rural innovation fund

2022 – 2025

guidance notes

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| UK Government logo | Levelling Up logo | Carmarthenshire County Council logo |

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1. **Introduction**

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government’s Levelling Up agenda. An allocation of funding of £38.6m has been confirmed for Carmarthenshire which will enable us to deliver against some of the County’s strategic objectives.

The UK Government has allocated funding until March 2025 which will help address some of the challenges facing the County.

The Rural Innovation Fund in Carmarthenshire aims at providing opportunities for communities across the County’s rural areas to pilot new ways of working to support and develop rural regeneration.

This is a targeted fund, specifically aimed at addressing key themes that have been prioritised as part of the programme.

All project proposals will have to provide detail on how the proposed activity aligns with the programme’s themes and outline the innovative nature of the proposal.

**What is ‘*innovation*’?**

* **Working in new ways:** this might involve rural development approaches that apply new ideas, using new techniques, focusing on alternative markets, bringing diverse sectors and stakeholders together via new networking methods, supporting new priority groups, or finding new solutions to social, economic and environmental challenges.
* **Developing new products and services:** these often result from testing innovative ways of working and can be created through the application of new or novel techniques, partnerships, technology, processes, research and thinking.
* **Adapting proven approaches to new circumstances:** is also recognised as an effective means of creating locally significant innovative rural developments. These types of innovative actions are often facilitated by knowledge transfer between other similar areas.
1. **Rural Innovation Fund Themes**

Activities supported under the Rural Innovation Fund must be linked to one of the following themes;

***Natural and cultural resources*:**

* Supply chain developments between tourism providers, heritage and cultural assets and wider business sector and local communities to enhance tourism product and experience.
* Piloting innovative ways of interpreting heritage and cultural assets e.g. adaptive use of digital technologies.
* Development of new activities relating to our natural assets. e.g. skills, employment opportunities

***Economy***

* Testing and piloting new ways of enhancing the resilience of rural businesses.
* Development of new supply chains and business partnerships.
* The development of new products and/or processes.
* Pilot projects which create an entrepreneurial culture

***Providing non-statutory local services*:**

* Developing innovative ways to deliver non statutory services.
* Pilot new ways of ensuring volunteer engagement in delivery of local services
* Facilitating and piloting innovative ways of ensuring access to public transport.
* Research and visits to other best practice project examples.
* Exploring the potential of social enterprises delivery models for community led projects and services across the rural County

***Renewable energy at a community level*:** Examples of projects that could be supported include:

* Research into sustainable products linked to agriculture/forestry sectors e.g. bio fuels.
* Feasibility of community and on farm renewable energy through research, feasibility studies, exchange visits and pilots.
* Projects which facilitate access to energy efficiency support measures for residents and businesses in areas of fuel poverty.
* Projects that utilise natural resources to deliver local solutions.

***Exploitation of digital technology*:**Examples of projects that could be supported include:

* Piloting new approaches to deliver non statutory service using new technologies.
* Projects that trial new ways of increasing the take up of digital technologies for businesses and communities.
* Projects that facilitate and pilot innovative ways of addressing digital exclusion within rural communities and ensuring public access to digital technologies.
1. **Guidance for Applicants**

**Eligible Activities** include but are not limited to the following:

* 1. **Facilitation** -mainly revenue costs for people who can provide support to organisations and groups to help them develop their own skills and expertise. This is a different approach to training.
	2. **Pilot Projects** – small scale and **time limited activities** (no longer than 12 months) aimed at testing out a concept or to try an innovative technique to see if an idea could be developed into a full scale realisable project.
	3. **Research** – 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.**
1. **Subsidy Control**

The Rural Innovation Fund is being operated under UK Subsidy Rules.

 All bids must also consider how they will deliver in line with subsidy control as per UK Government guidance. <https://www.gov.uk/government/collections/subsidy-control-regime>

Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime it may be considered ineligible, and your application could be rejected.

Further guidance can be seen in **Annex F**

1. **Eligible Costs**
* It is not possible to define expenditure that is eligible under this fund. Some costs that are specifically not eligible are listed in the [section 7](#IneligibleCosts).
* In principle, if the expenditure is necessary to support the delivery of an activity or project that will make a contribution to the achievement of the objectives of the programme then it is deemed to be eligible.
1. **Simplified Costs Option**

A standard rate of 15% of the total staff delivery costs is eligible to be included to all project budgets to assist programme applicants to cover overhead costs e.g. heating, lighting other costs where This will be automatically calculated

1. **Ineligible Costs**

The following items or types of expenditure are **not eligible** under the Rural Innovation Fund

