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UK Government



FLINTSHIRE TOURISM GROWTH FUND

A UK Shared Prosperity Fund project supporting tourism and the visitor economy within Flintshire

Guidance Notes

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Guidance Notes

CONTENTS

	Page
1. What is Flintshire Tourism Growth Fund?	3
2. How to get Advice and Apply	3
3. Who Can Apply?	4
4. What Businesss Wales Support is Available?	4
5. What Grant Support is Available?	5
6. Completing an Application Form	7
7. The Application Process	11
8. Terms & Conditions	13
 Appendices	
A. Completing a Claim Form for Payment	15

1. What is Flintshire Tourism Growth Fund?

The Flintshire Tourism Growth Fund project is funded by the UK Government through the Shared Prosperity Fund (UKSPF), which is a central pillar to the UK Government's Levelling Up agenda and will provide £126.46 million of funding for local investment across North Wales by March 2025. The UKSPF aims to achieve this through three investment priorities:

- 1) People & skills
- 2) Supporting local businesses
- 3) Community and place

The project aim is aligned to the UKSPF aims to boost productivity, pay, jobs and living standards by growing the private sector, with focus on supporting micro and small enterprises within Flintshire. The objectives are:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local tourism, and the visitor sector.
- Increasing private sector investment in growth-enhancing activities, through targeted support for micro and small businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques; improve the visitor experience; and target new markets.

The [UK Shared Prosperity Fund Prospectus](#) provides a comprehensive overview of the fund.

The Flintshire Tourism Growth Fund will directly support micro and small tourism enterprises in Flintshire by providing a 70% grant, up to a maximum of £17,500 (total project value £25,000) towards costs relating to the introduction of new products, new processes and carbon reducing technologies; improving the visitor experience; and targeting new markets. There will be a minimum project spend of £4,000 (£2,800 grant, £1,200 cash match funding).

Existing businesses and new business start-ups will be eligible to apply. The project hopes to encourage enterprises to undertake innovation and investment to which contributes constructively towards the tourism and visitor economy within Flintshire. The objective is to foster innovation and entrepreneurship in Flintshire.

2. How to get Advice and Apply

The first point of contact for anyone interested in the scheme is to speak with the Business Grants Project Officer.

Email: donna.hughes@cadwynclwyd.co.uk

Tel: 07833 084352 / 01490 340500

The Grants Coordinator will be able to:

- Provide information about the 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 application
- 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 tourism sector businesses and enterprises which contribute to the visitor economy in Flintshire only will be able to apply. Enterprises must have an operating address based within Flintshire. Existing businesses and new business start-ups will be eligible.

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

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

The project will not exclude medium businesses whereby multiple benefits to the tourism and experience economy can be evidenced.

Eligible applicant organisations include:

- Sole traders
- Partnerships
- Limited Companies
- Cooperatives

Most manufacturing and service sectors are eligible. Primary 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 primary 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).

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

4. What Business Wales Support is Available

Eligible enterprises interested in participating in the scheme, and have had their initial project idea 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 Business Grants Project Officer.

[Business Wales](#) provides tailored support to start-up, micro and small 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.

5. What Grant Support is Available?

Participants will be able to apply for a 70% grant, up to a maximum application value of £25,000 grant funds (which would be £17,500 grant funds and £7,500 applicant cash match funding). There is a minimum application value of £4,000 (which would be £2,800 grant funds and £1,200 applicant cash match funding).

What Costs are Eligible?

- **Costs for enterprises to address the business impact on climate change and net zero ambitions.** For example, this could include purchasing productivity-enhancing, energy efficient and low carbon technologies and techniques.
- **Costs that enable enterprises to introduce new processes.** For example, it could include software for inventory management, or payment for services to develop new e-commerce processes for making bookings, or for buying services.
- **Costs for an enterprise to develop and produce new products.** For example, this could include hire or lease costs for equipment and machinery to design or produce new products.

