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CADWYN
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Prosperous Communities Flintshire - Key Fund

This project is funded by the UK government through the UK Shared Prosperity Fund

Guidance Notes



1. Flintshire Community Key Fund

The primary goal of the UKSPF is to build pride in place and increase life chances across the UK

Underneath the overarching aim of building pride in place and increasing life chances, there are three UKSPF investment priorities:

1. communities and place;
2. supporting local business; and
3. people and skills.

This project delivers against the communities and place investment priority will enable places to invest to restore their community spaces and relationships, and create the foundations for economic development at the neighbourhood-level. The intention is to strengthen the social fabric of communities, supporting in building pride in place.

Prosperous Communities Flintshire - Key Fund provides support for community led and / or community owned venues / facilities / spaces / groups to develop, strengthen and enhance community infrastructure and community-based projects. The fund provides a wrap-around support function for community groups to access a Community Key Fund. The project also offers officer support and guidance.

The aim of the Prosperous Communities Flintshire - Key fund is to:

- Spread opportunities and improve public services, especially in those places where they are weakest.
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
- Empower local leaders and communities, especially in those places lacking local agency.

The objectives of the funds are to:

- Strengthen our social fabric and foster a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

2. How to get Advice and Apply

The first point of contact for anyone interested in the scheme is to speak with the Community Key Fund Project Officers.

Helen Williams, Cadwyn Clwyd helen.williams@cadwynclwyd.co.uk 01490 340500

Shaun Darlington, FLVC Shaun.Darlington@flvc.org.uk 01352 744000

The Project Officers will be able to:

- Provide information about the scheme
- Answer any questions you have
- Check your eligibility
- Discuss ideas you have for the grant
- Assist you with completing an application
- Assist successful applicants with completing the claim process for payment.

3. Who Can Propose a Project?

The following types of organisations may apply for funds which provide or as seeking to provide access to community led services and community infrastructure for communities across Flintshire:

- Voluntary and community groups
- Community Councils / Town Councils
- Registered Charities
- Social enterprises, including companies limited by guarantees, CICs and Development Trusts, provided they operate on a not-for-profit basis (including credit unions). **CICs by shares are excluded from this funding.**
- Co-operatives

Project proposals can be made by a consortium of groups, but where this is the case, a lead partner should be identified in the Project Proposal Form. Individuals cannot propose projects to Flintshire Community Key Fund.

All applicants must have a constitution and bank account as a minimum.

4. What Financial Support is Available?

Pre-Project Development Funding Support – REVENUE FUNDING:

To support communities to take the first step to realise and implement projects and will fund

- feasibility studies (e.g. for a new community ventures such as assets transfer, community buildings (extensions or new build),
- specialist consultancy (e.g. architect and surveyor costs).

Community Key Fund – CAPITAL FUNDING:

A capital key fund grant to support community projects which:

- provide community spaces, such as village halls, green spaces or community centres for local civil society and community groups to use;
- enable locally owned renewable energy generation and waste management to improve the transition to low carbon living;
- create and improve community local green spaces, community gardens, watercourses and embankments, along with incorporating natural features and biodiversity improvements into wider community space;
- deliver and support community led local arts, cultural, heritage and creative activities;
- deliver access to services via local sports facilities;
- provide digital infrastructure within community owned assets and facilities.

Grant thresholds

Pre-Project Development Funding Support - REVENUE

- Up to £5,000 per group. To support professional fees / consultancy costs / feasibility studies

Key Fund Support - CAPITAL

Up to £35k capital can be applied for depending on the nature and impact of the project.

- Grant application form of £1,000 - £35,000 (larger amounts can be considered whereby projects can demonstrate they can deliver multiple benefits).

All projects must be completed by 30th November 2025.

Ineligible Expenditure

The following items are deemed ineligible:

- paid for lobbying, which means using the Grant to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;
- using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- using the Grant to petition for additional funding;
- expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy;
- input VAT reclaimable by the grant recipient from HMRC;
- payments for activities of a political or exclusively religious nature;
- recurring staffing costs;
- items not approved by the Scoring Panel;
- cash Purchases;
- large-scale plant and machinery;

Other examples of expenditure which are prohibited include the following:

- contributions in kind;
- interest payments or service charge payments for finance leases;
- gifts;
- statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
- payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- bad debts to related parties;
- payments for unfair dismissal or other compensation;
- depreciation, amortisation or impairment of assets owned by the Grant Recipient;
- the acquisition or improvement of Assets by the Grant Recipient (unless the Grant is explicitly for capital use – this will be stipulated in the Grant Funding Letter); and
- liabilities incurred before the commencement of the Grant Funding Agreement unless agreed in writing by the Authority.

Completing an Application Form

Advice must be sought from the Project Officers 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 boxes in the application form should be filled in as thoroughly as possible.

5. How the Financial Support is Provided

Expenditure may not be incurred before a project proposal is approved.

