10 Towns Programme

Revitalising Rural town Centres

Ten Towns Programme

An application form may be submitted in Welsh and any application submitted in Welsh shall not treated less favourably than a request submitted in English

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***Please answer all questions and tick appropriate boxes where necessary.***

***Incomplete forms cannot be accepted and will be returned to the applicant.***

**Introduction**

This aim of this fund is to offer town centre premises the opportunity to access financial support of up to £2,000 to increase the vibrancy of Carmarthenshire’s rural towns centres.

Eligible premises located in prioritised areas will be invited to apply for support. Applications received from premises located outside of the prioritised area may be considered should applicants be able to demonstrate a positive impact for the town.

Applications will be assessed on the level of impact achieved for each town and is open to premises located in prioritised high street areas. Applications received from buildings most in need of revitalising will be prioritised.

Match funding contribution of up to 20% towards the total costs of the project will be required from each applicant.

Should the allocated budget for this fund not be fully committed, a further window of opportunity to submit applications will be made available.

**Fund criteria**

* Leaseholders and freeholders are eligible to apply.
* Leaseholders are required to ensure permission is sought from freeholders.
* This is a targeted town centre fund and only eligible for premises located in designated areas.
* Applicants must ensure that have considered recommendations and guidelines included in the Carmarthenshire Built Heritage Design Guide
* Photos of premises in existing condition must be provided with application form.
* Any request for support for new signage must ensure that it is bilingual.
* Any requests for financial support for exterior signage or canopies must be accompanied by scaled drawings to determine whether planning consents are required eg. Dimensions, location, height, width and whether lighting will be installed.
* Details of the proposed works to be undertaken must be included to include sourced costings/quotes from suppliers and details of the chosen goods to be procured.
* Grant will be paid retrospectively on receipt of invoice, bank statement and photographic evidence of the work undertaken.
* We aim to pay completed grant claims within 20 days of receipt.
* Successful projects must be fully complete no later than **1st Sept 2024.**
* Successful applications must comply with planning and conservation area legislation.

**Examples of eligible expenditure include;**

* New bilingual signage ( proposed designs required to include sizing)
* Canopies (planning permission required)
* Decorating building
* Lighting
* Associated costs for the completion of projects e.g., scaffolding, consents
* Applications for larger projects to redevelop shop frontages are also eligible yet grant amount will be capped at £2,000 or 80% of total costs.

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| **SECTION 1 – APPLICANT’S DETAILS** |
| **Main Contact Name:** |
| **Email address** | **Telephone number**  |
| **Position held in Organisation:** |
| **Premises Address**  |
| **Have you received an invitation to apply for support**  | **Yes** | **No** |
| **Is your premise located in a conservation area?** [Conservation Areas Consultation (gov.wales)](https://www.carmarthenshire.gov.wales/home/council-services/planning/conservation-areas/conservation-areas-consultation/#.YzcAi9jMK73) | **Yes**  | **No**  |
| **Is your premise a listed building** **If yes, please be mindful that listed building consent may be required for any proposed works**  | **Yes** | **No** |
| **SECTION 2 - TYPE OF GROUP / ORGANISATION** |
| **What is the status of your Organisation?** *(Including any registered numbers)**e.g., Charity, Community Council, Business, Social Enterprise, Other (please specify below)*    |

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| **SECTION 3 - CONFLICT OF INTEREST** |
| **Do you or any members of your family work for or are Elected Members of Carmarthenshire County Council?**  | **(Yes/No)** |
| *If yes, please provide details:* |  |
| **Are the proposed contractors undertaking work included in this application personally related to you?** If yes please contact officer to discuss  | **YES/NO**  |
| **SECTION 4 - PROJECT DETAILS** |
| **Please provide details on how you wish to increase the vibrancy of your premises and how this will positively impact your business and town;** **Please provide details on colour palette choices and materials to be used** |
| **How does your proposal for support align with the Carmarthenshire Built Heritage Design Scheme?** [carmarthenshire.gov.wales/media/1232811/carmarthenshire-shopfront-design-guide-web.pdf](https://www.carmarthenshire.gov.wales/media/1232811/carmarthenshire-shopfront-design-guide-web.pdf) |
| **Please complete the table below highlighting which of the following eligible expenditure you wish to apply for support;** **If you are able to reclaim VAT, please note cost as NET ( without VAT included)** **If you are unable to reclaim VAT, please note cost as GROSS ( with VAT included)** **Please ensure that you read through Carmarthenshire County Council’s Third Party Procurement rules before seeking quotations . Annex A**  |
| **Expenditure**  | **Details e.g. chosen colour,style. Links can be added to chosen goods**  | **Quoted Cost**  |
|  |  |  |
| Decoration building |  |  |
| Canopies |  |  |
| Scaffolding for decorating  |  |  |
| Lighting |  |  |
| Signage  |  |  |
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| **Other please specify**  |  |  |
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| **TOTAL**  |  |  |