* Any **CAPITAL COSTS relating to capital improvements** (for the purposes of this programme capital expenditure is defined as being any single item with a value of more than £10,000 and/or a useful life of more than one year. Small items, for example computer equipment, that cost less than this limit and which may still be useful at the end of one year would not be classed as capital because such items would not need to be entered onto a capital asset register nor would they be subject to an annual depreciation charge).
* The purchase of land.
* The purchase of buildings.
* The purchase of cars, vans, motorcycles, bicycles and any other form of personal transport (for whatever purpose).
* Any expenditure incurred before the project start date without prior written approval from the grantor**.**
* Temporary works not **directly** related to the execution of the project.
* Maintenance costs for existing buildings, plant or equipment.
* One for one replacement.
* Costs connected with a leasing contract such as the lessor’s margin, interest financing costs, overheads and insurance charges.
* Costs of arranging loans, VAT and other taxes recoverable by the beneficiary, administrative and staff costs or compensation paid to third parties for expropriation, etc.
* Notional expenditure.
* Payments for activity of a political nature.
* Dividends to shareholders.
* Interest charges (unless under an approved State Aid scheme).
1. **Procurement**

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.

The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. All applicants must adhere to the rules included at [**Annex B**](#ANNEX_B).

Public sector bodies that are covered by the EC Procurement Directives are required to follow their own organisational procurement rules and procedures.

Failure to fully comply with the procurement thresholds will render the costs ineligible for assistance under this fund**.**

1. **Eligible areas**

Specific wards have been identified as eligible for support in Carmarthenshire:

Abergwili, Cenarth and Llangeler, Cilycwm, Cwarter Bach, Cynwyl Elfed, Garnant, Glanaman, Glyn, Gorslas, Hendy, Kidwelly and St.Ishmael, Laugharne Township, Llanboidy, Llanddarog, Llandeilo, Llandovery, Llandybie, Llanegwad, Llanfihangel Aberbythych, Llanfihangel-ar-Arth, Llangadog, Llangunnor, Llangyndeyrn, Llannon, Llanybydder, Manordeilo & Salem, Pembrey, Pontyberem, St Clears with Llansteffan, Trelech, Trimsaran and Whitland.

Proposed projects seeking support to deliver in areas not listed above should contact Bureau@carmarthenshrie.gov.uk to explore other suitable funding avenues.

1. **Welsh Language**

[The Welsh Language Standards Compliance Notice](https://www.carmarthenshire.gov.wales/media/1225180/compiance-notice44-carmarthenshire-county-council.pdf) places a statutory requirement on the Council to ensure that the grants it awards have a positive effect on opportunities for persons to use Welsh, and on not treating Welsh less favourably than English;

To meet these requirements you must make every effort to do the following:

* Operate bilingually publicly, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
* Communicate bilingually with the public (emails, press releases, phone call letters)
* Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for Adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)
* Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards.
* Provide services in person or online in Welsh
* Demonstrate consideration of the linguistic nature of the geographical area in which it is intended to serve, and of how the work is going to have a positive impact on the number of speakers or the use of Welsh\*

\*This means that the applicant has a knowledge of the communities of Welsh speakers who may be affected by the provision; positively or negatively. The applicant will need to be aware of opportunities to increase the visibility of the Welsh language and promote everyone's use of Welsh; confident speakers as well as those who can speak only a little Welsh.

1. **Cross Cutting themes**

Projects must address one or more of the Cross Cutting Themes where it is appropriate to do so within the context of the project, the activities expected to be delivered and the expected outputs or results.

The Cross Cutting Themes are:

* Sustainable and low carbon approaches to delivery
* Digitally accessible services
* Fair and equal economy and support for the Welsh language and culture

[**Annex E**](#ANNEX_E)outlines suggestions on actions that applicants can adopt to address the cross cutting themes.

1. **Performance Indicators**

Projects will be expected to demonstrate which of the following Performance Indicators they will be achieving. Guidance on the evidence required for each indicator reported can be seen on [**Annex C**](#ANNEX_C)

* Number of local events or activities supported
* Number of volunteering opportunities supported
* Number of feasibility studies supported
* Number of people reached
* Number of people attending training sessions
* Number of jobs created

1. **Who can apply?**
* Constituted Voluntary and Community Groups
* Registered Charities
* Not for profit organisations
* Social Enterprises
* Local branches of national third sector organisations can apply using the parent body’s Constitution but must have their own local Bank Account.
* Town and Community Councils can apply for community projects that are additional to normal statutory responsibilities which will benefit the community.
* Public Sector Bodies
* Universities, FE/HE Colleges
1. **How to apply?**

Potential applicants should email RDPSIRGAR@carmarthenshire.gov.uk to arrange a suitable time to discuss proposed project with Carmarthenshire County Council Officer in the first instance.

