**Canllawiau Cymunedau Gwyrdd**

**Green Communities Guidance Notes**

***What is the Green Communities Fund?***

The Green Communities Fund is a project which will support improvements to where people live, work and play by delivering against the wellbeing goals in the Wellbeing and Future Generations Act. It will adopt a place-based approach by supporting collaboration and community-led initiatives within towns and villages. Up to 30 communities will participate in the project. These will be selected through an open call process to participate in the project. This guidance sets out the requirement for submitting a Project Proposal following an open call for projects / community proposals. Projects submitted as part of the open call process will need to set out proposals for delivering access to services and community enterprises which focus on integrating the principles of SMNR (Sustainable Management of Natural Resources) into community activities and facilities. The criteria to participate will require communities to deliver projects which contribute to the following:

* Improving and enhancing local environment quality;
* Active sustainable management of natural resources;
* Developing and improving access to sustainable green infrastructure; and
* Improving ecosystem resilience;

The 30 successful communities will be implementing actions which support access to services and community enterprises and facilities to increase their resilience by tackling issues such as:

* Poverty – for example, rural poverty, fuel poverty, in work poverty and poverty in relation to access to services
* Financial sustainability – supporting green initiatives which form part of community enterprises and services with the aim of ensuring financial viability and sustainability of these assets
* Climate change – through incorporating climate change mitigation and carbon reduction in services offered by community groups
* Environment quality – through provision of local services without the need to travel
* Social exclusion – supporting community led services and facilities with emphasis on equal opportunity and social inclusion.

The delivery of the above activities will need to take into account opportunities to support:

* Green (social) prescribing;
* Nature based solutions;
* Clearer links between natural resources and well-being
* Volunteering;
* Training and education; and
* Behaviour change.

***What type of projects can be funded?***

* Green infrastructure projects such as and including; networks of green corridors, parks, green community facilities and venues, fields, nature reserves, public rights of way, local rivers, streams and ponds, allotments and orchards, woodlands, cemeteries and gardens. Interventions include street trees, hedgerows, roadside verges and corridors linking urban and rural areas, and green roofs, as part of wider planned activity to contribute to green infrastructure networks.
* Projects that lead to improved opportunities & facilities for outdoor leisure and recreation, including greening of community assets e.g. village halls and allotments (which can lead to increased visitor numbers and well-being)
* Projects that lead to improved opportunities for social prescribing and learning (including an increase in volunteering hours and numbers)
* Projects that lead to an increase in the use of green space by individuals, communities, schools, youth groups etc.
* Projects that lead to an increase in locally owned and managed green space (and community cohesion)
* Projects that will lead to an increase in tree coverage, specifically in urban areas (the number of trees and the right species in the right places)
* Projects that can help to reduce noise pollution within communities (showing a measurable decibel reduction);

***Examples of Eligible activity / capital expenditure:***

Sensory gardens

Bee gardens

Community Buildings and community enterprises to undertake projects which contribute to SMNR such as small scale carbon mitigation measures (such as but not limited to insulation, energy reduction),

Green spaces to include parks

Play areas

Community gardens

Wildlife areas

Bio-diversity corridors and hedges linked to community spaces

Green Travel – to provide active travel infrastructure such as bicycle networks to include electric charging points for bikes, way marking upgrading walking routes in town centres or circular routes from villages

Community Miles – developing and enhancing community miles, linking in communities together.

Routes accessible to all – enabling accessible routes

***Ineligible items***

The following items or types of expenditure are **not eligible** under the Green Communities Project:

* the purchase of trading stock;
* the purchase of land;
* the purchase of 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

Advice must be sought from Cadwyn Clwyd / Green Communities project officers if there is uncertainty.

***Eligible Areas***

*Rural areas of Denbighshire, Flintshire, Wrexham and Conwy.*

***Funding threshold***

The Green Communities Fund will provide funding up to the value of £30,000 per community application. There is a match-funding requirement of 14.4% to participate in the project, however the Green Communities Project officers will provide hands on support to assist communities to identify and secure match.

***Who can apply?***

The following types of organisations may apply for funds on behalf of the community where the project is located:

* Voluntary, community groups
* Community Councils / Town Councils / Local Authorities
* Social enterprises provided they operate on a not-for-profit basis (including credit unions)
* Co-operatives
* Social firms
* Community owned enterprises
* Companies limited by guarantee
* Community interest companies and development trusts)
* Charities
* Third sector organisations.

Applicants which are not legal entities may participate in the project, however all expenditure will be incurred directly by Cadwyn Clwyd in those instances, under **Cadwyn Direct Project Expenditure**. Applicants who are legal entities may implement the project either directly themselves via a **Grant** payment, or may request Cadwyn Clwyd to incur the expenditure (Cadwyn Direct Project Expenditure). Applicants for a **Grant** must ensure they have a Customer Reference Number from Rural Payments Wales prior to commencement of the project. They should also ensure they have sufficient cash flow for project expenditure over the lifetime of the project.