Grants

Under this process, the applicant will pay all suppliers directly and then reclaim the agreed amounts from Cadwyn Clwyd using a provided Grant Claim Form. ***(If the applicant cannot cover the amount up front please discuss this with the projects officer and other options can be considered)***

Grant Claim Forms will be submitted electronically once the project has completed.

The applicant will need to be aware of the following requirements when claiming funding from Cadwyn Clwyd:

Evidence requirements when submitting a claim:

1. **Copy of Paid Invoice(s):** showing 100% of the costs claimed for. Copies of backing invoices must be made out to the organisation claiming or receipts where appropriate. Photocopies must be certified by a relevant officer in the organisation. Cadwyn Clwyd finance officer will need to view the original documents/invoices. Invoices will be checked to verify if they are in line with the project application.
2. **Bank Statements:** to prove that the organisation reclaiming costs from Cadwyn Clwyd have defrayed the costs. Photocopies must be certified by a relevant officer in the organisation. The name of the organisation and account number and sort code

must be clearly visible. On-line statements are acceptable but if this does not show name of organisation please also submit one copy of a bank statement so we can evidence the name of the account etc. Original bank statement should be available to be viewed by the Cadwyn Clwyd finance officer.

3. **Procurement Evidence:** Evidence to support/prove that the procurement procedures have been followed correctly by the organisation reclaiming the costs.
4. **Evidence of work done:** e.g. copy of a written report, evidence of events, press releases, PR undertaken etc.
5. **Written Progress Report:** you will need to complete a Progress Report. A template will be provided to successful applicants upon approval. This should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.
6. **Outputs Evidence:** you will need to provide Outputs Evidence. Template forms will be provided to you on approval and should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.

Procurement

All projects funded must demonstrate value for money and open and transparent procurement of goods and services.

Projects must adhere to the following requirements for procuring goods and services:

It is advised that all applicants sought advice from the project officer before starting any procurement exercise.

| Final Value of Goods/Services (excluding VAT) | Requirement | Action |
|---|--------------------------------|--|
| £0 - £2,499 | One written quote* | |
| £2,500 - £24,999 | At Least Three written quotes* | 3 written quotes or prices sought from relevant suppliers of goods, works and / or services |
| £25,000 + | Formal tender process * | For projects which receive more than 50% SPF/Public funding they will be required to advertise through the www.sell2wales.gov.wales portal (Officer support and assistance will be available if required). |

On like-for-like quotations the cheapest quotation is taken as the chosen supplier. There are, however, some instances when it would not necessarily be appropriate to take the cheapest quotation. These tend to be services where the finished product can vary greatly depending on the supplier, and a written specification cannot pin this down. For example, commissioning an expert to write copy for a booklet, or engaging with an artist to create artwork. In these instances a scoring process can be built into the procurement process, with details of how the supplier is selected clearly outlined in the specification document

provided to the providers. If the project wishes to undertake a scored procurement they should contact their Cadwyn Clwyd Project Officer, who will work with them to prepare a specification document.

A typical scoring breakdown would be as follows:

| | |
|--|-----|
| • Value for money (20 marks) | 20% |
| • Approach, Experience and Knowledge | 80% |
| ○ <u>Response to the brief (40 marks)</u> Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales | |
| ○ <u>Experience of the Consultants (40 marks)</u> Relevant skills of the consultant and experience of working on similar projects | |

6. Further Information and How to Apply

Key Fund Application Process

Application Forms are available on the Cadwyn Clwyd website. Advice must be sought from a Project Officers before compiling an application form.

Completed Application Forms will be assessed by the grant panel.

Projects will be assessed on the following criteria:

Eligibility

| | |
|--|-----------|
| Is the project activity eligible under the UK Shared Prosperity Fund | Yes or No |
| Is the applicant and project activity eligible under the Flintshire Community Key Fund project? | Yes or No |
| Realistic project delivery timescale (i.e. can be delivered and completed by 31 st December 2025) | Yes or No |

If the answer is 'Yes' to all of the above, the project can progress to scoring.

Scoring

| | |
|--|------------------------|
| Contribution towards the UK SPF priorities | Scored out of 10 marks |
| Community involvement and support for the project | Scored out of 10 marks |
| Outputs and potential Outcomes (including how the project could target further support from the proposed Shared Prosperity Fund) | Scored out of 10 marks |
| Value for Money | Scored out of 10 marks |

A proposal requires a total score of 24 or more to be considered for approval

Project Output & Outcome Indicators

At Project Proposal stage, each project will be required to state the Outputs & Outcomes their project will achieve. These Outputs & Outcomes will be considered as part of the Project Proposal assessment process.

