**

The following types of organisations and entities may propose projects provided the end beneficiaries are micro and small business and / or social enterprises within Denbighshire:

- Business Groups and Fora
- Business Associations
- Chambers of Trade
- Business Federations
- Public Sector organisations including Community Councils / Town Councils
- Social enterprises, including CICs and co-operatives

Project proposals need to firmly demonstrate support from the business sector e.g. from business groups and / or stakeholders operating in the sector.

## 5. How to Participate

Send your project ideas using the Project Proposal form available on the Cadwyn Clwyd website. Viable and eligible projects will be invited to submit a full proposal. Approved projects may be implemented by Cadwyn Clwyd as direct commissioning of goods and services on behalf of the project proposer or by way of a grant to the project proposer. Submitted proposals will be assessed on the following:

Completed Project Proposal Forms will be considered on a rolling basis. They will be assessed by the project panel on the following criteria, viable and eligible projects will then be invited to submit full proposals.

### Eligibility

Is the project activity eligible under the UK Shared Prosperity Fund and the Prosperous Denbighshire Collaboration Fund	Yes or No
Realistic project delivery timescale (i.e. can be delivered and completed by 30 <sup>th</sup> 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
Business involvement and support for the project	Scored out of 5 marks
Outputs and potential Outcomes	Scored out of 5 marks
Value for Money	Scored out of 5 marks

A proposal requires a total score of 13 or more to be considered for approval.

## 6. UK Subsidy Control Rules

The Prosperous Denbighshire applicants must comply with the UK's International Subsidy Control commitments. All funds are subject to UK Subsidy Control rules. More information can be found here: [Guidance on the UK's international subsidy control commitments](#).

## 7. 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



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privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal



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## Appendix 1 Equalities, Welsh Language & Net Zero

All projects supported by Prosperous Denbighshire funds must adhere to the following policies:

### Equalities

Cadwyn Clwyd 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.

Prosperous Denbighshire 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

In terms of satisfying the requirements laid out in the Welsh Language Commissioner's Advice Document on funds, loans and sponsorship the project will commit to:

- Ensuring that all Project Officers are familiar with the Commissioner's guidance note.
- Ensuring 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.
- Ensuring that all project partners and stakeholders are given proactive advice to help them understand the requirements in terms of using and promoting Welsh within the project.
- Ensuring that all communications with the public and project beneficiaries are bilingual and that all project participants are free to communicate in either Welsh or English.
- Ensuring that where additional guidance or advice is necessary, the Commissioner's office is consulted.

### Net Zero

Prosperous Denbighshire applicants should consider the UK and Welsh 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.



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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.

## Appendix 2 Branding and Publicity

The Prosperous Denbighshire project is funded by the UK Government through the UK Shared Prosperity Fund (UKSPF). Cadwyn Clwyd is required to publicise the UKSPF support received when communicating the project to beneficiaries and/or the general public. We will use the UK Government logo below and also the Levelling Up, Denbighshire County Council and Cadwyn Clwyd logos.



It is important the position of the logos are in the correct place, they positions are: UK Government logo top left; Cadwyn Clwyd logo top right; Denbighshire Council logo bottom left; Levelling Up logo bottom right. Full guidance can be provided by the Business Grants Project Officer.

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 recipient should follow the guidance below:

- Include the UK Government, Levelling Up, Denbighshire County Council and Cadwyn Clwyd logos.
- Include the following text in communication:







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*“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 @CadClwyd
	Twitter	@CadwynClwyd
Denbighshire County Council	Facebook	@Cyngorsirddinbych @DenbighshireCountyCouncil
	Twitter	@CyngorSDd @DenbighshireCC
	Instagram	@cyngorsirddinbych @denbighshirecc



### Appendix 3 Ineligible Costs

Fund recipients may not in any circumstances claim ineligible costs from this non-exhaustive list:

- Items that have not been approved by the scoring panel
- Cash purchases
- Running costs, including but not limited to rent, insurance, utilities etc.
- Stock or raw materials
- Disposable items, including but not limited to napkins, disposable coffee cups, clingfilm etc.
- Paid for lobbying, which means using grant funds 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 grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Using grant funding to petition for additional funding
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under the UKSPF
- Payments for activities of a party political or exclusively religious nature
- Contributions in kind
- Interest payments or service charge payments for finance leases
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties, damages or any associated legal costs
- Costs for works or activities that are 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 or amortisation costs or impairment of assets owned by the Grant Recipient
- Contingencies and contingent liabilities
- Dividends
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up a company
- Costs for company restructuring to return the company to viability
- Legal expenses in respect of litigation
- Costs incurred by individuals in setting up and contributing towards private pension schemes



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- Payments that breach or are contrary to the funding agreement or UK legislation
- Any expenditure commitments of the enterprise entered into before the funding award date (we will not pay retrospective costs)
- Any expenditure after the grant period/project end date
- Any expenditure that has duplicate funding provided by a third party, which is for the same purpose for which an application to Prosperous Denbighshire is made, but has not been declared to Cadwyn Clwyd

Funds cannot be awarded that have a material effect on international trade and investment with another country. In addition, funds cannot affect trade in goods and wholesale electricity between Northern Ireland and the European Union and the enterprise must ensure that the fund is not used in way that affects any such trade.

Primary agriculture, primary fishery and primary forestry businesses and costs are not eligible. The processing of agricultural products to produce other agricultural products is not eligible. Air carrier and road freight transport businesses and costs are also not eligible. The marketing of agriculture, fisheries, forestry, air carrier and road freight transport businesses is not eligible. Export related activities and aid contingent upon the use of domestic over imported goods is also not eligible. Working capital does not qualify as eligible expenditure. The fund cannot be used to refinance company liabilities.



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#### Appendix 4 Procurement

Project in receipt of SPF funds will be required to adhere to the procurement as specified in the UK SPF guidance:

[UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8)