

Innovation Business Grants Denbighshire

A UK Community Renewal Fund project supporting business innovation and economic development in Denbighshire

Due to the small-scale of the support available, this scheme is best suited to micro-businesses and new small business start-ups

Guidance Notes

English

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Innovation Business Grants Denbighshire

Guidance Notes

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1. What is Innovation Business Grants Denbighshire?

This Innovation Business Grant is part of the Community Innovation Denbighshire project. The project is part funded by the UK Government through the UK Community Renewal Fund (CRF).

The 'Innovation Business Grants – Denbighshire' project will directly support micro and small enterprises in Denbighshire by providing a 50% grant, up to a maximum of £5,000 (total project spend is £10,000), towards costs relating to the introduction of new products or processes. Existing businesses and new business start-ups will be eligible, and as well as businesses, social and community enterprises will be able to apply. The project hopes to encourage enterprises to innovate and trial new products, processes and service delivery. There will be a focus on business expansion, supporting the introduction of innovative technologies and new ways of doing businesses. The objective is to foster innovation and entrepreneurship in Denbighshire. Lessons learned from enterprises' experiences in introducing the new products and processes will be collected and disseminated to inform the wider sector.

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. How to get Advice and Apply

The first point of call for anyone interested in the scheme is to speak with the Community Innovation Project Coordinator.

Email: Adrian: Arloesicymunedol@barsbyassociates.com or
Gwawr: gwawrelena@barsbyassociates.com

Tel: Adrian: 07921 787668 or
Gwawr: 07767 111875

They will be able to:

- Provide information about the Community Innovation scheme
- Answer any questions you have
- Check your eligibility
- Discuss ideas you have for the new products and processes grant
- Assist you with completing an Expression of Interest Form (EOI)
- If your project is eligible, organise business support with a Business Wales advisor
- Assist successful applicants with completing the claim process for payment.

3. Who Can Apply?

Micro and small enterprises in Denbighshire only will be able to apply. Due to the small-scale of the support available, this scheme is best suited to micro-businesses and new small business start-ups. Enterprises must have an operating address based within Denbighshire. Existing businesses and new business start-ups will be eligible, and as well as businesses, social and community enterprises will be able to apply.

Due to the small-scale of the support available, this scheme is best suited to micro-businesses and new small business start-ups.

- **A micro-business** has fewer than ten employees and either a turnover of up to €2 million or a balance sheet total of up to €2 million
- **A small business** has fewer than 50 employees and either a turnover of up to €10 million or a balance sheet total of up to €10 million
- **New business start-ups** that are no larger than a small business

Eligible applicant organisations include:

- Sole traders
- Partnerships
- Limited Companies
- Cooperatives
- Social Enterprises

Most manufacturing and service sectors are eligible. Agriculture, fisheries and forestry businesses and costs are not eligible. The processing of agricultural products to produce other agricultural products is not eligible. Road freight transport businesses and costs are also not eligible. The marketing of agriculture, fisheries, forestry and road freight transport businesses is not eligible. Export related activities and aid contingent upon the use of domestic over imported goods is also not eligible.

Guidance on alternative funding streams for agricultural businesses can be obtained from Farming Connect (08456 000 813), and further advice will be provided by the Community Innovation Project Coordinator.

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

4. What Business Wales Support is Available?

Eligible enterprises interested in participating in the scheme, who are eligible and have had their EOI approved, will be referred to a Business Wales Advisor who will support applicants to complete a Business Plan and Cash Flow Forecast to support their application. This will be organised by the Community Innovation Project Coordinator.

Business Wales provides tailored support to start-up, micro and small and medium sized businesses in Wales. The service can provide tailored support packages including access to general and specialist advisers, workshops & webinars, online tools and mentors. In addition to working with you on a business diagnostic and action plan, Business Wales advisers can also

provide targeted financial advice and help you access other relevant support. To find out more, visit www.businesswales.gov.wales.

5. What Grant Support is Available?

Participants will be able to complete an application form for a 50% grant, up to a maximum application value of £10,000 grant funds (which would be £5,000 grant funds and £5,000 applicant cash match funding) towards costs relating to the introduction of new products or processes. The minimum grant application value is £2,000 (which would be £1,000 grant funds and £1,000 applicant cash match funding).

What Costs are Eligible?

- **Costs that enable enterprises to introduce new processes.** For example, it could include software for inventory management, or payment for services to develop new e-commerce processes for making bookings, or for buying services.
- **Costs for an enterprise to develop and produce new products.** For example, this could include hire or lease costs for equipment and machinery to design or produce new products as part of a pilot.