Project Beneficiaries

| Outputs | Definition | Evidence Required to Claim the Grant |
|---|---|--|
| OP25 Number of organisations receiving grants | <p>Number of organisations receiving grants.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid. | <p>Organisation name; Organisation address (including postcode); The amount of grant received and for what purpose.</p> |
| OP26 Number of organisations receiving non-financial support | <p>Number of organisations receiving non-financial support with the intention of improving performance.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises - in other words it cannot | <p>Organisation name; Organisation address (including postcode); Type of non-financial support received.</p> |

| | | |
|--|--|---|
| | <p>be broadcasted advice. Support may be on-going.</p> <ul style="list-style-type: none"> - Improved performance means reductions in costs or increases turnover/profit. | |
| OP06 Number of low or zero carbon energy infrastructure installed | <p>Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.</p> <ul style="list-style-type: none"> - A residential unit means a home to a 'household', defined in the 2011 Census as being: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area'. This includes houses, bungalows, flats, and maisonettes. - A non-residential building means any building that is not used permanent or semi-permanent accommodation. This includes, but is not limited to, hospitals, universities, hostels, hotels, retail, and offices. - Low or zero carbon energy infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy. - Completed means physical completion of the low or zero carbon energy infrastructure and the space is ready for occupancy immediately. | <p>Address of infrastructure (including postcode; to include Unique Property Reference Number if the building is non residential); Specify if the infrastructure is residential or non domestic or other; Before and after photographs of the building or space.</p> |
| OP05 Number of amenities/facilities created or improved | <p>The number of new amenities/facilities created or improved.</p> <ul style="list-style-type: none"> - Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets. - Created means the amenity/facility did not previously exist. - 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. <p>If amenities/facilities are counted as being improved or created in another output indicator (e.g.</p> | <p>Location (including coordinates); Specify if 'created' or 'improved' what service is being improved or created; Before and after photographs of the building or space.</p> |

| | | |
|---|--|--|
| | number of cultural assets supported/created) they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition. | |
| OP02 Amount of green or blue space created or improved | <p>The total square meterage of green or blue space completed or improved.</p> <ul style="list-style-type: none"> - Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm". - Created means physical creation of a green or blue space that did not exist previously and the space is open to the public. - Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning. | Address (including postcode); Square metres completed or improved. Specify if 'completed' or 'improved'; Before and after photographs of the building or space. |
| Outcomes | | |
| Increased users of facilities/amenities | <p>The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p> | Address of facilities/amenities. Baseline figures before support provided. Information to support figures reported. |

Subsidy Control Rules

This section only applies to Social Enterprises, CIC's or and Community Groups whom are trading e.g. Shop, Pub or Café.

Flintshire Community Key Fund Grants 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 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-uk-s-international-subsidy-control-commitments)

Grants issued through this funding are classed as Minimum Financial Aid (MFA), in compliance with [Subsidy Control Act \(2022\)](#). The applicant must detail in their application form all 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 convertor](#). **The applicant is responsible for ensuring that the total MFA support awarded to the enterprise does not exceed a total ceiling of £315,000 in any three-year rolling fiscal period.** Applicants will need to clearly identify all aid they 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.

7. Terms and Conditions

Branding and Publicity

The Flintshire Key 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 Flintshire County Council and Cadwyn Clwyd and FLVC logos.



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It is important the position of the logos are in the correct place, the positions are: UK Government logo top left; Cadwyn Clwyd and FLVC logo top right; Flintshire Council logo bottom left. 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 recipients should follow the guidance below:

- Include the UK Government logo, Flintshire County Council, Cadwyn Clwyd and FLVC 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 |
| | X | |
| | Instagram | |
| Flintshire County Council | Facebook | @Cyngorsiryfflint @FlintshireCountyCouncil |
| | X | @CSyFflint @FlintshireCC |
| FLVC | Facebook | @FLVC |
| | X | |
| | Instagram | |

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. Applicant will need to request formal notification from Cadwyn Clwyd to dispose of asset. 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 not allow and 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 and FLVC must comply with an audit request within specific timeframes and as such project participants may be contacted to provide evidence of expenditure.

Equalities, Welsh Language & Net Zero

All projects supported by Prosperous Communities Flintshire Key Fund must adhere to the following

Equalities

Cadwyn Clwyd and FLVC 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.

Key fund applicants should consider and implement where appropriate the tailoring of project funded actions to accommodate the access needs of protected characteristic groups; develop monitoring processes which include specific equality assessment; actively engage with equality organisations and groups representing those with protected characteristics to ensure that the benefits of the project investment is maximised for those groups.

Welsh Language

Project Applicants will need to ensure that the Welsh language is treated no less favourably than the English language in all activity and that the Welsh language is proactively promoted and facilitated in the context of all project activity.

Cadwyn Clwyd and FLVC will provide proactive advice to applicants to help them understand the requirements in terms of using and promoting Welsh within the project.

All project funded communications with the public and project beneficiaries are required to be bilingual e.g. project funded websites, social media, leaflets etc.

Community groups and project beneficiaries are encouraged to access support such as, Helo Blod, Menter Iaith and other relevant agencies and services.

Net Zero

Key Fund applicants should consider the UK and WG Governments focus on contributing to net zero objectives and wider environmental considerations. 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.

<https://www.gov.wales/welsh-government-net-zero-strategic-plan>

<https://www.gov.uk/government/publications/net-zero-strategy>

Cadwyn Clwyd Privacy Statement

Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation. You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf>