



Asiantaeth Datblygu Gwledig
Rural Development Agency

Enterprise Renewal

A LEADER project providing mentoring and financial Support, helping enterprises innovate in Rural North-East Wales and recover from Covid-19

Due to the small-scale of the support available, this scheme is best suited to micro-businesses and new small business start-ups

Guidance Notes

English

Version: 1.2

January 2022



Enterprise Renewal

Guidance Notes

CONTENTS

	Page
1. What is Enterprise Renewal?	3
2. How to get Advice and Apply	3
3. Who Can Apply?	3
4. The Eligible Area	4
5. What Businessss Wales Support is Available?	5
6. What Grant Support is Available?	5
7. Completing an Expression of Interest Form (EOI)	7
8. Completing an Application Form	8
9. The Application Process	12
10. Terms & Conditions	12

Appendices

A. Elligible & Ineligible Wards	15
B. Completing a Claim Form for Payment	19

1. What is Enterprise Renewal?

The Enterprise Renewal scheme will directly support micro and small enterprises, in the rural areas of Denbighshire, Flintshire and Wrexham recover from the Covid-19 pandemic by providing a 50% grant, up to a maximum of £5,000 (total project spend is £10,000), towards costs relating to the introduction of new products or processes. As well as businesses, social and community enterprises will be able to apply. There will be a focus on supporting the introduction of innovative technologies and new ways of doing businesses. Lessons learned from enterprises' experiences in introducing the new products and processes will be collected and disseminated to inform the wider sector.

The project is funded through LEADER, an initiative to support rural development projects initiated at the local level to revitalise rural areas and create jobs. It is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD).

2. How to get Advice and Apply

The first point of call for anyone interested in the scheme is to speak with the **Enterprise Renewal Project Coordinator**.

Tel: 07921 787 668

Email: EnterpriseRenewal@barsbyassociates.com

They will be able to:

- Provide information about the Enterprise Renewal scheme
- Answer any questions you have
- Check your eligibility
- Discuss ideas you have for the new products and processes grant
- Assist you with completing an Expression of Interest Form (EOI)
- If your project is eligible, organise business support with a Business Wales advisor
- Assist successful applicants with completing the claim process for payment.

3. Who Can Apply?

Micro and small enterprises in the rural areas of Denbighshire, Flintshire and Wrexham will be able to apply. Due to the small-scale of the support available, this scheme is best suited to micro-businesses and new small business start-ups. As well as businesses, social and community enterprises will be able to apply.

- **A micro-business** has fewer than ten employees and either a turnover of up to €2 million or a balance sheet total of up to €2 million
- **A small business** has fewer than 50 employees and either a turnover of up to €10 million or a balance sheet total of up to €10 million
- **New business start-ups** that are no larger than a small business

Eligible applicant organisations include:

- Sole traders
- Partnerships
- Limited Companies
- Cooperatives
- Social Enterprises

Most manufacturing and service sectors are eligible. Agriculture, fisheries and forestry businesses and costs are not eligible. The processing of agricultural products to produce other agricultural products is not eligible. Road freight transport businesses and costs are also not eligible. The marketing of agriculture, fisheries, forestry 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.

Guidance on alternative funding streams for agricultural businesses can be obtained from Farming Connect (08456 000 813), and further advice will be provided by the Enterprise Renewal Project Coordinator.

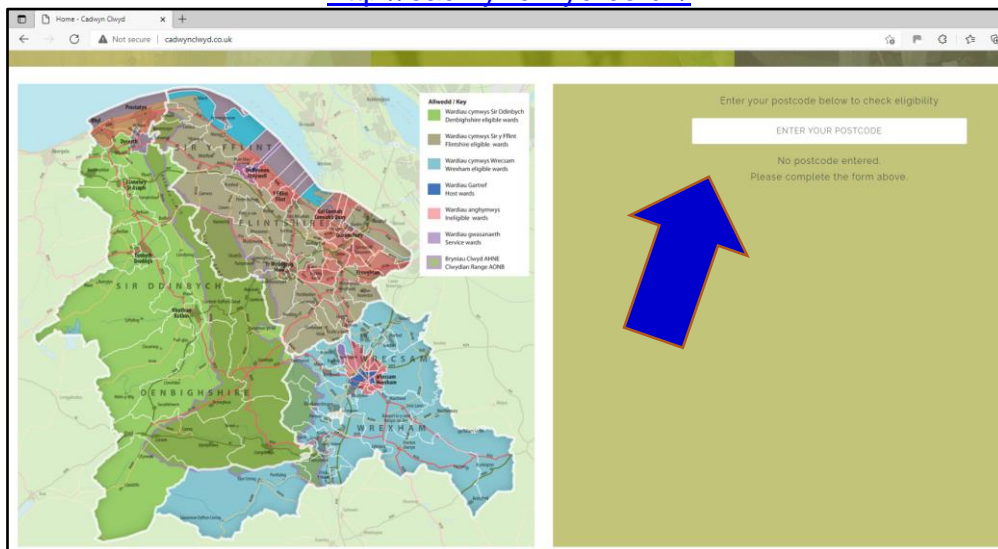
Each applicant organisation can have no more than one approved project through this scheme.