A key priority for the project is supporting enterprises introduce new products and/or new processes that the enterprise has not delivered before. There will be a focus on supporting the introduction of innovative technologies and new ways of doing businesses. Innovative proposals in grant applications will score highly in the application appraisal process. New processes can improve productivity, increase turnover, profitability and market share, by making the business more competitive. Qualifying projects would typically include expansion, diversification and modernisation of an existing business. Expenditure could be new investment in assets, such as small items of equipment, in the development of a marketing strategy, or implementation of IT technology to enhance existing business.

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

Eligible costs include:

- Fees for professional services
- Consultant costs
- Costs supporting consultant work, e.g., travel, subsistence etc.
- Public consultation
- Market research
- Surveys
- Options appraisals
- Business plans
- Architectural plans
- Feasibility studies
- Evaluation reports
- Training costs
- Venue hire
- Marketing costs

- Small items of equipment
- Material costs for delivering a pilot project
- Hire costs for delivering a pilot project

What Costs are Not Eligible?

Ineligible costs include:

- Acquisition of land and or buildings
- Building and construction
- Professional fees associated with building and construction
- Large-scale plant and machinery
- Any large-scale, high value item of equipment
- Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Using grant funding to petition for additional funding
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under the UK Community Renewal Fund.
- Payments for activities of a party political or exclusively religious nature
- Interest payments or service charge payments for finance leases
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties
- Costs for works or activities that are a statutory duty to undertake
- Bad debts to related parties
- Payments for unfair dismissal or other compensation
- Depreciation or amortisation costs
- 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
- 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 Innovation Business Grants Denbighshire is made, but has not been declared to Cadwyn Clwyd

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

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

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

These schemes are geared to create or safeguard employment opportunities, therefore, should a successful project lose jobs as a result of assistance, the grant may be reduced or recovered.

Advice must be sought from the Community Innovation Project Coordinator where there is uncertainty.

Match Funding

The applicant is required to provide a minimum of 50% cash match funding towards the costs in their grant application. In the application form, the applicant will need to show how this 50% match funding is being financed. In-kind contributions are not eligible.

Match funding could come from an applicant's own resources, or from other private sector finance (banks etc). Advice on eligible match funding can be sought from the Community Innovation Project Coordinator.

6. Completing an Expression of Interest Form (EOI)

Expression of Interest Forms are available electronically from the Community Innovation Project Coordinator, who will provide advice prior to the form being completed and returned. All forms and guidance notes are available in Welsh. The white boxes in the form should be completed as thoroughly as possible and can be expanded to allow for more information. Only one EOI is allowed at a time per enterprise. Approved Expression of Interest Forms will proceed to the next stage and a referral to Business Wales will be organised to provide business guidance and assist with the next stage of the application process.

7. Completing an Application Form

Application forms are available from the Community Innovation Project Coordinator. Advice must be sought from Community Innovation Project Coordinator before an application form is completed. All forms and guidance notes are available in Welsh. The application form is to be completed electronically. The white boxes in the application form should be filled in as thoroughly as possible. Boxes can be expanded to allow more information to be included. Only one application will be accepted per business or group of businesses. Applications must be developed with a Business Wales Adviser and then submitted by the business owner and not agents acting on their behalf, however, this does not mean that applicants cannot access support to help with completion of the form.

To Apply:

- Applicants must initially submit an Expression of Interest (EOI) and have this approved

- Application Forms must be accompanied by a viable 12-month business plan
- Provide a 12-month cashflow forecasts (this should be presented in a monthly format and not annualised)
- Be able to demonstrate a minimum of 50% match funding for the application value
- Have access to business bank account for the business applying for the grant.

Completing the Application Form:

Section 1: Applicant Details

Here the applicant should include the business name and contact details. The business address must be in the eligible rural area for the grant. An indication should be made to which is the preferred correspondence address. The applicant should have the authority to submit the application on behalf of the listed business. Each named business can only apply once.

Section 2: Business Details

In this section we ask for a few paragraphs detailing what your business does and its history. When the business was begun should be clearly listed. One box should be checked to indicate how your business is constituted. The sum of the number of full time and part-time employees should equal the total number of employees. Please note, the application also needs to be accompanied by additional supporting documents: accounts for the last year and a cashflow forecast for the next year.

