

Community Innovation Denbighshire

A UK Community Renewal Fund project supporting pilot projects and feasibility studies to foster innovation and economic development in Denbighshire

Guidance Notes

1. Community Innovation Denbighshire

The Community Innovation Denbighshire scheme can provide advice and financial support towards pilot projects and feasibility studies that develop projects that encourage innovation and economic development in Denbighshire. The activities will focus on community-led local economic development and will enable geographical and sectoral communities in Denbighshire to realise and foster innovation and an entrepreneurial attitude at the local and micro level. The scheme priority areas are:

- 1) Investment in skills
- 2) Investment for local businesses
- 3) Investment in communities and place

The scheme is funded by the UK Government through the UK Community Renewal Fund. The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

It is intended that projects developed through this scheme will go on to be developed further and implemented through the UK Shared Prosperity Fund.

2. Who Can Propose a Project?

Town and Community Councils, community groups, business groups, community enterprises, charities and public sector organisations operating in Denbighshire can propose a project. 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 Community Innovation Denbighshire.

3. What Financial Support is Available?

Groups will be able to complete an initial Expression of Interest followed by a Project Proposal Form to request financial support for their pilot project or feasibility study. Cadwyn Clwyd will work with the group to develop the project idea.

Projects must be based in Denbighshire and for the future economic benefit of beneficiaries in Denbighshire.

Groups will be able to request up to 100% of the project costs in a Project Proposal Form. Groups may apply for up to £20,000 per project. Projects over £20,000 can be considered in exceptional circumstances.

All projects must be completed by 30th June 2022.

What Costs are Eligible?

Community Innovation Denbighshire can support revenue costs for the delivery of eligible projects. Eligible projects include Pilot Projects or Feasibility Studies. Each project must address at least one of the three scheme priorities.

Scheme Priorities:

- 1) Investment in skills
- 2) Investment for local businesses
- 3) Investment in communities and place

Eligible Project Types:

- (a) **Pilot Projects** – costs for delivering a small-scale project to test and idea or concept for a set period of time, to see if the idea could be developed into a full-scale realisable project with positive results. After the pilot is complete, a summary report / innovation plan is required to assess the success of the pilot and provide a plan for further development.
- (b) **Feasibility Studies** - revenue costs for a combination of staff time and consultancy costs to undertake the background research for a specific problem or issue and the production of a comprehensive written appraisal of the issues, the alternative solutions, the financial costings, a detailed risk analysis and recommendations for the next steps. The conclusion of a feasibility study must not be a recommendation that a further study is necessary. The following may be used as a guide as to the structure of a completed feasibility study:
 - 1) A detailed description of the issue that any ensuing proposal is expected to address, with particular reference to the actual or potential stakeholders and their requirements. It must also show the applicant's current position in relation to the issue and what they are anticipated to do at the conclusion of the project
 - 2) Details of the action to be taken under the proposal, including all items for which grant will be sought
 - 3) Why the action is needed in the business, organisation or sector concerned
 - 4) An explanation of the benefits of the proposal, particularly in the long-term
 - 5) In the case of a proposed new business or organisation, why existing structures cannot be utilised
 - 6) A three-year forward cash flow projection for the proposal, showing how it will be implemented and funded
 - 7) A three-year forward business plan for the proposal
 - 8) A clear recommendation on the likely viability of the project

How the Financial Support is Provided

Cadwyn Clwyd will incur the project costs on behalf of successful groups that have had their Project Proposal approved by Cadwyn Clwyd. Cadwyn Clwyd commissions goods and services for the project directly.

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

Value of contract	Minimum Procedure	Advertising Required
£0 - £24,999	Direct award	None
£25,000 - £181,302 (services)	<p>The advert needs to incorporate or direct any interested party to the following information:</p> <ul style="list-style-type: none"> • Details of the opportunity • What is required from all interested parties • How successful candidate will be chosen • Deadline and details of how to apply <p>Justification will also be required to demonstrate that the contract award is in line with the advert</p>	Advertise the opportunity on the organisation's/or other appropriate website for a minimum of 10 days.
£25,000 - £181,302 (supplies)	<p>3 written quotes or prices sought from relevant suppliers against a clear specification</p> <p>Justification that a reasonable decision has been made on the basis of the quotes/prices</p>	None

*Documented evidence will be kept on file

Quotations are gathered for project expenditure by Cadwyn Clwyd and the project team. The applicant will be required to assist in this process. Where necessary, a scored procurement will 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.

4. Further Information and How to Apply

Expression of Interest Form

Please provide a brief outline of your project for further discussion and consideration by Cadwyn Clwyd. Successful EOIs may then proceed to a Project Proposal.

