Denbighshire People and Skills Key Fund - Guidance Notes

This project is funded by the UK government through the UK Shared Prosperity Fund – *UK Shared Prosperity Fund: prospectus - GOV.UK (www.gov.uk)*

1. Introduction

The Denbighshire People and Skills Key Fund is supported by Denbighshire County Council and is funded by the UK Shared Prosperity Fund (UKSPF). This Key Fund will deliver on Denbighshire's mission to support the provision of quality employability support including learning and training that enables people of all ages to fulfil their potential, both personally and professionally.

The Key Fund will also deliver on the SPF People and Skills priority objectives, which are:

- Boosting core skills and support adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers.
- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based.

2. What Can the Key Fund Support?

The Key Fund will consider project applications that address the SPF People and Skills objecitves and deliver against one or more of the interventions under the UKSPF Investment Priority area of People and Skills (W34 - W43) - Interventions list for Wales - GOV.UK (www.gov.uk).

Supporting economically inactive people to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills

W34: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer to mainstream provision and to gain and retain employment, supplemented by additional

and/or specialist life and basic skills support where there are local provision gaps. Funding for vocational training for economically inactive people, where the provision is additional to that funded via mainstream provision.

Supporting people furthest from the labour market through access to basic skills

W35: Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills provision for people who are not economically inactive and who are unable to access other training or wrap around support detailed above. Supplemented by financial support for learners to enrol onto courses and complete qualifications.

W36: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.

W37: Interventions to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online.

Skills to progress in work and to fund local skills needs

W38: Tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave the labour market early.

W39: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that cannot be met through mainstream funding.

W42: Funding to support local digital skills.

W43: Funding to support engagement and softer skills development for young people, with regard to the work of Careers Wales/Working Wales.

The Key Fund can support projects which complement and are additional to the existing support and interventions which form part of Working Denbighshire (Working Denbighshire | Denbighshire County Council) and the suite of projects supported under the Denbighshire UK Shared Propserity Fund UKSPF theme - Learning and Growing: People and Skills | Denbighshire County Council. Key Fund project

applicants should also ensure that their proposed projects are not being met through existing Department for Work and Pensions, Welsh Government or any other mainstream provision.

IT IS STRONGLY RECOMMENDED THAT PROSPECTIVE KEY FUND APPLICANTS REVIEW THE INFORMATION ON THE ABOVE LINKS AND WHERE APPROPRIATE, ENGAGE WITH THE RESPECTIVE PROJECT LEADS TO ENSURE THEIR INTENDED PROJECT DOES NOT DUPLICATE EXISTING PROVISION. A list of existing projects and initiatives and their contact details are listed in Appendix A – List of Contacts for WD and SPF Projects.

In general, we would not expect exisitng applicants to the Denbighshire SPF to apply to this Key Fund however, should any such exisitng applicants wish to be considered they will need to make a very strong case for added value and additionaltiy in their request for funds from this Key Fund.

3. Your Project's Outputs and Outcomes

This Key Fund can support projects that train, upskill, mentor and support people and leads to the following UKSPF outputs and outcomes:

Outputs:
- Number of Economically inactive people engaging with keyworker support services;
- Number of People accessing mental and physical health support leading to employment;
- Number of People accessing basic skills;
- Number of People supported to engage in life skills;
- Number of People supported to participate in education.

Outcomes:
- People engaged in life skills support following interventions
- Number of people gaining qualifications, licences and skills
- Number of active or sustained participants in community groups as a result of support
- Number of people engaging with mainstream healthcare services
- Number of people in education/training following support
- Number of people in supported employment

Please see a description of the required evidence for outputs and outcomes in Appendix B - Outputs and Outcomes

4. Equalities, Welsh Language & Net Zero

All projects supported by the Key Fund should demonstrate how they deliver on the following key policy areas:

Equalities - Your project should 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 should be a key consideration. 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 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. All project funded communications with the public and project beneficiaries are required to be bilingual e.g. project funded websites, social media, leaflets etc. Applicants 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. 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

5. What kind of costs can be supported?

The Key Fund will support revenue costs such as the following:
- training costs
- one-off events
- consultancy costs relating to training
- staff costs related to the project
- communication costs relating to the project
- transport costs relating to the project
- running costs related to the project
- volunteer expenses

- costs for delivering your project bilingually such as translation costs and bilingual trainer costs

A list of ineliegible costs is inlcuded in [Appendix C - Ineligible Expenditure](#).

6. Grant Rate and Value

The Key Fund can support up to 100% of eligible costs. Given the relatively short timescale of UKSPF delivery, match funding is optional i.e not mandatory. The Key Fund will accommodate as much flexibility as possible with regards to the value of grant requested, however it must be noted that the requests must be:

- ✓ reasonable in relation to the delivery timescale;
- ✓ proportionate to the outputs and outcomes to be achieved and
- ✓ realisitc in terms of the level of support required by the end beneficaries.

7. Who can apply?

The following types of organisations may apply for funds, however, all applicants must have a track record of operating in Denbighshire:
- Constituted voluntary or community organisations
- Registered charities
- Constituted groups or clubs
- Not-for-profit companies or Community Interest Companies (social enterprises)
- Schools (as long as your project involves and benefits the local community)
- Statutory body (including town, parish and community council)
- Public sector bodies

Applications can be made by a consortium of organisations. Where this is the case a lead partner will need to be identified in the project's proposal/application form.

Individuals cannot propose projects to the Key Fund. Commercial businesses cannot propose projects to the Key Fund however, eligible applicants may procure commercial businesses to deliver one or more elements of their projects. All applicant organisations must have a constitution and bank account as a minimum and have robust financial and delivery procedures to deliver in a manner compliant with UKSPF requirements. See Appendix D – Financial Compliance for details of this.

8. How do I apply?

Expression an Interest (Optional)
Complete an **Expression of Interest** form online on the Cadwyn Clwyd Portal by clicking this link here https://submit.link/2x2 if you wish to have an initial discussion

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with one of Cadwyn Clwyd's Officers about your proposed project **BEFORE you make a full application.**

Apply for Key Funding
Complete an **Application** form online on the Cadwyn Clwyd Portal by clicking this link here https://submit.link/2xF to make a full application.

9. Timescales

Dates for the Key Fund are as below:

Application Window Opens	**Monday 15/04/2024**
Closing Date for Applications	**Friday 31/05/2024**
Delivery Completion by	**Friday 29/11/2024**
Grant claims to be submitted by	**Monday 02/12/2024***

*All projects must be delivered, with all grant claims for costs incurred submitted to Cadwyn Clwyd by no later than **FRIDAY 29TH NOVEMBER 2024**. Applicants may incur retrospective costs and make a claim from the Key Fund after the closing date however this will be at their own risk.

10. Further Information

For further information contact Cadwyn Clwyd:

admin@cadwynclwyd.co.uk
01490 340500

Cadwyn Clwyd Privacy Statement

Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework. You can view our privacy policy here
http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf

Appendix A – List of Contacts for WD and SPF Projects.

Digital Confidence Denbighshire	
Project Lead: Cwmpas	**Contact: David Madge** dcdenbighshire@cwmpas.coop **Tel:** 0300 111 5050
This project will offer direct digital inclusion support to individuals. Support will take the form of digital inclusion advice and training and provide suitable devices to individuals depending on their needs. Support will be provided in a variety of ways, including: • One-on-one digital inclusion assistance within the community. • Training sessions at community venues, featuring drop-in support and courses to enhance digital inclusion skills. • Grants or vouchers for equipment and/or data. • Directing individuals to relevant employability and further education services.	