Section 3: Key Business Financial Information

The key financial information from the last three years should be detailed here. If the business has been operating for fewer than three years, then the details for the years it has been trading should be provided.

Section 4: Project Details

The project cannot have already begun before the application has been submitted or approved. The items for which the grant is sought cannot have already been purchased. Retrospective funding cannot be awarded. The project end date cannot be later than 30th June 2022. By this date the project must be completed. This includes the time for the completion of the claim form and submission to Cadwyn Clwyd for payment.

The applicant should detail what new products and / or processes would be introduced as a result of this grant. The more innovative a project, the higher it will score in the application appraisal process. The new products and / or processes should be new activities for the business.

What the items to be purchased with the grant are should be clearly detailed and it should be explained how these items will allow the business to introduce the new products and/or processes.

In the application form, the business is encouraged to show that without grant assistance the project would not go ahead, would be on a much smaller scale, or would go elsewhere.

Section 5: Project Finance

Here the service to be purchased should be detailed, together with the quote prices for them. For items less than £4,999, 1 quote is needed; for items more than £4,999, 3 quotes are required. Copies of the quotes for each item need to be provided with the application form. Figures should exclude VAT if you are VAT registered.

Keep the application and claim process simple by doing the following:

- Only include up to 10 items / transactions in the application form
- Do not include staffing / salary costs or any associated staff costs (e.g. mileage, subsistence etc.)
- Do not include trading stock costs or costs for consumables in your application
- No apportioned items
- Pay each invoice separately so that the defrayment can easily be matched up on your bank statement
- Avoid paying for items included in the grant in the same payment as other items for your company (or you will be required to provide invoices and evidence relating to every purchase within that payment)
- Expenditure incurred prior to your application being approved by Cadwyn Clwyd will be rejected and you will not receive 50% of the value of that purchase

All successful projects must have been completed and claimed no later than 15th June 2022

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

Match funding

You will not be invoiced for any 'cash' by Cadwyn Clwyd. You will be required to purchase the approved items and then provide evidence that you have paid 100% of the item price, then upon claiming you will receive 50% of the item value back from Cadwyn Clwyd.

Section 6: European Funding Industrial De-Minimis Aid Rules

Subsidy Control Rules

Innovation Business Grants (Denbighshire) 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)

The applicant must detail in their application form all de minimis and 'Small Amounts of Funding Exemption' (SAFE) funding received during their current and previous two fiscal years. **The applicant is responsible for ensuring that the total de minimis aid and SAFE support awarded to the enterprise does not exceed a total ceiling of 325,000 Special Drawing Rights (SDR) in any three-year consecutive fiscal period. Special Drawing Rights are an IMF unit and 325,000 SDR is currently approximately £332,000.** The Sterling equivalent amount is determined using the [International Monetary Fund SDR convertor](https://www.imf.org/external/np/fin/indicators/sdrconv.htm). Applicants will need to clearly identify all aid they received within the specified timescale to ensure they do not breach the Subsidy Control rules. Aid includes not only grants but also assistance such as free or subsidised consultancy services, marketing advice etc. All other de minimis aid and SAFE support must be included. Other names under which SAFE support has been awarded include:

- 'Special Drawing Rights' (SDR);
- 'Small Amounts of Financial Assistance' (SAFA);
- 'Minimal Financial Assistance' (MiFA); and
- UK de minimis.

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 Denbighshire County Council will also keep a record of all funding awards.

Section 7: Application Submission Checklist

Application submissions will not be accepted without the following documents:

- Signed application form
- Copies of quotes for each item towards which the grant is sought
- Evidence of offers of financial support – match funding evidence (if applicable)
- Business Plan
- Business financial accounts for the last year
- Cashflow forecast for the next year

Section 8: Declaration

The application should be dated and signed. Electronic signatures are accepted.

In signing and submitting this application the applicant confirms and declares:

- I have the authority to submit this application on behalf of the named applicant enterprise.
- I declare that all the information given on the form is correct and that giving a false declaration may result in action by Cadwyn Clwyd against the signatory for recovery of the grant plus related costs, charges and expenses.
- I have read and understood the terms and conditions and I confirm that I have not started the project and no expenditure has been committed or defrayed on it.
- I understand that if I give information that is knowingly incorrect or incomplete, the grant will be reclaimed, and action may be taken against me.
- I agree to provide Cadwyn Clwyd with a written progress report 3-6 months after the grant award (if the application is successful).
- I agree for Cadwyn Clwyd to hold my details and all documentation relating to this grant for audit purposes until 30 June 2029.
- I understand that services purchased with these grant funds must be used for the purpose described in the application form, and if they are disposed before 30 June 2025, grant funds may be reclaimed.
- I declare that I consent to all the information I have provided being shared with Denbighshire County Council and the UK Government.

