

Capital Grant Scheme Criteria

Denbighshire and Flintshire Local Growth Fund

Business Capital Investment Programme (SME: Start-Up & SMEs)

PURPOSE OF THE GRANT

The scheme will provide **capital grants to start-up and SME businesses** to support:

- **Productivity growth**
- **Business competitiveness**
- **Job creation and better-paid employment**
- **Regional economic resilience**

This directly aligns with the Flintshire Local Growth Fund's aim to **“support productivity growth, helping businesses to grow, create better-paid jobs and strengthen regional economies”**.

This fund offers financial support to help businesses start, grow, and expand. The grant will directly support start-up and SME businesses as well as trading social enterprises in Denbighshire & Flintshire by providing a capital grants scheme for start-up and existing businesses that can evidence:

- Job creation
- New enterprises created
- Introduction of new to market products or services
- Adopting new to business technologies or processes

There are two funding strands available, depending on the stage your business is at. Both strands require you to contribute 30% of the total project cost, with the grant covering up to 70%.

Trading social enterprises will be required to contribute 10% of the total project cost from sources other than grant funding. With the Flintshire Local Growth Fund covering 90%.

1) *Growth & Expansion*

Who this is for - Established businesses that are ready to grow further

Typical business profile

- Trading for more than 24 months
- Generating regular income
- Have an established product or service
- Have existing customers

- Looking to scale up (e.g. increase sales, enter new markets, hire staff, or improve productivity)

Funding details

Minimum project cost is £10,000 (£7,000 grant funding) to £50,000 (£35,000 grant funding).

Examples of projects

- Purchasing new equipment to increase capacity
- Expanding into new markets
- Investing in innovation or new product development
- Investing in low carbon technologies

2) *Start-up and Early Growth Fund*

Who this is for - New or recently established businesses that are getting started or building momentum.

Typical business profile

- Pre-trading, newly set up, or trading for less than 24 months
- Still developing or refining products or services
- Early stages of generating income
- Focused on attracting first customers and building a presence

Funding details

Minimum project cost is £2,857 (£2,000 grant funding) to £10,000 (£7,000 grant funding), based on a 70 / 30 split.

Examples of projects

- Launching a new product or service
- Buying essential start-up equipment

Projects should clearly show how they will help your business grow or become more sustainable.

Funding is limited, and therefore priority will be given to eligible businesses that can clearly demonstrate strong potential for growth.

It is essential that funding through the Local Growth Fund does not duplicate other financial support available, such as the Investment Zone and town centre grant support in Flintshire, and the town centre improvement grant in Denbighshire.

WHO CAN APPLY

This fund is open to start-ups, small & medium enterprises (SME's) and trading social enterprises (those generating an income from business activity) based in Denbighshire and Flintshire.

To be eligible, your business must:

- Have a physical operating address in Denbighshire / Flintshire (virtual offices are not eligible)
- Be registered with HMRC, or in the process of registering if you are a new start-up
- Be able to provide a Unique Taxpayer Reference (UTR) number as part of the application process

Business size definition

A small to medium enterprise is defined as a business that meets at least two of the following criteria:

- Staff: 250 employees or fewer
- Annual Turnover: below £45 million
- Balance Sheet Total: below £40 million

What the fund is designed to support

This scheme is intended to support eligible start-ups, SMEs and trading social enterprises whose proposed capital investment will contribute to business growth, productivity, competitiveness and local economic resilience:

- have not previously received funding through Cadwyn Clwyd, or similar grant funded schemes;
- can demonstrate clear potential for growth;
- will create or safeguard jobs, improve productivity, introduce new products or services, or adopt new technologies or processes; and
- operate in, or support, sectors that are important to Flintshire's local economy, including:
 - Manufacturing;
 - Clean Energy;
 - Digital and Technology;
 - Creative Industries;
 - Tourism and hospitality;
 - Food and drink production;
 - Rural enterprises;
 - Retail and high street businesses; and
 - Health, wellbeing and care services.

Applications from other sectors may also be considered where the proposed investment clearly supports the aims of the fund and delivers measurable local economic benefits.