A key priority for the project is supporting enterprises to address their net zero ambitions; 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 small items of equipment, in the development of a marketing strategy, or implementation of carbon reduction technology to enhance existing business green credentials.

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

Eligible costs include:

- Building works and / or landscaping
- Fees for professional services
- Consultant costs (including supporting costs e.g. travel, subsistence etc.)
- Market research

- Architectural plans
- Marketing costs associated with new products or processes
- Small items of equipment
- Material costs for delivering a pilot project
- Hire costs for delivering a pilot project

What Costs are Not Eligible?

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

- Items that have not been approved by the scoring panel
- Cash purchases
- Staffing / salary costs or any associated staff costs (e.g. mileage, subsistence etc.)
- Running costs, including but not limited to rent, insurance, utilities etc.
- Stock or raw materials
- Disposable items, including but not limited to napkins, disposable coffee cups, clingfilm etc.
- Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Using grant funding to petition for additional funding
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under the UKSPF
- Payments for activities of a party political or exclusively religious nature
- Contributions in kind
- Interest payments or service charge payments for finance leases
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties, damages or any associated legal costs
- Costs for works or activities that are a statutory duty to undertake, or that are fully funded by other sources
- Bad debts to related parties
- Payments for unfair dismissal or other compensation
- Depreciation or amortisation costs or impairment of assets owned by the Grant Recipient
- Contingencies and contingent liabilities
- Dividends
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up a company
- Costs for company restructuring to return the company to viability
- Legal expenses in respect of litigation
- Costs incurred by individuals in setting up and contributing towards private pension schemes
- Payments that breach or are contrary to the funding agreement or UK legislation
- Any expenditure commitments of the enterprise entered into before the funding award date (we will not pay retrospective costs)
- Any expenditure after the grant period/project end date
- Any expenditure that has duplicate funding provided by a third party, which is for the same purpose for which an application to Flintshire Tourism Growth Fund is made, but has not been declared to Cadwyn Clwyd

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

Primary agriculture, primary fishery and primary forestry businesses and costs are not eligible. The processing of agricultural products to produce other agricultural products is not eligible. Air carrier and road freight transport businesses and costs are also not eligible. The marketing of agriculture, fisheries, forestry, air carrier and road freight transport businesses is not eligible. Export related activities and aid contingent upon the use of domestic over imported goods is also not eligible.

Working capital does not qualify as eligible expenditure. The grant cannot be used to refinance company liabilities.

Applicants looking to make changes to a building will need to provide a copy of the lease or deeds to show that you are entitled to carry out the project. If you do not own the site or building, we will need evidence from the landlord or owner that they are happy for you to carry out the works.

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 business grants project officer where there is uncertainty.

Match Funding

The applicant is required to provide a minimum of 30% cash match funding towards the costs in their application. In the application form, the applicant will need to show how this 30% match funding is being financed. In-kind contributions are not eligible. The source of the match funding cannot originate from any other grant.

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 business grants project officer.

6. Completing an Application Form

Advice must be sought from Business Grants Project Officer before an application form is completed. All forms and guidance notes are available bilingually in Welsh and English, applicants may complete the forms in their language of choice. The application form is to be completed electronically. The 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 cannot be in the process, or have had an application approved for any other SPF projects, within Cadwyn Clwyd or an external third party organisation
- Applicants must initially discuss their application with the Business Grants Project Officer and have this approved

- Application Forms must be accompanied by a viable 12-month business plan and a 12-month cashflow forecast (this should be presented in a monthly format and not annualised)
- Be able to demonstrate a minimum of 30% match funding for the application value
- Have access to business bank account for the business applying for the grant. We will not pay a grant to a personal bank account.

Completing the Application Form:

Please answer every question. Where the question is not appropriate to your organisation or project please write Not Applicable (N/A).

Section 1: Applicant Details

Here the applicant should include the business name and contact details. The business address must be in Flintshire to be eligible 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.

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 and approved. The items for which the grant is sought cannot have already been purchased. **Retrospective funding will not be awarded.** The project end date cannot be later than 30th September 2024. 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.