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| **SECTION 5 – TOTAL PROJECT COSTS**  |
| **Total project costs ( use NET costs if able to reclaim VAT)**  | £ |
| **Grant request ( cannot exceed £2,000 or 80% of the total costs whichever is the lesser amount)**  | £ |
| **Match funding provided by applicant**  | £ |

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| **SECTION 6 – PROJECT TIMESCALES** |
| **Please note all projects must be completed no later than 1st September 2024****\_\_\_\_\_\_\_ Months** |

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| **SECTION 7 – VAT** |
| **Is your Group / Organisation VAT Registered?** YES/NO |
| **Can the organisation reclaim VAT?** YES/NO |
| **VAT Registration No:**  |

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| **SECTION 8– SUBSIDY CONTROL** |
| **Should your application be successful, the direct award of UKSPF funds to you (as the applicant) would be considered to be a subsidy** |
| **Applicants are required to provide details of any financial assistance received from public authorities within the last 3 years** |
| **Funder** | **Amount** | **Date funding received by applicant** |
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| **SECTION 9 – CHECKLIST** |
| **Please ensure all the following documents and evidence are submitted with this completed, signed application form** |
| **Completed Application Form**  |  |
| **Statutory Consents incl. Planning permission, building regulations (if applicable)** |  |
| **Conflict of interest acknowledgment if applicable**  |  |
| **Photos of premises in existing condition** |  |
| **Permission for premises owner**  |  |
| **Quotes from suppliers to carry out work** |  |
| **Scale drawings for signage/canopies only**  |  |

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| **SECTION 10 – DECLARATION**  |
| **I declare that the information given on this form is accurate and true.** |
|  | **Signatory 1**  | **Signatory 2**  |
| **Print Name** |  |  |
| **Signature** |  |  |
| **Position** |  |  |
| **Date** |  |  |

**Please return electronically to** **RDPSIRGAR@carmarthenshire.gov.uk**

**alongside supporting evidence as outlined in Section 9**

**no later than 31 March 2024 to be considered**

**How we use your information**

Carmarthenshire County Council collects personal data about you using this form so that we can process your application for funding. To find out more about how we use your information, please visit our website [www.carmarthenshire.gov.wales](https://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/economic-development/) to obtain our Privacy Notice.

*‘Mae croeso i chi gysylltu gyda’r cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.*

*You are welcome to contact the council through the medium of Welsh or English’.*

**ANNEX A Procurement**

**Purchasing goods, services or works.**

When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.

**Think Carmarthenshire First**

For purchases below £25,000 please consider ‘Think Carmarthenshire First’ when seeking quotations for Goods/Services. Therefore, we encourage you to explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase and include them in your invites to quote.

**Procurement Thresholds**

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|  | **Value (excluding VAT)** | **Procurement Process** |
| **All** | **up to £5,000** | A minimum of **1 written Quotation** must be obtained and retained.Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes. |
| **All** | **£5,000 and £25,000** | A minimum of **3 written Quotations** must be sought from competitive sources**\***. The quotes must bebased on the same specification and evaluated on a like for like basis. A documented record of the quotes sought, the evaluation process and the decision to award must be recorded. |
| **All** | **£25,000 and £75,000** | A minimum of **3 written Quotations** must be sought from competitive sources**\***. The quotes must be based on:* the same specification,
* the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.
* the same closing date.

A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.  |

**Avoiding conflicts of interest**

It is possible that project applicants, or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the project applicant. This is not unacceptable, but the applicant will need to make sure that they conduct the transaction as openly and as transparently as possible.

If the applicant, or any person connected with them, has an interest in any of the potential bids for a contract offered:

* the applicant should not be involved in any part of the tender assessment process i.e., opening and selection of tenders.
* The process should be managed by an independent architect or suitably qualified professional on behalf of the applicant.
* the applicant should consider how its procurement guidelines should be applied to ensure not only that the procedure is fair to all bidders but can be seen to be so also.
* every stage in the procedure should be recorded formally and the records retained on file and be made available for inspection