INELIGIBLE SECTORS

We will not accept applications from the following sectors:

- Coal / mineral mining / fossil fuel extraction
- Steel manufacturing
- Shipbuilding
- Banks & Insurance Companies
- Housing Associations
- Statutory Education
- Health Services
- Primary Fisheries / Agriculture / Forestry / Aquaculture
- Political parties
- Activities of an exclusively religious nature

- Gambling
- Pornography, or sexual services of any kind

WHAT COSTS ARE ELIGIBLE

The fund is designed to support capital investment projects that help businesses grow, improve productivity, and become more competitive and sustainable.

Capital costs should meet the following criteria:

1. The asset has to last longer than 1 year;
2. Minimum asset cost of £500, and
3. The applicant will need to evidence how the asset would generate additional income / create more jobs.

Examples may include, but are not limited to:

➤ **Capital Investment in Net Zero and Sustainability Improvements**

Projects that help reduce environmental impact and support net zero ambitions, including:

- Energy-efficient equipment or technologies
- Low carbon systems or machinery
- Solar panel installation
- Electric vehicle (EV) charging infrastructure
- Improvements that reduce energy use or operating costs

➤ **Capital Investment in Business Improvement and Digital Adoption**

Projects that enable businesses to introduce new systems, processes, or ways of working, including:

- Purchase, installation or implementation of inventory management software or systems (excludes ongoing subscriptions, hosting, maintenance or support costs)
- E-commerce platform development where it creates or significantly improves a durable business asset (excludes ongoing hosting, maintenance, content updates, transaction fees or routine marketing activity)
- Digital systems and technology purchased as fixed assets or long-term business systems
- Specialist consultancy or technical services only where directly attributable to installing, configuring, commissioning or implementing an approved capital item or system
- Specialist training only where ancillary and essential to implementing an approved capital asset or system (this is limited to short-term courses completed by the end of the project and excludes H&S, food hygiene or driving lessons)

➤ **Product and Service Development**

Projects that support businesses to develop, improve, or expand products and services, including:

- Equipment purchases
- Machinery and tools
- Production or workshop upgrades
- Technology needed to introduce new products or services

Funding Priorities

A key priority of the fund is to provide capital grants to start-ups and SME's that can demonstrate clear business benefits, including:

- Increasing capital investment within the business
- Supporting innovation, technology adoption, or process improvement
- Enabling business growth, scaling, or expansion into new markets
- Job creation and better-paid employment
- Stronger local and regional economic resilience

Applications that can clearly evidence measurable outcomes and show how the proposed funding will help the business grow, improve operations, or increase sustainability over the longer term are likely to score more strongly during assessment.

Second-hand Items

Second-hand equipment is acceptable subject to all of the following conditions being met:

- The seller provides a declaration that the item was not originally purchased with grant funding
- The cost of the item does not exceed market value
- The cost of the equipment is less than the cost of similar new equipment

Changes to property

If your project involves making changes to a building or premises — for example installing solar panels, EV charging infrastructure, or other fixed improvements — you will need to provide evidence that you have permission to carry out the work. This may include:

- A copy of the property lease or title deeds confirming you are authorised to undertake the project
 - Copies of any required statutory consents, such as planning permission or building regulations approval
 - Where the project involves relevant electrical infrastructure, renewable energy or solar installations, applicants should provide evidence of Distribution Network Operator (DNO) approval/permission where required (above 3.68kw on a single phase supply, or above 11.04Kw on a three-phase supply)
 - Applicants must also carry out due diligence to site specific constraints, such as (but limited to) environmental or landscape designations e.g. sites within or affecting the Clwydian Range & Dee Valley National Landscapes, conservation areas, listed buildings, or other protected locations
 - Alternatively, provide a statement that you have undertaken relevant checks and do not believe the work requires planning consent. Reference to the appropriate guidance/legislation must be included within this statement.
- If you do not own the property, you must also provide written confirmation from the landlord or property owner confirming they approve the proposed works and that the project can proceed.

INELIGIBLE COSTS

- Items that have not been approved by the scoring panel
- Any spend incurred before you have received & accepted the grant approval letter (i.e. retrospective costs)
- 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.
- Working capital, such as stock or raw materials
- Renewals i.e. replacement of old for new, such as replacement IT equipment
- Repairs, maintenance, decorating costs, or decorative items (e.g. pictures, cushions)
- Disposable items (e.g. napkins, coffee cups, throwaway items etc.)
- Purchase of land and / or property
- Items purchased via lease purchase, hire purchase, extended credit agreements or finance leases
- Any part of the project completed by the lead applicant, or the business themselves – all work to be completed by an external third-party business
- 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)
- 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 the Local Growth Fund is made, but has not been declared to Cadwyn Clwyd

BEFORE YOU APPLY

- To ensure the proposed project is eligible and suitable for the fund read the Guidance Notes
- If you have any questions on eligibility, or the process, speak to the Business Grants Project Officer before completing an application form
- All application forms and guidance notes are available bilingually in Welsh and English. Applicants may complete and submit their application in either language
- Applications must be completed electronically using the online Submit grants platform

Please ensure:

- All sections of the application form are completed as fully as possible
- Only one application is submitted per business
- Cashflow forecasts and business plans are developed with support from a Business Wales Adviser or a Cadwyn Clwyd officer
- Applications are submitted directly by the business owner and not by an agent acting on their behalf

Applicants are welcome to access support and guidance to help complete the application form and supporting documents.

To Apply

To be eligible to apply, businesses must:

- Not currently have an application approved, or in progress, for another Denbighshire or Flintshire Local Growth Fund project delivered through Cadwyn Clwyd or any other organisation
- Register for an account on the online Submit grants system
- Complete the full application form once invited to apply
- Engage with a Business Wales Adviser as part of the application process

Documents you will need to include:

- A viable 12-month business plan
- A 12-month cashflow forecast presented monthly (not annualised) and includes the grant funding
- Most recent annual accounts
- Quotes
- Confirmation of registration with HMRC for existing businesses (a UTR number)
- Planning permission and / or building regulations if applicable
- Distribution Network Operator approval if applicable
- Copy of lease / deeds if making changes to a property
- Written confirmation from the landlord that work can proceed
- Evidence of a business bank account (not a personal bank account)
- Constitution (if a trading social enterprise)

A Business Wales Adviser / Cadwyn Clwyd officer can support applicants to prepare the business plan and cashflow forecast. If you already have an up-to-date business plan or cashflow forecast, these should be updated to include the grant-funded project costs and activities.

Applicants must also:

- Be able to demonstrate a minimum 30% match funding contribution
- Have sufficient cashflow to pay for 100% of project costs upfront before claiming grant reimbursement from Cadwyn Clwyd (staged claims may be permitted, subject to appropriate evidence of expenditure – please speak to a project officer if required)
- Have access to a business bank account in the name of the business applying

Please note, grant payments will not be made to personal bank accounts.

COMPLETING THE APPLICATION FORM

Please complete all sections of the application form. If a question does not apply to your business or project, please enter n/a (not applicable) in text fields or a 0 in numerical fields rather than leaving it blank. The online form will not let you move forward with empty cells / sections.

Section 1: Applicant Details

Please provide the full business name and contact details for the applicant business.

- The business must have a physical operating address in Denbighshire / Flintshire to be eligible for funding
- The applicant completing the form must have authority to submit the application on behalf of the business
- Each business may submit only one application

Section 2: Business Details

This section should provide an overview of your business, including:

- What the business does
- When the business started trading
- A brief history and background of the business
- Select the option that best describes your business structure

When completing employee numbers:

- The total number of employees should equal the combined number of full-time and part-time staff

You will also need to provide supporting documents, including:

- Quotations
- Latest business accounts (where applicable)
- Business plan
- Cashflow forecast for the next 12 months

Please keep your answers clear and concise and avoid using technical jargon or unexplained acronyms.

Section 3: Key Business Financial Information

Please provide financial information for the last three financial years.

- If your business has been trading for fewer than three years, provide information for the years available
- If you are a new start-up business, please enter “0” where appropriate so you can continue with the application

Section 4: Project Details

In this section, please explain:

- What new products, services, or processes the project will introduce
- How the grant-funded items will support these developments
- Why the project is important to your business

Projects that demonstrate innovation or introduce new ways of working are likely to score more strongly during assessment. Applicants are also encouraged to explain:

- Whether the project would go ahead without grant support
- Whether the project would be significantly reduced in scale without funding
- Whether the investment might otherwise take place outside the area

Projects must not begin before the application has been submitted and formally approved. This means:

- Items or services included in the application must not already have been purchased, ordered, or started
- Retrospective funding will not be awarded
- Businesses must initially pay 100% of approved project costs before claiming grant reimbursement

All projects, including claims and supporting evidence, must be fully completed no later than **14th February 2027**. This includes:

- Completion of the project activity
- Achievement of project outcomes
- Submission of the claim form and supporting documents to Cadwyn Clwyd

Section 5: Outputs & Outcomes

You will be asked to identify the outcomes your project will achieve, provide target figures, and explain what evidence you will collect to demonstrate delivery. Examples of evidence may include:

- Invoices and receipts
- Employment records
- Sales figures
- Photographs
- Marketing materials
- Energy savings data

Applications are assessed in part on the strength and realism of the proposed outcomes. If your application is approved:

- The agreed outcomes and evidence requirements will form part of your approval letter
- Grant payments will not be made until all required evidence has been submitted

If you are unsure what outcomes or evidence to include, please see appendix A, or contact the Business Grants Project Officer for guidance.

Section 6: Project Finance

Please indicate which funding strand you are applying for:

- Start-up and Early Growth Fund
- Growth and Expansion Fund
- Social Enterprise Fund

The Submit application form will have a section for two counties project finance (Denbighshire and Flintshire). Only complete the section relevant to the location of your business. All questions require answering in the project finance section.

You must provide details of all goods, services, or equipment included within the project, together with the quoted costs.

Quote Requirements

- Supplier costs of £10,000 or more require three quotes
- Supplier costs of less than £10,000 require one quote
- It is good practice to demonstrate value for money, and we would recommend obtaining three quotes for expenditure between £5,000 to £10,000, however this is not an LGF mandatory requirement.

Aggregation

Where multiple purchases are from the same supplier, the total supplier cost will be used to determine quote requirements. For example, fridges costing £7,000 and ovens costing £9,000 from Nisbets total £16,000, therefore three like-for-like quotes from different suppliers would be required.

Copies of all quotes must be submitted at the time of application.

If your business is VAT registered, all costs should be shown excluding VAT.

If any quote is provided by a connected or conflicting party (for example, a family member or associated business), please contact the Business Grants Project Officer before requesting quotations, as additional requirements will apply.

To help keep the application and claims process straightforward:

- Include no more than 10 items or transactions in the application
- Do not include staffing or salary costs
- Do not include consumables or trading stock
- Do not include apportioned costs
- Pay invoices separately wherever possible
- Avoid combining grant-funded purchases with unrelated company purchases
- Do not incur expenditure before receiving formal approval
- Avoid using credit cards unless full payment evidence can be provided

All approved projects must be completed and claimed by **14th February 2027**.

Please refer to Appendix B for guidance on completing a grant claim.

Match Funding

Cadwyn Clwyd will not directly purchase goods or services on your behalf. Businesses must:

1. Purchase and pay for approved items in full

2. Submit evidence of payment (business bank statement) and supporting documentation (invoices, photos etc)
3. Claim the grant contribution retrospectively

Once the claim has been approved, Cadwyn Clwyd will reimburse up to 70% of the approved eligible costs.

Section 7: UK Subsidy Control Rules

- Grants are subsidies under the Subsidy Control Act 2022 and will be awarded under the Denbighshire and Flintshire Business Growth Scheme SC11599
- The scheme supports eligible start-ups, SMEs and trading social enterprises in Denbighshire and Flintshire to invest in business growth, productivity, innovation, technology, sustainability and employment
- Applications will be assessed against SC11599 requirements, including applicant and project eligibility, eligible expenditure, grant level, need and additionality. Applicants must demonstrate that without grant support the investment would not proceed, would be delayed, or would proceed at a reduced scale or impact
- Applicants must disclose any other public funding relating to the same project or expenditure and provide further information where required
- Awards are discretionary and subject to satisfactory appraisal, available funding and compliance with scheme conditions
- Further information is available on the UK Government search for UK Subsidies service under SC11599.

Section 8: Equality, Welsh Language and Net Zero

In this section, applicants should explain how the project has considered wider themes including:

- Equality and inclusion
- The Welsh language
- Environmental sustainability and net zero ambitions

Section 9: Application Submission Checklist

Applications will not be accepted without the following supporting documents:

- ☐ Signed application form
- ☐ Copies of quotes for all grant-funded items
- ☐ Match funding evidence
- ☐ Confirmation of property ownership or landlord consent (if applicable)
- ☐ Business plan
- ☐ Latest business accounts (for trading businesses)
- ☐ Cashflow forecast for the next 12 months
- ☐ Any other documents to support your application examples include, but not limited to: - ID, planning permission, DNO approval etc.
- ☐ Constitution (for social enterprises only)

Section 10: Declaration

The application form must be signed and dated. Electronic signatures will need to be verified and the Submit system will send you a link via a separate email.

By signing the declaration, the applicant confirms that:

- They are authorised to submit the application on behalf of the business
- All information provided is accurate and complete

- The project has not yet started
- All necessary permissions and consents are in place
- Match funding is in place
- They understand the grant terms and conditions
- They agree to provide monitoring information and retain records for audit purposes
- They understand that grant-funded items must be used for the approved purpose
- They consent to information being shared with relevant delivery partners and funders

Applicants also confirm that they understand and will comply with all relevant UK Subsidy Control requirements.

THE APPLICATION PROCESS

All applicants must be able to demonstrate that their business is viable. This will be assessed through a business plan and cashflow forecast, developed with support from a Business Wales Adviser as part of the application process.

Once submitted, completed application forms and supporting documents will go through a review, carried out by the project officer, which will assess the quality, eligibility, and viability of the proposed project.

Applications that successfully pass the review will then be considered by the Denbighshire or Flintshire Business Growth Fund Grant Panel, who will decide whether to award funding. Funding decisions are made based on:

- The information provided in the application form
- Supporting evidence submitted with the application
- Additional due diligence checks, where required

How Applications Are Assessed

Applications are scored against the following criteria:

Criteria	Maximum Score
Realistic and achievable within delivery timescale	/20
Economic Benefit (<i>including contribution to jobs, business growth, increasing productivity</i>)	/40
Delivery of Outputs & Outcomes (<i>such as jobs created</i>)	/20
Value for Money	/20
Total	/100

Applications must achieve a minimum score of **60 out of 100** to meet the threshold for approval consideration.

Scoring Guide

Score /20	Score /40*	Classification	Description
17–20	34–40	Excellent	Proposal strongly satisfies the criterion, supported by clear and compelling evidence
13–16	26–33	Very Good	Proposal satisfies the criterion well, with only minor reservations

9–12	18–25	Good	Proposal addresses the criterion, but with some limitations or gaps
5–8	10–17	Weak	Proposal only partly satisfies the criterion, with limited supporting evidence
1–4	1–9	Very Weak	Proposal provides a very weak case, with strong reservations and insufficient evidence
0 / 0	0 / 0	Poor	Proposal does not adequately address the criterion

*Scoring out of 40 only applicable to the Economic Benefit criteria

Funding Decisions

The decision of the Grant Panel is final.

As this is a discretionary grant fund, there is no formal appeals process.

If your application is unsuccessful, you will receive an email explaining the reason(s) why funding could not be offered. You may also wish to speak with a Business Wales Adviser about alternative finance options that may be available.

If Your Application Is Successful

Successful applicants will receive:

- An Award Letter confirming the grant offer
- A Claim Form with guidance on how to claim grant payments

You must accept and respond to the grant offer within **10 working days** of receiving your Award Letter. If no response is received within this timeframe, the grant offer may be withdrawn.

TERMS & CONDITIONS

Branding and Publicity

The Denbighshire / Flintshire Business Growth Fund project is funded by the Welsh Government through the Local Growth Fund.

As part of the funding requirements, Cadwyn Clwyd must publicise the support provided through the programme when communicating with beneficiaries and the wider public. Grant recipients may therefore be asked to support publicity and promotional activity linked to the fund.

Use of Logos

Where publicity materials are produced relating to the funded project, the following logos must be used: UK / Welsh Government, Cadwyn Clwyd and County Council. Guidance and logo files can be provided by the Business Grants Project Officer.

Publicity Requirements

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

- Participate in press releases and publicity activity
- Contribute to case studies highlighting the impact of the funding
- Support social media activity promoting the project and the wider fund

Grant recipients are also encouraged to publicise the support received through their own communication channels.

Where grant support is promoted publicly, the following wording should be used:

“This [insert project name] has received £[insert amount] from the Welsh Government through the Local Growth Fund.”

When posting on social media, recipients should include the hashtag: **#LGF**

Recipients are also encouraged to tag Cadwyn Clwyd and County Council for resharing and reacting to content:

Organisation	Platform	Handles	
Cadwyn Clwyd	Facebook	@CadwynClwyd	
	Instagram		
	X		
Local Authority Social Media	Facebook	@Cyngorsirddinbych @DenbighshireCountyCouncil	@CSyFflint @FlintshireCC
	Instagram	@cyngorsirddinbych @denbighshirecc	n/a
	X	@CyngorSDd @DenbighshireCC	@CysFflint @FlintshireCC

Equalities, Welsh Language and Net Zero

All projects supported through the Flintshire Local Growth Fund are expected to consider wider social, environmental, and community impacts:

Equalities

Applicants should consider how their project:

- Promotes equality of opportunity
- Improves accessibility and inclusion
- Supports people with protected characteristics under the Equality Act 2010

Where appropriate, applicants should demonstrate how project activities have been designed to reduce barriers and maximise accessibility.

Welsh Language

Cadwyn Clwyd promotes and communicates the project bilingually in Welsh and English in line with our Welsh Language Policy.

Grant recipients are encouraged to incorporate the Welsh language into project activity, marketing and communications and the wider business operations where appropriate. Support is available through [Helo Blod](#), a free Welsh Government service offering translation support and advice for businesses wishing to use more Welsh.

Net Zero and Environmental Sustainability

Applicants should consider how their project supports environmental sustainability and contributes towards net zero ambitions. Projects are encouraged to:

- Reduce carbon emissions and energy use
- Adopt low or zero carbon approaches where possible

- Support sustainable business growth
- Consider impacts on the natural environment

Applicants should demonstrate how environmental considerations have been factored into the design and delivery of their project.

Asset Register

Cadwyn Clwyd is required to maintain a register of assets purchased or improved using grant funding where the value exceeds £5,000. Assets may include equipment, machinery, fixed installations or other capital items funded wholly or partly through the grant.

Grant-funded assets:

- Must only be used for the purposes described in the approved application
- Must be maintained in good condition
- Must not be sold, transferred, or disposed of without prior written permission from Cadwyn Clwyd during the required asset ownership period (5 years)

Businesses will be required to provide details including:

- Asset description and location
- Purchase cost
- Ownership details
- Serial numbers
- Disposal information (if applicable)

If assets are disposed of without approval, Cadwyn Clwyd may seek repayment of the associated grant funding.

Monitoring and Evaluation

As this programme is funded through public funding, Cadwyn Clwyd and the Welsh Government may carry out monitoring, audit, or evaluation activity. Cadwyn Clwyd must comply with an audit request within set timeframes. Applicants and grant recipients may therefore be asked to provide:

- Evidence of expenditure
- Project documentation
- Outcome information
- Additional information relating to delivery of the project

All records relating to the grant should be retained in line with programme requirements.

Privacy Statement

Cadwyn Clwyd takes data privacy seriously and complies with UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR). Personal and business information provided as part of the application process will be handled securely and used only for purposes connected to the administration, monitoring, and audit of the grant programme. Further information is available within Cadwyn Clwyd's Privacy Policy.

Claw Back of Grant Funds

Funding provided may be recovered from the business should any of the following apply within 5 years of the final grant payment:

- cease trading
- a significant change from the details provided in the application

- sale of any items or equipment purchased with the grant
- change of ownership
- relocation of the business outside of Flintshire

Repayment of funding will be required as follows:

Date of disposal of asset(s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

The above are minimum repayment requirements.

APPENDIX A

Output & Outcome Evidence

Output & Outcome	Definition	Evidence Required
OP09: Number of enterprises adopting new-to-firm technologies or processes	Enterprises that have adopted new or significantly improved production or delivery methods. The adoption of new products or services must be as a result of LGF support, for example, through the financing of new equipment.	A. Name of enterprise B. Details of the new technology or processes C. Evidence of introduction/launch material/marketing of new product/service
OC01: New jobs created as a result of support	A new post that did not exist within that enterprise before the grant funding, which is expected to exist for at least 12 months as a consequence of support. This includes both part-time, full-time and self-employed jobs. Part-time jobs should be recorded relative to full-time equivalent (FTE), for example reporting 0.5 for a job at half of the standard full-time hours. FTE should be based on the standard full-time hours of the employer. Created jobs exclude those created solely to deliver the intervention.	Suggested - A, and either B or C A. Name of Enterprise B. HR records, Job Advert (dated after LGF support), contract or letter of employment C. Payroll evidence, Job Description.
OC02: Number of new enterprises created as a result of support	A new enterprise created is one which has been registered at Companies House or HMRC as a result of the support provided.	Suggested - A and B A. Name of enterprise created B. Company registration or HMRC evidence to show business creation
OC08: Number of new-to-market products	An enterprise introducing a product that is new to the market, meaning there is no other product available that offers the same functionality, or the design or technology that the new product uses is fundamentally different to existing products. Products can include services or processes. Support must be for a business to introduce one of the following: • Product - when it is either at pre-launch or launched to the market • Service - when it has been introduced to the market	Suggested - A, B and C A. Name of enterprise B. Details of new product or service C. Launch/marketing documentation

APPENDIX B

Making a claim form for payment

Cadwyn Clwyd will invite you to complete a claim form on Submit once the applicant has paid for (defrayed) all eligible costs and all works have been completed / goods & services received.

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 can 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.
- Invoices should be for 100% costs in the grant claim and not split or apportioned across other budgets within your business / organisation.
- 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 (90% for trading social enterprises).
- 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 31st March 2027), 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 cashflow allows. (Please discuss with the Business Grants Project Officer if this is not possible.)

Evidence Required When Submitting a Claim

For each approved item purchased through the grant, the following evidence must be provided.

1. Paid Invoice(s)

You must provide copies of invoices showing:

- The full cost of the item or service
- The invoice is addressed to the applicant business
- Items matching those approved within the grant application

Please note:

- Cadwyn Clwyd cannot pay for items that were not included within the approved application
- Ensure the full invoice is visible and complete
- Any unrelated items on the invoice should be clearly identified
- Order confirmations or delivery notes are not accepted as invoices

2. Bank Statement(s)

You must provide evidence that payment has been made in full. Bank statements must clearly show:

- The business or organisation name
- Account number and sort code
- The payment transaction relating to the invoice

Online banking statements and screenshots are acceptable, if the account name, number and sort code are visible.

You may cover unrelated transactions or balances if preferred. Applicants are encouraged to highlight or clearly mark relevant payments to help the claim review process.

3. Evidence of Purchased Items

You must provide evidence that the approved items have been purchased and are in use.

This may include:

- Photographs of equipment or installations
- Serial numbers where applicable
- Alternative evidence where items cannot easily be photographed

The Business Grants Project Officer can advise on suitable evidence if required.

4. Evidence of Project Outputs & Outcomes

Applicants will be required to provide evidence demonstrating the outcomes achieved through the grant funding. This may include outcomes such as: jobs created, the introduction of new products or services or adopting new technology or processes. The Business Grants Project Officer can advise on suitable evidence requirements.

5. Monitoring and Evaluation Questionnaire

Applicants will also be required to complete a short monitoring questionnaire to support reporting requirements to the Lead Authority and the Welsh Government.

6. Claim Checks

Cadwyn Clwyd may carry out sample checks before approving payment. This may include a visit to the business premises listed within the application to verify grant-funded purchases and project delivery.

7. Project Completion Deadline

All successful projects must have been completed and claimed no later than 14th February 2027

Making a Claim

Cadwyn Clwyd will invite you to complete a claim form on Submit once the applicant has paid for (defrayed) for all eligible costs and all works have been completed / goods & services received.

Where necessary, Cadwyn Clwyd may agree to split grant payments across a maximum of two claims. However, all final claims must be submitted no later than **14th February 2027**.

Claim Requirements

VAT (Value Added Tax)

Only irrecoverable VAT can be claimed through the grant.

- If your business can recover VAT from HMRC, all costs submitted in the claim must exclude VAT
- If your business cannot recover VAT, it can be included within the claim

Claiming Eligible Costs

- Invoices included in the claim must show the full cost of the item or service being claimed
- Costs should not be split or apportioned across different budgets or funding sources
- Cadwyn Clwyd will pay the approved grant intervention rate of up to 70% on eligible claimed expenditure. If you claim less than the approved project value, the grant payment will be calculated at 70% of the actual amount claimed, not the original approved amount

Record Retention

Original invoices, bank statements, and supporting evidence must be retained by the business for a period of ten years following the end of the funding period (currently until at least 31st March 2037), unless advised otherwise by Cadwyn Clwyd. This is required for audit and compliance purposes.

Number of Claims

Where possible, applicants are encouraged to submit a single claim for payment. If this is not possible due to cashflow constraints, please discuss this with the Business Grants Project Officer as stage payments may be considered.



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