4. The Eligible Area

Enterprises must have an operating address based within an eligible electoral ward in the Enterprise Renewal project areas of **rural Denbighshire, Flintshire or Wrexham**. These eligible areas have been set by the Welsh Government.

The Cadwyn Clwyd website homepage has a useful postcode eligibility checker. It is located two-thirds down the page, on the right-hand side. Postcodes need to be entered without any spaces (for example, LL210AH):

<http://cadwynclwyd.co.uk/>



*Please note Dyserth, Holywell Central, Holywell East, Holywell West and Cefn electoral ward postcodes may show up ineligible as Service Centre wards, but they are in fact eligible to this Enterprise Renewal scheme.

Further details of eligible and ineligible wards in each of the county areas can be found in Appendix A.

5. What Business Wales Support is Available?

Eligible enterprises interested in participating in the scheme, who are eligible and have had their EOI approved, will be referred to a Business Wales Advisor who will support applicants to complete a Business Plan and Cash Flow Forecast to support their application. This will be organised by the Enterprise Renewal Project Coordinator.

Business Wales provides tailored support to start-up, micro and small and medium sized businesses in Wales. The service can provide tailored support packages including access to general and specialist advisers, workshops & webinars, online tools and mentors. In addition to working with you on a business diagnostic and action plan, Business Wales advisers can also provide targeted financial advice and help you access other relevant support. To find out more, visit www.businesswales.gov.wales.

6. What Grant Support is Available?

Participants will be able to complete an application form for a 50% grant, up to a maximum application value of £10,000 grant funds (which would be £5,000 grant funds and £5,000 applicant cash match funding) towards costs relating to the introduction of new products or processes. The minimum application value is £2,000 (which would be £1,000 grant funds and £1,000 applicant cash match funding).

What Costs are Eligible?

- **Costs that enable enterprises to introduce new processes.** For example, costs for the purchase of equipment that allows the enterprise to switch packaging to a more environmentally sustainable alternative. It could also include software for inventory management, or payment for services to develop new e-commerce processes for making bookings, or for buying products or services.
- **Costs for an enterprise to develop and produce new products.** For example, this could include purchase, hire or lease costs for equipment and machinery to design or produce new products.

A key priority for the project is supporting enterprises introduce new products and/or new processes that the enterprise has not delivered before. There will be a focus on supporting the introduction of innovative technologies and new ways of doing businesses. Innovative proposals in grant applications will score highly in the application appraisal process. New processes can improve productivity, increase turnover, profitability and market share, by making the business more competitive. Qualifying projects would typically include expansion, diversification and modernisation of an existing business. Expenditure could be new investment in assets, such as equipment, in the development of a marketing strategy, or implementation of IT technology to enhance existing business.

All eligible costs must relate to the introduction of new products or processes. Example eligible costs may include:

- Purchase or lease / hire of new machinery and equipment
- Purchase of second-hand machinery and equipment, provided the following conditions are met:
 - The purchase cost must not exceed its current market value, taking into account its age and condition
 - The cost must not exceed the price of similar new equipment

- The seller must provide a written declaration (an e-mail or short note will suffice) confirming that the equipment was not purchased with a contribution from UK or EU public grants
- Installation costs
- Professional fees for services
- Marketing strategies and / or marketing costs for new products or processes
- Digital, communication and information technology
- Computer and network hardware and / or software
- Broadband technology
- Website and App development
- Accounting / inventory / ordering systems
- Sustainable / renewable energy
- Waste minimisation and recycling projects
- Site improvements

Only 'Capital' items or works purchased with the grant funds that together have a total value of £10,000.00 or less is eligible (including non-recoverable VAT).

What Costs are Ineligible?

The following items are **not eligible**:

- the purchase of trading stock; land or buildings
- the purchase of cars, vans, motorcycles, bicycles and any other form of personal transport (for whatever purpose)
- the purchase of vehicles for external transportation (such as lorries, buses, vans, minibuses or any other kind of vehicle used to transport goods or people)
- any physical site work or other expenditure incurred before the project start date without prior written approval from the grantor
- temporary works not **directly** related to the execution of the project
- maintenance costs for existing buildings, plant or equipment
- like for like replacement
- costs connected with a leasing contract such as the lessor's margin, interest financing costs, overheads and insurance charges
- costs of arranging loans, VAT and other taxes recoverable by the beneficiary, administrative and staff costs or compensation paid to third parties for expropriation, etc.
- overheads allocated or apportioned at rates materially in excess of rates for similar costs incurred by other comparable delivery mechanisms
- notional expenditure
- payments for activity of a political nature
- depreciation, amortisation and impairment of assets purchased with the help of a European grant
- provisions
- contingent liabilities
- contingencies
- dividends to shareholders
- interest charges (unless under an approved State Aid scheme)
- service charges arising on finance leases, hire purchase and credit arrangements
- costs resulting from the deferral of payments to creditors
- costs involved in winding up a commercial company
- payments for unfunded pensions
- compensation for loss of office
- bad debts arising from loans to employees, proprietors, partners directors, guarantors, shareholders or a person connected with any of these

- payments for gifts and donations
- personal entertainments (including alcohol)
- statutory fines and penalties
- criminal fines and damages
- legal expenses in respect of litigation
- reclaimable VAT
- Officer costs for third-party organisations
- Any expenditure that has duplicate funding provided by a third party, which is for the same purpose for which an application to Enterprise Renewal is made, but has not been declared to Cadwyn Clwyd

Capital items or works purchased with the grant funds that together have a total value more than £10,000.00 are ineligible (including non-recoverable VAT). This £10,000.00 value relates to the total cost of these items, even if the grant would be paying a contribution less than this value towards the total cost.

Agriculture, fisheries and forestry businesses and costs are not eligible. The processing of agricultural products to produce other agricultural products is not eligible. Road freight transport businesses and costs are also not eligible. The marketing of agriculture, fisheries, forestry 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 grant cannot be used to refinance company liabilities.

These schemes are geared to create or safeguard employment opportunities, therefore, should a successful project lose jobs as a result of assistance, the grant may be reduced or recovered.

Advice must be sought from the Enterprise Renewal Project Coordinator where there is uncertainty.

Match Funding

The applicant is required to provide a minimum of 50% cash match funding towards the costs in their grant application. In the application form, the applicant will need to show how this 50% match funding is being financed. In-kind contributions are not eligible.

The cash match funding contribution to be provided to the project cannot contain any funds that include or have already been used to attract EU funding.

Match funding could come from an applicant's own resources, or from other private sector finance (banks etc). Advice on eligible match funding can be sought from the Enterprise Renewal Project Coordinator.

7. Completing an Expression of Interest Form (EOI)

Expression of Interest Forms are available electronically from the Enterprise Renewal Coordinator, who will provide advice prior to the form being completed and returned. All forms and guidance notes are available in Welsh. The white boxes in the form should be completed as thoroughly as possible and can be expanded to allow for more information. Only one EOI is allowed at a time per enterprise. Approved Expression of Interest Forms will proceed to the next stage and a

referral to Business Wales will be organised to provide business guidance and assist with the next stage of the application process.

8. Completing an Application Form

Application forms are available from the Enterprise Renewal Project Coordinator. Advice must be sought from Enterprise Renewal Project Coordinator before an application form is completed. All forms and guidance notes are available in Welsh. The application form is to be completed electronically. The white boxes in the application form should be filled in as thoroughly as possible. Boxes can be expanded to allow more information to be included. Only one application will be accepted per business or group of businesses. Applications must be developed with a Business Wales Adviser and then submitted by the business owner and not agents acting on their behalf, however, this does not mean that applicants cannot access support to help with completion of the form.

To Apply:

- Applicants must initially submit an Expression of Interest (EOI) and have this approved
- Application Forms must be accompanied by a viable 12-month business plan
- Provide a 12-month cashflow forecasts (this should be presented in a monthly format and not annualised)
- Be able to demonstrate a minimum of 50% match funding for the application value
- Have access to business bank account for the business applying for the grant.