Subsidy Control Rules

- I understand that Innovation Business Grants (Denbighshire) must comply with the UK's international Subsidy Control commitments and all grants are subject to UK Subsidy Control rules. (More information can be found here: [Guidance on the UK's international subsidy control commitments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-uk-international-subsidy-control-commitments))
- I understand that this grant is subject to UK Subsidy Control rules and, if I receive funding, I will be in receipt of aid subject to UK Subsidy Control rules.
- I understand that I must detail in this application form all de minimis and 'Small Amounts of Funding Exemption' (SAFE) funding received during the current and previous two fiscal years, and I declare that these details are correct.
- I understand that where support is offered, I am responsible for ensuring that the 325,000 Special Drawing Rights (SDR) threshold will not be breached. The applicant is responsible for ensuring that the total de minimis aid and SAFE support awarded to the enterprise does not exceed a total ceiling of 325,000 SDR in any three-year consecutive fiscal period. Special Drawing Rights are an IMF unit and 325,000 SDR is currently approximately £332,000. The Sterling equivalent amount is determined using the [International Monetary Fund SDR convertor](#).

- I declare that the total public funding awarded to my enterprise (inclusive of this grant) does not and will not exceed a total ceiling of 325,000 SDR in any three-year consecutive fiscal period.
- I understand that I must ensure that any organisation receiving aid must keep a record of the aid received and declare the amount to any aid awarding body who requests information on how much aid they have received. I shall maintain appropriate records of compliance with the Subsidy Control Rules and agrees to take all reasonable steps to assist the Lead Authority to comply with Subsidy Control Rules requirements and respond to any investigation(s) or claim(s) in relation to Subsidy Control Rules.
- I understand I am required to submit details of the system in place to monitor aid received.
- I understand that records of aid received under Subsidy Control must be retained for 10 years.
- I acknowledge that if I fail to meet the eligibility requirements, or if the Subsidy Control rules are breached, I/We may become liable to pay the full value of the support received and/or the full price that would otherwise be payable in respect of services received.
- I acknowledge and represent that the project being undertaken using the grant will not affect trade in goods and wholesale electricity between Northern Ireland and the European Union and shall ensure that the grant is not used in way that affects any such trade.

8. The Application Process

The business must be able to demonstrate viability through a business plan or business review. This process will be completed with a Business Wales representative. Completed application forms are technically appraised by Business Wales, before going to the Community Innovation Steering Group and Grant Panel. Applications that pass this technical appraisal are considered by the Grant Panel, which decides whether or not to financially support a project.

Decisions on applications will be made based on the information provided in the application form, associated evidence provided and further due diligence checks. Applications are scored on the below criteria for the purposes of ranking applications.

	Criteria	Score
A	Innovation	/20
B	Economic benefit (including its contribution to jobs, growth and tackling poverty)	/20
C	Value for money	/20
	TOTAL	/60

Applications require a score of 36 or more to pass the threshold to be considered for approval

SCORE	CLASSIFICATION
17-20	Excellent – Proposal strongly and positively satisfies the criterion with a good level of substantiating information provided
13-16	Very Good – Proposal positively satisfies the criterion, but with minor reservations
9-12	Good – Proposal goes some way to positively satisfying the scoring criterion, but with some reservations
5-8	Weak – Proposal only weakly satisfies the scoring criterion, with reservations, and little evidence provided
1-4	Very Weak – Proposal provides very weak case against the scoring criterion, there are strong reservations and very little evidence is provided
0	Poor – Proposal does not satisfactorily address the scoring criterion in any way

The decision of the Grant Panel is final. If your application is unsuccessful, you will receive an email outlining the reason[s] for rejection. You can speak to a Business Wales adviser to consider alternate forms of finance to support you.

Successful applications will receive an Award Letter and Claim Form. You must respond to this offer within 14 working days, or the grant offer may be withdrawn.

The application process takes place in rounds, with deadlines set by the Innovation Business Grants - Denbighshire Steering Group and Grant Panel.