Project Proposal Form Process

Project Proposal Forms are available from Cadwyn Clwyd. Advice must be sought from a Cadwyn Clwyd Officer before compiling a Project Proposal Form. Completed Project Proposal Forms will be considered on a rolling basis. They will be assessed by a Cadwyn Clwyd panel. Projects will be assessed on the following criteria:

Eligibility

Is the project activity eligible under the UK Community Renewal Fund	Yes or No
Is the project activity eligible under the Community Innovation Denbighshire project?	Yes or No
Realistic project delivery timescale (i.e. can be delivered and completed by 30 th June 2022)	Yes or No

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

Scoring

Contribution towards the UK CRF priorities	Scored out of 10 marks
Community Innovation	Scored out of 5 marks
Community involvement and support for the project	Scored out of 5 marks
Outputs and potential Outcomes (including how the project could target further support from the proposed Shared Prosperity Fund)	Scored out of 5 marks
Value for Money	Scored out of 5 marks

A proposal requires a total score of 18 or more to be considered for approval

Project Output Indicators

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

Project Beneficiaries

Prif Ddangosydd / Main Indicator	Is-set Dangosydd / Indicator Subset	Nifer i'w Gyflawni / Number to be Achieved
Pobl / People	Anactif yn Economaidd / Economically Inactive	
	Di-waith / Unemployed	
	Cyflogedig / Employed	
Busnesau / Businesses	Bach (0-49 o weithwyr) / Small (0-49 employees)	
	Canolig (50-249 o weithwyr) / Medium (50-249 employees)	
	Mawr (250+ o weithwyr) / Large (250+ employees)	
Sefydliadau / Organisations	Cyhoeddus / Public	
	Preifat / Private	
	Sector Gwirfoddol /	

Further Information

For further information contact Cadwyn Clwyd.

Tel: 01490 340 500

Email: admin@cadwynclwyd.co.uk

5. Terms and Conditions

Branding and Publicity

Projects must comply with UK Government and Cadwyn Clwyd publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and/or the general public.

All project deliverers must ensure that the appropriate UK Government logo is used prominently in all communications materials and public facing documents relating to project activity - including print and publications, through to digital and electronic materials.

The following logos must be used:



Alongside use of the appropriate UK Government logo, project deliverers must also ensure that websites and printed materials include a clear and prominent reference to the funding from UK Community Renewal Fund. This should include the following text:

'This project is [funded/part-funded] by the UK Government through the UK Community Renewal Fund.'

Where practical, project deliverers should also include a link to the UK Community Renewal Fund webpage, and the following text (which must also be used for notes to editors):

The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

Media and PR activities should be considered for the launch of any projects, and subsequently to announce key milestones and achievements. Press releases must include a clear and prominent reference to the UK Community Renewal Fund, in the main body of the press release.

'[This project/Name of project] has received £[INSERT AMOUNT] from the UK Government through the UK Community Renewal Fund.'

Notes to editors must also be used, stating the value of the financial support [provided and stating this support was provided 'by the UK Government through the UK Community Renewal Fund.

Social Media - when describing or promoting the Fund or projects supported, the following hashtags must be used - #UKCOMMUNITYRENEWALFUND and #CRONFAADFYWIOCYMUNEDOLDU. This will be re-tweetable by UK Government.

Please note that the funding must be approved for the project before any media or PR activities to publicise the project starts.

Cadwyn Clwyd reserve the right to publicise the project and the support provided to groups through its communication channels, such as the Cadwyn Clwyd website, social media platforms, press releases and any other communication method deemed appropriate.

Cross-cutting Themes

All projects supported by Cadwyn Clwyd must adhere to the following policies and cross-cutting themes:

- Equal Opportunities Policy - In particular, no disproportionate negative effects should occur to the below protected characteristic groups via any funded actions:
 1. The Welsh language and Welsh speakers.
 2. Age (covering all age groups, being particularly aware of children aged under 16, younger people aged 16-24, and older people aged 65 and over).
 3. Disability (which may include people with sensory impairments, mobility impairments, learning disabilities and mental wellbeing disabilities).
 4. Gender reassignment (including persons who are at any stage of gender reassignment therapy).
 5. Marriage and civil partnership (with a focus purely on discrimination on the basis of whether someone is married or in a civil partnership – single people are not covered by this characteristic).
 6. Pregnancy and maternity (including pregnant women and nursing mothers);
 7. Race and ethnicity (which may include ethnic or national origins, colour or nationality).
 8. Religion or belief (which may include all religion, faith or belief groups, including lack of belief).
 9. Sex / gender (including both women and men).
 10. Sexual orientation (including heterosexuals, and lesbians, gay men and bisexual (LGB) people).
- Welsh Language - all material produced by the project must be in both Welsh and English (our policy is available on the Cadwyn Clwyd website)
- Environmental Policy (our policy is available on the Cadwyn Clwyd website)
- Information Communication Policy (our policy is available on the Cadwyn Clwyd website)

Cadwyn Clwyd Privacy Statement

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