Completing the Application Form:

Section 1: Applicant Details

Here the applicant should include the business name and contact details. The business address must be in the eligible rural area for the grant. An indication should be made to which is the preferred correspondence address. The applicant should have the authority to submit the application on behalf of the listed business. Each named business can only apply once.

Customer Reference Number (CRN)

The applicant will be required to hold a Welsh Government Customer Reference Number (CRN) before proceeding. All organisations that receive payments from the Welsh Government need to have one. If you do not already have one, you can generate one by creating a sign in on Rural Payments Wales (RPW) Online:

<https://gov.wales/login-rural-payments-wales-rpw-online>

- a) Green Tab 'sign in' to RPW Online
- b) Then 'Create sign in details'
- c) All questions need to be answered, e.g. why do you need CRN? – 'Rural Development Programme LEADER funds recipient'
- d) A CRN will be provisionally generated at this point. Keep a record of this number for your organisation
- e) But a BACS form will also need to be printed, signed and posted to the Welsh Government Caernarfon Office. Please ensure that this step is completed even though you are claiming via Cadwyn Clwyd. Failure to complete this stage will result in a delay to your grant payment
- f) You should receive a letter to confirm the CRN has been activated. If you have not received this, you will need to follow this up by contacting the Welsh Government Caernarfon Office
- g) Applicants can contact RPW Contact Centre on 0300 062 5004 if they have problems

- h) Welsh Government notify you of any queries regarding your CRN application via your Rural Payments Wales (RPW) online account. Please check messages and address queries you receive from Welsh Government promptly to avoid delays in receiving your grant payment

<https://gov.wales/sites/default/files/publications/2020-01/rpw-online-how-to-register.pdf>

Section 2: Business Details

In this section we ask for a few paragraphs detailing what your business does and its history. When the business was begun should be clearly listed. One box should be checked to indicate how your business is constituted. The sum of the number of full time and part-time employees should equal the total number of employees. Please note, the application also needs to be accompanied by additional supporting documents: accounts for the last year and a cashflow forecast for the next year.

Section 3: Key Business Financial Information

The key financial information from the last three years should be detailed here. If the business has been operating for fewer than three years, then the details for the years it has been trading should be provided.

Section 4: Project Details

The project cannot have already begun before the application has been submitted or approved. The items for which the grant is sought cannot have already been purchased. Retrospective funding cannot be awarded. The project end date cannot be later than 31st December 2022. By this date the project must be completed. This includes the time for the completion of the claim form and submission to Cadwyn Clwyd for payment.

The applicant should detail what new products and / or processes would be introduced as a result of this grant. The more innovative a project, the higher it will score in the application appraisal process. The new products and / or processes should be new activities for the business.

What the items to be purchased with the grant are should be clearly detailed and it should be explained how these items will allow the business to introduce the new products and/or processes.

In the application form, the business is encouraged to show that without grant assistance the project would not go ahead, would be on a much smaller scale, or would go elsewhere.

Section 5: Project Finance

Here the items to be purchased should be detailed, together with the quote prices for them. For items less than £4,999, 1 quote is needed; for items more than £4,999, 3 quotes are required. Copies of the quotes for each item need to be provided with the application form. Figures should exclude VAT if you are VAT registered.

Keep the application and claim process simple by doing the following:

- Only include up to 10 items / transactions in the application form
- Do not include staffing / salary costs or any associated staff costs (e.g. mileage, subsistence etc.)
- Do not include trading stock costs or costs for consumables in your application
- No apportioned items
- Pay each invoice separately so that the defrayment can easily be matched up on your bank statement
- Avoid paying for items included in the grant in the same payment as other items for your company (or you will be required to provide invoices and evidence relating to every purchase within that payment)

- Expenditure incurred prior to your application being approved by Cadwyn Clwyd will be rejected and you will not receive 50% of the value of that purchase

All successful projects must have been completed and claimed no later than 31st December 2022

Please see Appendix B for full details on how to complete a claim form for payment.

Match funding

You will be required to purchase the approved items and then provide evidence that you have paid 100% of the item price, then upon claiming you will receive 50% of the item value back from Cadwyn Clwyd.

Section 6: European Funding Industrial De-Minimis Aid Rules

Industrial De-Minimis Aid Rules

All grants are classed as Industrial de minimis Aid, in compliance with [Commission Regulation \(EU\) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid](#).