See below for further information.

***Technical Guidance***

All projects funded through GREEN COMMUNITIES must demonstrate value for money and open and transparent procurement of goods and services. Projects must adhere to the following requirements for procuring goods and services:

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| --- | --- | --- |
| **Final Value of Goods/Services** **(excluding VAT)** | **Requirement** | **Action** |
| £0 - £4,999  | One written quote\* | It is recommended to use suppliers that are registered on [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales) |
| £5,000 - £24,999  | At Least Three written quotes\* | It is recommended to use suppliers that are registered on [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales) |
| £25,000 - £106,046 (Goods and Services) | Full and open competition\* | Requirements may be published through [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)Quotes may be sought by direct reference to suppliers |
| £25,000 - £4,104,393 (Works) | Full and open competition\* | Requirements may be published through [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)Quotes may be sought by direct reference to suppliers |
| £106,047 and above (Goods and Services)  | Full and open competition\* | Publish requirement throughout Europe via [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales) |
| £4,104,394 and above (Works)  | Full and open competition\* | Publish requirement throughout Europe via [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales) |

\*Documented evidence will be kept on file

***Project Delivery***

GREEN COMMUNITIES funding can be awarded in two ways:

(a) Cadwyn Direct Project Expenditure, or

(b) Grant

1. ***Cadwyn Direct Project Expenditure***

Under this process, the cash match funding for the project is paid to Cadwyn Clwyd and then Cadwyn Clwyd commissions goods and services for the project directly.  The applicant is not required to have the cash flow to support all the project expenditure upfront.

Quotations are gathered for project expenditure by Cadwyn Clwyd and the project team. Quotes provided for project expenditure by parties other than Cadwyn Clwyd are subject to assessment by Cadwyn Clwyd to ensure value for money. More quotes may be requested by Cadwyn Clwyd to ensure value for money.  Cadwyn Clwyd will take the lowest price on like-for-like quotes and issue a Purchase Order to that supplier.  Where necessary, a scored procurement can be prepared.

Cadwyn Clwyd will pay all suppliers directly for goods and services.  Cadwyn Clwyd is responsible for issuing all Purchase Orders to suppliers relating to the project.  Any request for payment for goods or services made by anyone other than Cadwyn Clwyd will not be paid by Cadwyn Clwyd.  Expenditure may not be incurred by third party organisations and claimed from Cadwyn Clwyd.  Cadwyn Clwyd contracts directly with service providers and will pay suppliers directly up to the total cash project value approved by Cadwyn Clwyd.  Cadwyn Clwyd is not able to pay for any work undertaken for which there is no Purchase Order, we cannot pay for any work that took place before a Purchase Order was issued, and we cannot pay an invoice for more than the figure stated in the Purchase Order corresponding to that work.

1. ***Grant***

Under this process, the applicant will pay all suppliers directly and then reclaim the agreed amounts (as set-out in the approved application form) from Cadwyn Clwyd using a provided Grant Claim Form. The claim form will be provided to successful grant applicants once the project has been approved. The applicant will need to be aware of the following requirements when claiming funding from Cadwyn Clwyd:

**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 organisation claiming will need to clearly state on the Claim Form their CRN (Customer Reference Number) from the Welsh Government. Cadwyn Clwyd will be able to assist organisations that do not already have a CRN.

Original invoices and bank statements will need to be retained in the applicant 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.

***Publicity***

Projects must comply with European Commission and Welsh Government publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the general public.A ll printed and digital materials for public consumption must be fully bilingual (Welsh-English), with the Welsh appearing before the English. There are 3 funding logos and they have to be present on all items financially supported by the project:

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*The following strapline must be included on all communication material:*

***English***

*This project has received funding through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.*

***Welsh***

*Cyllidwyd y prosiect hwn drwy Cymunedau Gwledig Llywodraeth Cymru - Rhaglen Datblygu Gwledig Cymru 2014-2020, a ariennir gan Lywodraeth Cymru a’r Gronfa Amaethyddol Ewrop ar gyfer Datblygu Gwledig.*

***Performance Indicators and Evidence of Project Activity***

The applicant is required to assist Cadwyn Clwyd Project Officers in recording evidence of project activity and ensure all audit evidence pertaining to project Performance Indicators is collected. The Performance Indicators to be achieved should be identified at application stage. Project Officers will provide guidance on the Performance Indicators and audit evidence requirements.

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| --- | --- |
| **Performance Indicator** | **No** |
| **Number of information dissemination actions / promotional and/ or marketing activities to raise awareness of the Green Communities project** | 1 |
| **Number of networks established**  | 1 |
| **Number of beneficiaries supported**  | 1 |
| **Number of stakeholders engaged** | To be determined in consultation with Cadwyn Clwyd |