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: Outcomes

In this section of the application form, you will be required to state which outcome, a target figure and detail what evidence you will collate for each of the outcomes. The application appraisal group will take score your application on the outcomes. If the application is approved, your

Approvals Letter will reflect the numbers / evidence provided. A grant claim will not be paid until all outcome evidence has been provided.

Section 6: Project Finance

Here the goods / services to be purchased should be detailed, together with the quote prices for them. For items less than £2,499, 1 quote is needed; for items more than £2,500 but less than £24,999, 3 quotes are required. Any costs over £25,000 will need to follow the formal tender process on Sell2Wales. 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 70% of the value of that purchase
- Avoid paying for items on a credit card if you cannot provide full defrayment, we recommend discussing this with the business grants project officer in advance of purchase / claim.

All successful projects must have been completed and claimed no later than 30th September 2024

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

Match funding

You will not be invoiced for any 'cash' by Cadwyn Clwyd. 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 70% of the item value back from Cadwyn Clwyd.

Section 7: UK Subsidy Control Rules

Flintshire Tourism Growth Fund is awarded under UK Minimal Financial Assistance, under section [37(2)] of the [Subsidy Control Act \(2022\)](#).

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

Grants issued through this funding are classed as Minimum Financial Assistance (MFA), in compliance with [Subsidy Control Act \(2022\)](#). The applicant must detail in their application form all subsidy received, including the predecessor schemes such as UK de minimis; 'Small Amounts of Funding Exemption' (SAFE); 'Small Amounts of Financial Assistance' (SAFA); and 'Special Drawing Rights (SDR), received during their current and previous two fiscal years. **Special Drawing Rights are an IMF unit and 325,000 SDR is currently approximately £315,000.** The Sterling equivalent amount is determined using the [International Monetary Fund SDR converter](#). **The applicant is responsible for ensuring that the total MFA support awarded to the enterprise does not exceed a total ceiling of £315,000 in any three-year rolling fiscal period.**

Applicants will need to clearly identify all aid they received within the specified timescale to ensure they do not breach the subsidy control rules. MFA includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc.

The applicant will have to show in their application form what processes they have in place to monitor the public funding received by the enterprise and monitor aid subject to Subsidy Control. Records of aid received must be retained by the applicant for 10 years. If these rules are breached, the applicant may become liable to pay the full value of the support received and/or the full price that would otherwise be payable in respect of services received. Cadwyn Clwyd and Flintshire County Council will also keep a record of all funding awards.

Section 8: Equality, Welsh Language, Net Zero

In this section the applicant will need to show they have considered how the grant funding will impact the wider themes of equality, Welsh language and net zero.

Section 9: 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)
- Confirmation of property ownership (if applicable)
- Business Plan
- Business financial accounts for the last year (if applicable)
- Cashflow forecast for the next year

Section 10: 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 UK 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 for a period of ten years from the date on which the Funding Period ends.
- I understand that goods / services purchased with these grant funds must be used for the purpose described in the application form, and if they are disposed before approval is sought from Cadwyn Clwyd, grant funds may be reclaimed.
- I declare that I consent to all the information I have provided being shared with Flintshire County Council and the UK Government.