The applicant must detail in their application form all de minimis and 'Small Amounts of Funding Exemption' (SAFE) funding received during their current and previous two fiscal years. **The applicant is responsible for ensuring that the total de minimis aid and SAFE support awarded to the enterprise does not exceed a total ceiling of €200,000 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 de-minimis rule. De minimis aid includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc. All other de minimis aid and 'Small Amounts of Funding Exemption' (SAFE) support must be included. Other names under which SAFE Support has been awarded include:

- 'Special Drawing Rights' (SDR);
- 'Small Amounts of Financial Assistance' (SAFA);
- 'Minimal Financial Assistance' (MiFA); and
- UK de minimis.

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 de minimis aid. Records of aid received under de minimis 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.

Section 7: Application Submission Checklist

Application submissions will not be accepted without the following documents:

- ☐ Signed application form
- ☐ Copies of quotes for each item towards which the grant is sought
- ☐ Evidence of offers of financial support – match funding evidence (if applicable)
- ☐ Welsh Government Customer Reference Number (CRN) confirmation
- ☐ Business Plan
- ☐ Business financial accounts for the last year
- ☐ Cashflow forecast for the next year

Section 8: Declaration

The application should be dated and signed. Electronic signatures are accepted.

In signing and submitting this application the applicant confirms and declares:

- I have the authority to submit this application on behalf of the named applicant enterprise.
- I declare that all the information given on the form is correct and that giving a false declaration may result in action by Cadwyn Clwyd against the signatory for recovery of the grant plus related costs, charges and expenses.
- I have read and understood the terms and conditions and I confirm that I have not started the project and no expenditure has been committed or defrayed on it.
- I understand that if I give information that is knowingly incorrect or incomplete, the grant will be reclaimed, and action may be taken against me.
- I declare that the cash match funding proposed for the project does not contain any funds that include or have already been used to attract EU funding.
- I agree to provide Cadwyn Clwyd with a written progress report 3-6 months after the grant award (if the application is successful).
- I agree for Cadwyn Clwyd to hold my details and all documentation relating to this grant for audit purposes until **31 December 2028.**
- I understand that items purchased with these grant funds must be used for the purpose described in the application form, and if they are disposed of within 5 years, grant funds may be reclaimed.

European funding Industrial De Minimis Aid Rules

- I understand that this grant is subject to Industrial De Minimis Aid rules and, if I receive funding, I will be in receipt of de minimis aid in compliance with [Commission Regulation \(EU\) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.](#)
- I understand that I must detail in this application form all de minimis/SAFE funding received during the current and previous two fiscal years, and I declare that these details are correct.
- I understand that where de minimis support is offered, I am responsible for ensuring that the de minimis threshold will not be breached. The applicant is responsible for ensuring that the total de minimis aid and 'Small Amounts of Funding Exemption' (SAFE) support awarded to the enterprise does not exceed a total ceiling of €200,000 in any three-year rolling fiscal period.
- I declare that the total public funding awarded to my enterprise (inclusive of this grant) does not and will not exceed a total ceiling of €200,000 in any three-year rolling fiscal period.
- I understand that I must ensure that any organisation receiving de minimis aid must keep a record of the de minimis aid and declare the amount to any aid awarding body who requests information on how much de minimis they have received.
- I understand I am required to submit details of the system in place to monitor de minimis aid.
- I understand that records of aid received under de minimis must be retained for 10 years.
- I acknowledge that if I fail to meet the eligibility requirements, or if the Industrial de minimis Aid rules are breached, I/We 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.

9. The Application Process

The business must be able to demonstrate viability through a business plan or business review. This process will be completed with a Business Wales representative. Completed application forms are technically appraised by Business Wales, before going to the Enterprise Renewal Steering Group and Grant Panel. Applications that pass this technical appraisal are considered by the Grant Panel, which decides whether or not to financially support a project.

Decisions on applications will be made based on the information provided in the application form, associated evidence provided and further due diligence checks. Applications are scored on the below criteria for the purposes of ranking applications.