Llwybrau	
Project Lead: Denbighshire County Council	**Contact: Vona Law** **vona.law@denbighshire.gov.uk** **Tel: 01824 708032**
The Llwybrau project will provide support to approximately 420 young people per academic year in Denbighshire to reduce their risk of disengagement, provide support to re-engage in education, or to move into employment or training at the end of year 11. The overall aim is to tackle one of the causes of long term poverty. Llwybrau offers two main strands to support vulnerable young people: • Education Engagement Officers. • Counsellors, who will offer additional services to target mental health, particularly in boys	

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North East Wales Heritage Skills Partnership

Project Lead: The Little Learning Company	Contact: Michelle Wright michelle@thelittlelearningcompany.co.uk Tel: 07745 665573

This heritage and skills project will support and protect heritage crafts, construction, and engineering through the creation of training and knowledge sharing opportunities across sites in Denbighshire, putting North Wales at the forefront of heritage skills delivery. The project will:

- increase the training capacity within the sector
- create and facilitate knowledge sharing opportunities to support the existing heritage skills network
- develop and deliver new opportunities for people aged 16+ to join the sector
- create a number of progression opportunities for people to progress to FE, HE, or employment
- help to address the heritage skills shortage
- align heritage skills provision to mainstream funding
- provide new opportunities to increase their numeracy skills

Tourism TALENT Pathfinder

Project Lead: Coleg Llandrillo (Grwp Llandrillo Menai). This project covers more than one local authority.	Contact: Claire Jones, Project Manager claire.jones@gllm.ac.uk 07821657022

The project aims to address the challenges facing the tourism and hospitality sector in North Wales, particularly the lack of interest and awareness among young people as evidenced by declining enrolment in related courses and low recruitment rates. The Tourism TALENT Pathfinder seeks to change perceptions of the sector and create a pipeline of students by raising awareness of career opportunities through various initiatives, including career guides, activity programs, and work experience opportunities.

The Pathfinder initiative will set the stage for the Tourism TALENT Network (North Wales Growth Deal) to combat recruitment challenges, change negative perceptions, and highlight career paths in tourism. Through stakeholder collaboration and community investment, the TTN project will drive innovation and growth in the sector while tackling workforce recruitment and retention issues.

Website - tourismtalentpathfinder.gllm.ac.uk

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WorkingSense	
Project lead: Centre of Sign-Sight-Sound. This project covers more than one local authority.	**Contact: Clare Lewis (Project Manager)** **workingsense@signsightsound.org.uk** **07435967326 / 01492 530013**
Working Sense is a project that will enhance the employability of people over 25 with a disability, by providing specialist support to enable the target group to enter/re-enter and remain in employment or move closer towards employment, using a holistic one to one approach utilising our designated project staff.	

Working Denbighshire (WD) Strategic Programme	
Project lead: Denbighshire County Council	**Contact: Melanie Evans** **Melanie.a.evans@denbighshire.gov.uk** **01824 712870**
Working Denbighshire aims to tackle poverty by supporting Denbighshire residents into education, employment and training. The programme provides a simplified and streamlined route for all residents to access support and ensure allocation to projects with expertise relevant to their particular needs. Related website: Working Denbighshire	

Numeracy for Living	
Project lead:Grŵp Llandrillo Menai	**Contact: Alex Carter** **carter1a@gllm.ac.uk** **01745 828 100 x 1973** **07842 438 447**
Grŵp Llandrillo Menai will work with the local authorities within its catchment area (Anglesey, Gwynedd, Conwy, Denbighshire), to promote adult numeracy in a wide range of community and work-based locations to support the population of those counties to improve their numeracy skills in a context that they can relate to. Grŵp Llandrillo Menai propose that in addition to community provision, one to one provision and support is offered on a local level that will enable a blended approach to be adopted where individuals can access face to face drop-in sessions along with planned support and teaching sessions in various community locations across counties. Related website: Numeracy for Living - Multiply: Free Courses for Adults (external website)	

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DVSC Multiply Key Fund	
Project lead: DVSC	**Contact: Janet Halliwell** **janet@dvsc.co.uk** **07376 124575**

DVSC is looking to fund short-term projects which increase the numeracy confidence and abilities of adults aged 19+ across Denbighshire.
    • £20K-£50K revenue grants available
    • Part of the UK Shared Prosperity Fund	

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Appendix B - Outputs and Outcomes

Your project will need to deliver against the following outputs and outcomes:

Output	Unit of Measurement	Definition
Number of economically inactive people engaging with keyworker support services	Number of people	Number of economically inactive people engaging with keyworker support services. - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. - Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention. - Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.
Number of people accessing mental and physical health support leading to employment	Number of people	People that accessed mental and physical health support, that report improvements in health as being a contributor to helping them enter employment. Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: -Employees (permanent and temporary workers,

		the latter including those on fixed period contracts, agency temping etc.) -Self-employed persons. -People on government-supported training programmes, engaging in any form of work, work experience or work-related training. -Persons on maternity or paternity leave. Entering employment means that the individual should not have been in employment prior to the intervention (i.e. they were economically inactive or unemployed).
Number of people supported to access basic skills courses	Number of people	Number of people receiving support to attend courses aimed at improving their basic skills. - Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).
Number of people supported to engage in life skills	Number of people	Number of people supported to engage in life skills. - Life skills support is additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, Maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.

Outcomes	Number of people	Definitions
People engaged in life skills support following interventions	Number of people	Number of people engaged in life skills support following interventions. - Life skills support is defined as additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.

People engaged in life skills support following interventions	Number of people	Number of people engaged in life skills support following interventions. - Life skills support is defined as additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.
Number of people gaining qualifications, licences and skills	Number of people	The number of people gaining qualifications or licences (e.g. vocational licences).
Number of active or sustained participants in community groups as a result of support	Number of participants	The number of people actively participating in community groups over a sustained period. - Active participation means attending 50% or more sessions in a minimum period of no less than three months. - Community group means a self-governing and not for profit group or organisation which works for the benefit of the public.
Number of people engaging with mainstream healthcare services	Number of people	Number of people undergoing any type of NHS treatment.
Number of people in education/training following support	Number of people	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.
Number of people in supported employment	Number of people	The number of people who have received UKSPF funded in-work support that enables them to remain in work and develop or progress in work. This might take a variety of forms including training, skills and support with access to work (such as reasonable adjustments) and / or work-related costs such as equipment, childcare or transport.

Appendix C - Ineligible Expenditure

The following items are deemed ineligible:

- Using the Grant to pay 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.
- Using the Grant to pay expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy.
- Using the Grant to pay reclaim VAT from HMRC.
- Using the Grant to pay for activities of a political or exclusively religious nature.
- Using the Grant to pay for items not approved by the Scoring Panel
- Using the Grant to pay for cash purchases.
- Using the Grant to pay for 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
- Acquisition or improvement of Assets by the Grant Recipient (unless the Grant is explicitly for capital use) 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.

Grant Award

The Key fund applicant will incur project costs and reclaim the agreed amounts from Cadwyn Clwyd using a provided Grant Claim Form. (***If the applicant canot cover the amount up fornt 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.

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 seek advice from the project officer before starting any procurement.

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 funidng they will be required to advertise through the www.sell2wales.gov.wales portal (Officer support and assistance will be available if required).

This section only applies to Social Enterprises, CIC's or and Community Groups that are trading.

Subsidy Control Rules

The support provided by the Denbighshire People and Skills Key fund is not intended to support commercial entities or activities. We would not expect Key Fund supported projects to be regarded as an economic activity as they are not being carried out for a purpose that is economic. As the Key Fund and its supported projects is not carrying out economic activity, then it is not an 'Enterprise' and no subsidy will arise. Supported projects are therefore unlikely to have the ability to distort the local labour market or potentially have an effect on national or international trade, investment or competition.

However, in the event that the proposed project could be classed as a subsidy, then the following subsidy control rules would apply.

Where applicable, grant funding which constitute a subsidy must comply with the UK's international Subsidy Control commitments. More information can be found here: Guidance on the UK's international subsidy control commitments - GOV.UK (www.gov.uk)

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 subsidies 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 have received within the specified timescale, to ensure they do not breach the subsidy control rules. NB. MFA not only classifies grants as funding 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 aid monitoring 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 will also keep a record of all funding awards.