Subsidy Control Rules

- I understand that Flintshire Tourism Growth Fund must comply with the UK’s international Subsidy Control commitments and all grants are subject to UK Subsidy Control rules. (More information can be found here: [Guidance on the UK’s international subsidy control commitments – GOV.UK](#))
- I understand that this grant is subject to UK Subsidy Control rules and, if I receive funding, I will be in receipt of aid subject to UK Subsidy Control rules.
- I understand that I must detail in this application all forms of Minimum Financial Assistance (MFA), including predecessor schemes - UK de minimis; ‘Small Amounts of Funding Exemption’ (SAFE); ‘Small Amounts of Financial Assistance’ (SAFA); and ‘Special Drawing Rights (SDR) - funding received during the current and previous two fiscal years, and I declare that these details are correct.
- I understand that where support is offered, I am responsible for ensuring that the 325,000 Special Drawing Rights (SDR) threshold will not be breached. The applicant is responsible for ensuring that the total MFA support awarded to the enterprise does not exceed a total ceiling of 325,000 SDR in any three-year consecutive fiscal period. 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](#).
- 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 325,000 SDR in any three-year consecutive fiscal period.
- I understand that I must ensure that any organisation receiving aid must keep a record of the aid received and declare the amount to any aid awarding body who requests information on how much aid they have received. I shall maintain appropriate records of compliance with the Subsidy Control Rules and agrees to take all reasonable steps to assist the Lead Authority to comply with Subsidy Control Rules requirements and respond to any investigation(s) or claim(s) in relation to Subsidy Control Rules.
- I understand I am required to submit details of the system in place to monitor aid received.
- I understand that records of aid received under Subsidy Control must be retained for 10 years.
- I acknowledge that if I fail to meet the eligibility requirements, or if the Subsidy Control 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.
- I acknowledge and represent that the project being undertaken using the grant will not affect trade in goods and wholesale electricity between Northern Ireland and the European Union and shall ensure that the grant is not used in way that affects any such trade.

7. 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 Flintshire Tourism Growth Fund 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 and impact on visitor experiences	/20
B	Economic benefit (including its contribution to jobs, growth and tackling poverty)	/20
C	Delivery of Outcomes (i.e. jobs created, jobs safeguarded, etc.)	/20
D	Value for money	/20
	TOTAL	/80

Applications require a score of 48 or more to pass the threshold to be considered 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 10 working days, or the grant offer may be withdrawn.

The application process takes place in rounds, with deadlines set by the Flintshire Tourism Growth Fund Steering Group and Grant Panel.

8. Terms and Conditions

Branding and Publicity

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



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

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

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

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

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

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

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

Organisation	Platform	Handles
Cadwyn Clwyd	Facebook	@CadwynClwyd @CadClwyd
	Twitter	@CadwynClwyd
Flintshire County Council	Facebook	@Cyngorsiryfflint @FlintshireCountyCouncil
	Twitter	@CyngorSyFf @FlintshireCC
	Instagram	@cyngorsiryfflint @flintshirecc

Equalities, Welsh Language & Net Zero

All projects supported by Flintshire Tourism Growth Fund must adhere to the following policies:

Equalities

Cadwyn Clwyd will ensure that a proactive approach is taken to maximising opportunities in terms of the contribution of the project to each of the protected characteristic groups as set out in the Equality Act 2010. Consideration of the potential effects and impacts of the project actions on the protected characteristic groups will therefore be a key consideration for the project steering group in its role of approving key fund applications.

Flintshire Tourism Growth 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

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.

Net Zero

Flintshire Tourism Growth Fund applicants should consider the UK and Welsh Governments focus on contributing to net zero objectives and wider environmental considerations. Interventions will be based on low or zero carbon best practice, adopt and support innovative clean tech where possible and support the growing skills and supply chains in support of net zero where possible. The applicant should embrace the clean growth principle and will directly contribute towards the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050.

To support green growth, all applicants will be required to consider how their projects can work with the natural environment to achieve their project objectives, and – at a minimum – consider the projects impact on our natural assets and nature.

Asset Register

Cadwyn Clwyd shall keep a register of all Assets acquired or improved at a cost exceeding £5,000 (five thousand pounds) wholly or partly using the grant funding. Asset means any Assets that are purchased or developed using the grant funding, including equipment or any other assets which may be a Fixed Asset as appropriate in the relevant context, and Assets will be construed accordingly. Fixed Assets means any Asset which consists of equipment acquired, developed, enhanced, constructed in connection with the funded activities which has a value at the date of purchase of at least £5,000 (five thousand pounds). Assets purchased by the project with grant funding must only be used in the way detailed by the enterprise in the application form. For each Asset in the register the enterprise shall supply Cadwyn Clwyd with the following information:

- i. Owner of the Asset;
- ii. Date of acquisition or improvement of the Asset;
- iii. Description of the Asset;
- iv. Cost of the asset, net of recoverable VAT;
- v. Location of the Asset;
- vi. Serial or identification numbers of the Asset;
- vii. Date of any disposal of the Asset;
- viii. Depreciation/amortisation policy applied to the Asset;
- ix. Proceeds of any disposal of the Asset, net of VAT; and
- x. The identity of any person to whom the Asset has been transferred or sold.