	Criteria	Score
A	Innovation	/20
B	Economic benefit (including its contribution to jobs, growth and tackling poverty)	/20
C	Value for money	/20
	TOTAL	/60

Applications require a score of 36 or more to pass the threshold for approval

SCORE	CLASSIFICATION
17-20	Excellent – Proposal strongly and positively satisfies the criterion with a good level of substantiating information provided
13-16	Very Good – Proposal positively satisfies the criterion, but with minor reservations
9-12	Good – Proposal goes some way to positively satisfying the scoring criterion, but with some reservations
5-8	Weak – Proposal only weakly satisfies the scoring criterion, with reservations, and little evidence provided
1-4	Very Weak – Proposal provides very weak case against the scoring criterion, there are strong reservations and very little evidence is provided
0	Poor – Proposal does not satisfactorily address the scoring criterion in any way

The decision of the Grant Panel is final. If your application is unsuccessful, you will receive an email outlining the reason[s] for rejection. You can speak to a Business Wales adviser to consider alternate forms of finance to support you.

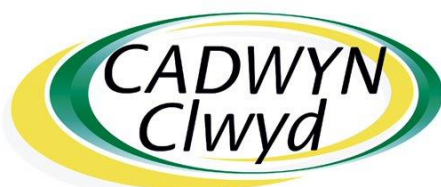
Successful applications will receive an Award Letter and Claim Form. You must respond to this offer within 14 working days, or the grant offer may be withdrawn.

The application process takes place in rounds, with deadlines set by the Enterprise Renewal Steering Group and Grant Panel.

10. Terms and Conditions

Branding and Publicity

This Enterprise Renewal Project is part of the Denbighshire LEADER project. It is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD). Cadwyn Clwyd is required to publicise the LEADER / EU / Welsh Government (WG) support received when communicating the project to beneficiaries and/or the general public. We will use the LEADER, WG and EU logos below and also the Cadwyn Clwyd logo.



*Asiantaeth Datblygu Gwledig
Rural Development Agency*



As part of Cadwyn Clwyd's requirement to publicise the LEADER / EU / WG 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
- Participate in Welsh Government and Wales Rural Network promotions and publicity about the project and 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 LEADER / EU / WG and Cadwyn Clwyd logos.
- Include the following text in communications:

“This project is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD)”

- Include the following hashtags in social media posts: #WALESRURALNETWORK #CADWYNCLWYD

For further assistance, contact Cadwyn Clwyd. For the full Rural Development Plan Publicity guidance see: [rural-development-programme-2014-to-2020-publicity-guidance.pdf \(gov.wales\)](#)

Welsh Language

Cadwyn Clwyd will communicate and promote the project, the grants awarded and its outcome in both Welsh and English in line with Cadwyn Clwyd's Welsh Language Policy. Grant recipients are encouraged to use the Welsh in their grant funded project and their wider business activities. Support is available on [Helo Blod | Helo Blod \(gov.wales\)](#). Helo Blod is a Welsh Government funded business support tool that provides a free-of-charge translation and advice service to help you use more Welsh in your business.

Monitoring and Evaluation

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

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> which explains how we safeguard your personal rights.

Appendices

Appendix A

Eligible Areas

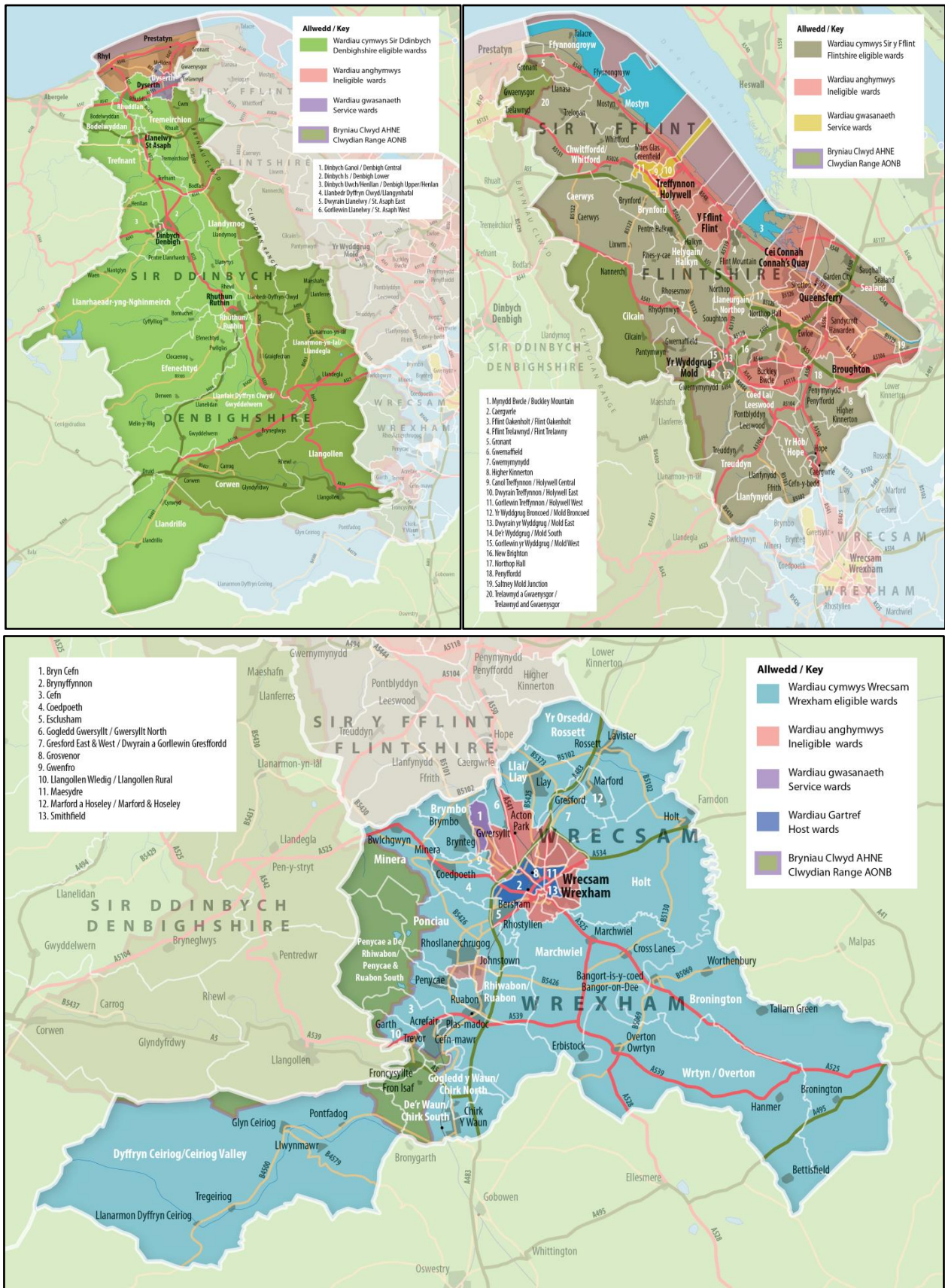
The following is a list of eligible wards in each County area:

Denbighshire	Flintshire	Wrexham
Bodelwyddan	Brynford	Bronington
Corwen	Buckley Mountain	Brymbo
Denbigh Central	Caergwrle	Bryn Cefn
Denbigh Lower	Caerwys	<i>Cefn*</i>
Denbigh Upper/Henllan	Cilcain	Chirk North
<i>Dyserth*</i>	Ffynnongroyw	Chirk South
Efenechtyd	Flint Oakenholt	Coedpoeth
Llanarmon-yn-Ial/Llandegla	Flint Trelawny	Dyffryn Ceiriog/Ceiriog Valley
Llanbedr Dyffryn Clwyd/Llangynhafal	Gronant	Esclusham
Llandrillo	Gwernaffield	Gresford East and West
Llandyrnog	Gwernymynydd	Gwenfro
Llanfair Dyffryn Clwyd/Gwyddelwern	Halkyn	Gwersyllt North
Llangollen	Higher Kinnerton	Holt
Llanrhaeadr-yng-Nghinmeirch	<i>Holywell Central*</i>	Llangollen Rural
Rhuddlan	<i>Holywell East*</i>	Llay
Ruthin	<i>Holywell West*</i>	Marchwiell
St. Asaph East	Hope	Marford and Hoseley
St. Asaph West	Leeswood	Minera
Trefnant	Llanfynydd	Overton
Tremeirchion	Mold Broncoed	Penycae & Ruabon Sth
	Mold East	Ponciau
	Mold South	Rossett
	Mold West	Ruabon
	Mostyn	
	New Brighton	
	Northop	
	Northop Hall	
	Penyffordd	
	Saltney Mold Junction	
	Sealand	
	Trelawnyd and Gwaenysgor	
	Treuddyn	
	Whitford	

Ineligible Areas

The following is a list of ineligible areas:

Denbighshire	Flintshire	Wrexham
Prestatyn Central	Argoed	Acton
Prestatyn East	Aston	Borras Park
Prestatyn Meliden	Bagillt East	Brynyffynnon
Prestatyn North	Bagillt West	Cartrefle
Prestatyn South West	North East Broughton	Erddig
Rhyl East	South Broughton	Garden Village
Rhyl South	Buckley Bistre West	Grosvenor
Rhyl South East	Bucley Pentrobin	Gwersyllt east
Rhyl South West	Connah's Quay Central	Gwersyllt West
Rhyl West	Connah's Quay Golftyn	Hermitage
	Connah's Quay South	Johnstown
	Connah's Quay Wepre	Little Acton
	Flint Castle	Maesydre
	Flint Coleshill	New Broughton
	Greenfield	Offa
	Hawarden	Pant
	Mancot	Plas Madoc
	Queensferry	Penycae
	Saltney Stonebridge	Queensway
	Shotton East	Rhosesni
	Shotton Higher	Smithfield
	Shotton West	Stansty
		Whitegate
		Wynnstay



Appendix B

Completing a Claim Form for Payment

You can complete a claim form once you've paid for / defrayed all items in your grant application using the grant form provided by Cadwyn Clwyd when your application was approved.

You will need to be aware of the following requirements when claiming from Cadwyn Clwyd:

- **VAT (Value Added Tax):** It is only irrecoverable VAT that can be claimed via EU funds. If the applicant organisation is able to recover VAT from HMRC, then they would not be able to include this in their claim to Cadwyn Clwyd and all costs claimed must be net of VAT. However, if the applicant organisation cannot recover VAT, they will be able to reclaim this from Cadwyn Clwyd, but they will need to provide a formal statement explaining why their organisation cannot recover VAT.
- **CRNs:** Every business / organisation claiming will need to clearly state on the Claim Form their CRN (Customer Reference Number) from the Welsh Government. Please see 'Completing the application' section in this guidance for details about getting a CRN.
- Invoices should be for 100% costs in the grant claim and not split or apportioned across other budgets within your business / organisation.
- Please note Cadwyn Clwyd will pay the approved intervention rate (50%) on the claim. If you claim less than the approved amount, then Cadwyn Clwyd will pay 50% of the claimed amount not 50% of the approved amount.
- Original invoices and bank statements will need to be retained by your business / organisation until at least 31st December 2028, or until Cadwyn Clwyd advises that they can be disposed of. This is to ensure that the original invoices are available to be viewed by auditors where required and to comply with EU document retention requirements.
- Only submit a single claim to Cadwyn Clwyd where possible and if your cash-flow allows. (Please discuss with the Enterprise Renewal Co-ordinator if this is not possible).

Evidence requirements when submitting a claim:

For each item purchased via the Enterprise Renewal Grant please provide the following:

1. **Copy of Paid Invoice(s):** showing 100% of the cost of the item being claimed. The invoice must be made out to your business or organisation. Invoices will be checked to verify they're in line with the approved project application. Cadwyn Clwyd will not consider items in your claim that are not listed in your approved application.
2. **Bank Statement(s):** to prove that your business / organisation has paid for the item / cost being claimed (defrayment). The name of your business / organisation, account number and sort code must be clearly visible. Online statements are acceptable but if this does not show name of your business / organisation please also submit one copy of a bank statement so we can evidence the name of the account etc. Transactions not relating to the grant can be hidden / covered as well as any bank balances on the statements.

3. **Evidence of items purchased:** Please provide a photograph of the item purchased via the grant. If the item purchased cannot be photographed, then please provide other suitable evidence. The Enterprise Renewal Co-ordinator can give you advice about what is suitable evidence if required.
4. **Summary / written report** explaining how the grant has helped you to implement the new process or develop a new product in your business. Photographs or numerical data can be included if applicable.

- All scanned / e-mailed documents provided to support your claim must be clearly legible.
- If possible, clearly identify payments on your bank statements (e.g. highlighting relevant amount) and reference documents so that they can easily be identified to each item claimed / transaction.

Procurement Evidence: Quotations do not need to be provided with the claim form because they have already been provided at the grant application stage. All transactions you include in your claim should be the lowest priced quotation of the item as detailed in your grant application. The claim form should be submitted electronically together with a Cadwyn Clwyd BACS / Electronic transfer form, and the supporting documentation detailed above to admin@cadwynclwyd.co.uk

The Claim Form must be signed. An electronic or typed signature is permitted.

All successful projects must have been completed and claimed no later than 31st December 2022