9. Terms and Conditions

Branding and Publicity

This Innovation Business Grant is part of the Community Innovation Denbighshire project. The project is part funded by the UK Government through the UK Community Renewal Fund (CRF). Cadwyn Clwyd is required to publicise the CRF support received when communicating the project to beneficiaries and/or the general public. We will use the UK Government Wales logo below and also the Denbighshire County Council and Cadwyn Clwyd logos.



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

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

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

- Include the UK Government Wales Logo, Denbighshire County Council and Cadwyn Clwyd logos.
- Include the following text in communication:

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

- Include the following hashtag in social media posts #UKCOMMUNITYRENEWALFUND and #CRONFAADFYWIOCYMUNEDOLDU. This will be re-tweetable by UK Government.

Welsh Language

Cadwyn Clwyd will communicate and promote the project, the grants awarded and its outcome in both Welsh and English in line with Cadwyn Clwyd's Welsh Language Policy. Grant recipients are encouraged to use the Welsh in their grant funded project and their wider business activities. Support is available on [Helo Blod | Helo Blod \(gov.wales\)](#). Helo Blod is a Welsh Government funded business support tool that provides a free-of-charge translation and advice service to help you use more Welsh in your business.

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. This is a three-year period from 30 June 2022 (30 June 2025). 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 must comply with an audit request within specific timeframes and as such project participants may be contacted to provide evidence of expenditure.

Cadwyn Clwyd Privacy Statement

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

Appendix A

Completing a Claim Form for Payment

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

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

- **VAT (Value Added Tax):** It is only irrecoverable VAT that can be claimed via these grant funds. If The Applicant organisation is able to recover VAT from HMRC, then they would not be able to include this in their claim to Cadwyn Clwyd and all costs claimed must be net of VAT. However, if The Applicant organisation cannot recover VAT, they will be able to reclaim this from Cadwyn Clwyd, but they will need to provide a formal statement explaining why their organisation cannot recover VAT.
- Invoices should be for 100% costs in the grant claim and not split or apportioned across other budgets within your business / organisation.
- Please note Cadwyn Clwyd will pay the approved intervention rate (50%) on the claim. If The Applicant claims less than the approved amount, then Cadwyn Clwyd will pay 50% of the claimed amount not 50% of the approved amount.
- Original invoices and bank statements will need to be retained by The Applicant business / organisation until at least 30 June 2029, or until Cadwyn Clwyd advises that they can be disposed of. This is to ensure that the original invoices are available to be viewed by auditors where required and to comply with grant document retention requirements.
- Only submit a single claim to Cadwyn Clwyd where possible and if your cash-flow allows. (Please discuss with the Community Innovation Project Coordinator if this is not possible.)

Evidence requirements when submitting a claim:

For each item purchased via the Innovation Business Grants – Denbighshire Grant please provide the following:

1. **Copy of Paid Invoice(s):** showing 100% of the cost of the item being claimed. The invoice must be made out to your business or organisation. Invoices will be checked to verify they are in line with the approved project application. Cadwyn Clwyd will not consider items in your claim that are not listed in your approved application.
2. **Bank Statement(s):** to prove that The Applicant business / organisation has paid for the item / cost being claimed (defrayment). The name of The Applicant business / organisation, account number and sort code must be clearly visible. Online statements are acceptable but if this does not show name of The Applicant business / organisation please also submit one copy of a bank statement so we can evidence the name of the account. Transactions

not relating to the grant can be hidden / covered as well as any bank balances on the statements.

3. **Evidence of items purchased:** Please provide a photograph of the item purchased via the grant. If the item purchased cannot be photographed, then please provide other suitable evidence. If an item purchased has a serial number this should also be provided. The Community Innovation Project Coordinator can give advice about what is suitable evidence if required.
4. **Summary / written report** explaining how the grant has helped The Applicant to implement the new process or develop a new product in your business. Photographs or numerical data can be included if applicable.

- All scanned / e-mailed documents provided to support your claim must be clearly legible.
- If possible, clearly identify payments on your bank statements (e.g. highlighting relevant amount) and reference documents so that they can easily be identified to each item claimed / transaction.

Procurement Evidence: Quotations do not need to be provided with the claim form because they have already been provided at the grant application stage. All transactions you include in your claim should be the lowest priced quotation of the item as detailed in your grant application.

The claim form should be submitted electronically together with a Cadwyn Clwyd BACS / Electronic transfer form, and the supporting documentation detailed above to admin@cadwynclwyd.co.uk

The Claim Form must be signed. An electronic or typed signature is permitted.

All successful projects must have been completed and claimed no later than 30th September 2022