The Assets should be kept by the enterprise for the Asset Owning Period. Where the project uses any of the grant funding to develop, improve or purchase any Assets, the enterprise must ensure that the Assets are maintained in good condition over the Asset Owning Period. The enterprise must ensure that during the Asset Owning Period any assets that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with the grant funding are not disposed of without the prior written consent of Cadwyn Clwyd. Disposal means the disposal, sale, transfer of an asset or any interest in any asset and includes any contract for disposal and dispose and disposed shall be construed accordingly. If Cadwyn Clwyd grants consent to the Disposal, such consent may be subject to satisfaction of certain conditions, to be determined by the Secretary of State, including repayment of part or all of the grant funding by the enterprise. If the enterprise Dispose of Assets without Cadwyn Clwyd's permission the full value of the grant funding spent on that Asset is payable to Cadwyn Clwyd. The enterprise shall ensure that the owner of any Asset does not create any charge, legal mortgage, debenture or lien over any Asset without the prior written consent from Cadwyn Clwyd.

Monitoring and Evaluation

The UK Government reserve the right to examine how organisations manage and spend public money. Cadwyn Clwyd 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](#) which explains how we safeguard your personal rights.

Appendix A

Completing a Claim Form for Payment

To receive payment, Applicants who have received an Award Letter for an approved Flintshire Tourism Growth Fund application must complete the Cadwyn Clwyd claim process. The Applicant can complete a claim form once they have paid for/defrayed all items in their grant application using the grant claim form with their approval Award Letter.

The Applicant 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 these grant 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.
- 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 (70%) on the claim. If The Applicant claims less than the approved amount, then Cadwyn Clwyd will pay 70% of the claimed amount not 70% of the approved amount.
- Original invoices and bank statements will need to be retained by the Applicant business / organisation for a period of ten years from the date on which the funding period ends (currently until at least 31 December 2034), 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 grant document retention requirements.
- Only submit a single claim to Cadwyn Clwyd where possible and if your cash-flow allows. (Please discuss with the Business Grants Project Officer if this is not possible.)

Evidence requirements when submitting a claim:

For each item purchased via the Flintshire Tourism Growth Fund 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 are in line with the approved project application. Cadwyn Clwyd will not consider items in your claim that are not listed in your approved application. Order confirmations and / or delivery notes are not invoices.
2. **Bank Statement(s):** to prove that the Applicant business / organisation has paid for the item / cost being claimed (defrayment). The name of the Applicant business / organisation, account number and sort code must be clearly visible. Online statements are acceptable but if this does not show name of the Applicant business / organisation please also submit one copy of a bank statement so we can evidence the name of the account. Transactions not relating to the grant can be hidden / covered as well as any bank balances on the statements not pertaining to your claim.
3. **Evidence of items purchased:** provide a photograph of the item purchased via the grant. If the item purchased cannot be photographed, then please provide other suitable evidence. If an item purchased has a serial number this should also be provided. The business grants project officer can give advice about what is suitable evidence if required.
4. **SPF Outcomes Achieved:** you will be required to evidence which of the UKSPF outcomes your grant has fulfilled i.e. jobs created, jobs safeguarded, number of enterprises adopting new or improved products or services, increased amount of investment, as a result of the support provided.
5. **Monitoring & Evaluation Questionnaire:** you will be required to complete a short questionnaire to assist Cadwyn Clwyd in its reporting to the Lead Authority & the UK Government.

- All 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 30th September 2024