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UK Government



Denbighshire People and Skills Key Fund for 2025/2026

A UK Shared Prosperity Fund project supporting Denbighshire post 16 economically inactive and Key Stage 4 pupils to gain skills and enable them to access employment.

Guidance Notes

25th June 2025

Denbighshire People and Skills Key Fund for 2025/2026

Guidance Notes

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1. What is People and Skills

People and Skills is one of UK Shared Prosperity Funds (UKSPF) 3 top priorities broken down into Employability and Skills themes and more detailed sub-themes, as shown in the schematic below.

Figure 1 UKSPF Key Themes and Sub-themes



Source Paragraph 6: [UK Shared Prosperity Fund 2025-26: Technical note - GOV.UK](#)

2. What is the People and Skills Key Fund

Denbighshire County Council (DCC) has ringfenced £384,500.00 of it's 2025 UKSPF funding, to operate a People and Skills Key Fund (PSKF). This PSKF is to provide a funding source to attract and secure local projects that will align and deliver against this specific priority.

From DCC's perspective, this Key Fund aligns with it's mission to support provision of quality employability support (see [Figure 1](#)). The Key Fund has been intentionally designed to support **economically inactive residents of Denbighshire and also Key Stage 4 pupils in Denbighshire secondary schools**, to help them gain the necessary skills they need to access employment and fulfil their potential, both personally and professionally.

Figure 2 DCC's Strategic Priority 2 detailed within Denbighshire's Economic Strategy and Action Plan 2025-2035

Strategic Priority 2: Skilled and Enterprising: To deliver a more prosperous Denbighshire and to drive productivity gains, we must improve our skills base so that local people can access employment opportunities created by our increasingly



knowledge-intensive businesses. We must also boost levels of entrepreneurship across the County and encourage our residents to start and growth their own businesses here.

3. Summary Brief for PSKF Projects

The PSKF will provide support for approved projects that deliver against the People and Skills priorities, Outputs and Outcomes that are in scope from the [UKSPF Indicators 25-26 .xlsx](#). These are shown below.

Figure 3 PSKF Priority

Priority	Theme	Sub-themes
People and Skills	Employability	Supporting people to progress towards and into employment
		Support for young people who are at risk of becoming NEET
	Skills	Employment related skills

Figure 4 PSKF Outputs

Output Code	Output Indicator for Reporting	Unit of Measurement	Definition
OP12	Number of local events or activities supported	Number of events/activities	Details of events and activities supported; date, location, event/activity name and description.
OP14	Number of economically inactive people engaging with keyworker support services	Number of people	Surname, First part of postcode; Name of service.
OP17	Number of people reached	Number of people	Surname; First part of postcode; method and measurement used for reaching people. NB. THE 'REACHED' PEOPLE (BENEFICIARIES) CANNOT BE THE SAME AS THOSE SUPPORTED LAST YEAR - THEY MUST BE NEW TO PSKF.
See Appendix A – Evidence Required for details of the evidence that will be required from your project.			



Figure 5 PSKF Outcomes

Outcome Code	Outcome Indicator for Reporting	Unit of Measurement	Definition
OC19	Number of community-led arts, cultural, heritage and creative programmes as a result of support	Number of programmes	Location (including postcode); Name of event; Description of Event; Type of support provided
OC26	Number of people reporting increased employability through development of interpersonal skills funded by UKSPF	Number of people	The number of people who have been supported by UKSPF funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.
See Appendix A – Evidence Required for details of evidence required.			

4. How to get Advice and Apply

The first point of contact for anyone interested in making an application for this Key Fund is to speak with the People and Skills Key Fund Project Officer.

Email: dawn.johnson@cadwynclwyd.co.uk

Tel: 07931 305 756 / 01490 340500

The Project Officer will be able to:

- Provide information about the Key Fund
- Answer any questions you may have
- Check your eligibility
- Discuss your project idea
- Assist you with completing an application
- Provide support throughout your project's lifecycle

5. Who Can Apply

The following types of organisation may apply for funds, however, all applicants **must have** a track record of operating in Denbighshire:

- Constituted voluntary or community organisation



- 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

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

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.

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](#)). 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.

6. What you will need to Apply

All applicant organisations must have and will be asked to evidence the following as part of the application process:

- A Constitution
- An up to date Organisational Structure
- An Equal Opportunities Policy
- A Welsh Language Policy
- Previous 3 months of banks statements in your Organisation's name



- Your last available set of Accounts
- robust financial and delivery procedures to deliver in a manner compliant with UKSPF requirements. See [Appendix C – Financial Compliance](#) for details of this.

7. 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>

8. What kind of costs can be supported

The Key Fund will support revenue costs such as the following:

- training costs (including BSL trainer costs)
- one-off events



- consultancy costs relating i.e. contractors commissioned to provide a service to you and invoice you for that service.
- staff costs related to the project i.e. **for those staff that have a current contract of employment with you and are paid under PAYE**, Employers NI, Employers Pension and gross salary cost
- communication costs relating to the project
- transport costs relating to the project
- running costs relating to the project
- volunteer expenses
- costs for delivering your project bilingually such as translation costs and bilingual trainer costs

A list of ineligible costs is included in [Appendix B - Ineligible Expenditure](#).

9. Grant Rate and Value

The Key Fund can support up to 100% of eligible costs. Given the relatively short timescale of this UKSPF delivery, match funding is optional 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
- ✓ realistic in terms of the level of support required by the end beneficiaries.

10. How to apply

To start your application complete an **Application Form** online on Cadwyn Clwyd's Portal by clicking this link [People and Skills Key Fund](#).

Timescales

Dates for the Key Fund are as below:

Application Window Opens	Tuesday 27/05/2025
Closing Date for Applications	Friday 10/07/2025
Project Delivery starting from	Monday 21/07/2025
Project Delivery completing by	Friday 27/02/2026
Initial Grant Claim Event	Optional 30% at Project Startup
Interim Grant Claim Events	End of August 2025¹ End of October 2025 End of December 2025
Final Grant claim to be submitted by	Friday 27/02/2026²

¹ Backdated costs for your Project, going back to 01/04/2025 may be re-imbursed but this will need to be discussed with the Project Officer before claiming.

² All projects must have delivered, with all grant claims for costs incurred submitted to Cadwyn Clwyd by no later than **FRIDAY 27TH FEBRUARY 2026**. 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.



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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 – Evidence Required

Output OP12

		Funded by UK Government					
Denbighshire People and Skills Key Fund for 2025/2026 Evidence for OP12 - Number of local events or activities supported							
Organisation Name:							
Project Name:							
	Date	Name of Event	Location	List of Activities Undertaken	Description		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total							

Output OP14

Denbighshire People and Skills Key Fund for 2025/2026 Evidence for OP14 Number of economically inactive people engaging with keyworker support services				
Organisation Name:				
Project Name:				
	Surname	First Part of Postcode	Name of Event/Activity/Service	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Etc.				
Total				



Output OP17

Funded by UK Government					
Denbighshire People and Skills Key Fund for 2025/2026 Evidence for OP17 Number of people reached					
Organisation Name:					
Project Name:					
	Surname	First Part of Postcode	Method used to reach this person	Measurement used to reach this person	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Etc.					
Total					

Outcome OC19

Funded by UK Government					
Denbighshire People and Skills Key Fund for 2025/2026 Evidence for OC19 Number of community-led arts, cultural, heritage and creative programmes as a result of support					
Organisation Name:					
Project Name:					
	Date	Name of Event	Location	Type of Support Provided	Description
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Etc.					
Total					



Outcome OC26

	Funded by UK Government				 CADWYN CLWYD
Denbighshire People and Skills Key Fund for 2025/2026 Evidence for OC26 Number of people reporting increased employability through development of interpersonal skills funded by UKSPF					
Organisation Name:					
Project Name:					
	Surname	First Part of Postcode	Details of Skills Support Received		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Etc.					
Total					



Appendix B - 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.
- Using the Grant to pay for stock or raw materials

Other examples of expenditure which are prohibited include the following:

- Cash purchases, **unless pre-agreed with the Project Officer**
- 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.



Appendix C – Financial Compliance

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 cannot cover the amount up front please discuss this with the projects officer and other options can be considered)***. If successful, you will be offered an option to receive 30% of your grant award upfront at Project Startup, which will be defrayed at the end of February Final Claim Event.

Claim forms 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)/Receipts:** showing 100% of the costs claimed for. Copies of invoices or receipts must be made out to the organisation making a claim. 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 they are in line with the project's 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, achievement certificates, evidence of events, press releases, case studies, PR undertaken etc.
5. **Written Progress Report:** you will need to complete a Progress Report at regular intervals. 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 and Outcomes Evidence:** you will need to provide Outputs Evidence. A template to use for this 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 as well as open and transparent procurement of goods and services. Projects must adhere to the following requirements for procuring goods and services:

It is highly recommended that you seek assistance from the project officer before undertaking any procurement exercise. If not done correctly it could lead to you not receiving the grant.

Final Value of Goods/Services (excluding VAT)	Procurement Requirements ¹ *Documented evidence to be kept on file
£0 - £2,499	One written quote ¹
£2,500 - £24,999	Three written quotes ¹
£25,000+	Formal Tender process ¹ For projects which receive more than 50% SPF/Public funding they will be required to advertise through the www.sell2wales.gov.wales portal (Project Officer support will be available if required).

If one or more of your quotes are from a conflicting party i.e. family member or another business you have an interest in, there is a separate process that will need to be followed for collating quotes and you must contact the Project Officer prior to requesting quotes for further guidance.

Subsidy Control Rules:

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 \(www.gov.uk\)](https://www.gov.uk/guidance/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 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

¹ Documented evidence to be kept on file.



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.