Application forms will be available on Carmarthenshire County Council website.

|  |  |  |
| --- | --- | --- |
| **Call**  | **Closing date**  | **Budget allocated for Call**  |
| 1 | 29.03.2023 | 250k  |
| 2 | 26.04.2023 | 250k |
| 3 | 29.09.2023 | Amount subject to remaining unallocated budget  |

The following documents will also be required to be submitted with completed applications:

|  |  |
| --- | --- |
| **Completed Application Form**  |  |
| **Statutory Consents incl. Planning permission, building regulations (if applicable)** |  |
| **Proof of match funding from other funding sources (if applicable)**  |  |
| **Conflict of interest acknowledgment** |  |
| **Constitution documents** |  |
| **Copy of latest available accounts** |  |
| **Completed budget spreadsheet** |  |
| **Bank statement**  |  |
| **Equal Opportunities Policy**  |  |
| **Welsh Language Policy** |  |

Applications will be presented to a panel for consideration and scored in line with the information provided in the application form. [**ANNEX A**](#ANNEX_A)

Successful application will be presented to relevant Carmarthenshire County Council Cabinet Member for full approval

Approved applications will receive a grant offer letter and terms and conditions.

Project delivery can only begin once a signed copy of the terms and conditions have been returned to Carmarthenshire County Council.

All projects will be required to ensure compliance with Carmarthenshire County Council third party procurement guidelines [**ANNEX B**](#ANNEX_B)

Regular progress monitoring meetings will be scheduled to discuss progress and submission of financial claims.

1. **General Conditions**
* No expenditure should be incurred before approval of funding as the funding cannot be awarded retrospectively.
* For applications the latest audited accounts are required or in the case of a new organisation / business an income and expenditure forecast for the next 12 months.
* **CASH** purchases will not be considered for funding.
* The applicant must accept the terms and conditions of the grant by signing the Notification of Approval and Terms & Conditions and returning within 14 days of receipt of the offer. **Any variation to the Terms & Conditions set out in the Approval Letter must be requested & agreed**.
* If relevant, applications must not be submitted until all required statutory consents (e.g. Planning Permission, Listed Building Consent, Building Regulation Approval, Environment Agency) have been secured in full.
* 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 outlined at the end of the guidance notes. Full guidance in relation to the procurement exercise applicants are required to undertake can be seen on **ANNEX B.** **Failure to do so may deem the expenditure ineligible. Applicants are responsible for ensuring that they adhere to these procurement rules.**
* If you are successful in your application, Carmarthenshire County Council and UK Government reserve the right to publish the name of your company / organisation, the amount of funding you were awarded and a summary of your project.
* Successful applicants must demonstrate support from Carmarthenshire County Council and the UK Government Shared Prosperity Fund, this includes any publicity including press releases in relation to the funded project.  <https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>
* All applicants will be required to complete progress reports at timely intervals as well as an end of project report.
* All publicity will need to be undertaken bilingually and any translation costs should be factored into the project delivery and grant application costs.

1. **Payment Guidance**
* The funding is paid direct into the bank account of the organisation / business on receipt of **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure, completed claim form, output evidence and progress reports.
* Grant may not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.
* The maximum funding contribution from the Rural Innovation Fund will be 45,000 at a rate of 100% of total projects costs. Although match funding will not form part of the assessment criteria for public sector and third sector applicants, it will be help in maximising value for money and impact for the SPF programme.

**Annex A: Application Assessment Criteria**

Each application will be assessed against the following weighted scoring criteria. Each criterion will be scored from 0-10.

|  |  |  |
| --- | --- | --- |
| **Selection Criteria** | **Score**  | **Weighting** |
| Extent to which the project is innovative. | 10 | x4 |
| Extent to which the project is supported by evidence or prospective demand to include Letters of support  | 10 | x2 |
| Extent to which the project aligns with key identified priorities of the Rural Innovation Fund  | 10 | x3 |
| Sustainability of the proposal, what is the completion, continuation or exit strategy  | 10 | x1 |
| **Rating of Response**  |  |  |
|  |  | **Score** |
| Perfect & Fully Compliant Submission – response is very detailed and provides confidence in the applicant’s ability to fulfil all requirements.  |  | 10 |
| Excellent Submission – response is detailed and provides confidence in the applicant’s ability to fulfil requirements  |  | 9 |
| Very Good Submission – detailed credible and convincing response to the requirements  |  | 8 |
| Good Submission: credible response to the requirement  |  | 7 |
| Satisfactory Submission – adequate response to the requirements and programme objectives  |  | 6 |
| Average Submission – addresses some of the requirements but lacks detail in areas |  | 5 |
| Acceptable Submission – the response falls short of requirements and is poorly explained but not sufficient to warrant rejection. |  | 4 |
| FAILURE TO MEET THE MINIMUM STANDARD **IN ANY QUESTION** WILL RESULT IN YOUR SUBMISSION BEING EXCLUDED FROM THE EVALUATION PROCESS |
| Weak Submission – falls short of most of the requirements with weak or no explanation. Only addresses the requirements to a limited degree |  | 3 |
| Poor Submission – scarcely meets the requirements and raises doubt as to the ability to develop an acceptable and beneficial project  |  | 2 |
| Unacceptable (Major issues) Submission either completely fails to address the criteria or fails to demonstrate any understanding/experience/credibility against the programme objectives.  |  | 1 |
| An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way |  | 0 |

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| **Annex B** |  | **Third Party Grant Procurement Rules** |
| **Requirement** | **Value**  | **Procurement Process** |
| **All** | **up to £4,999** | 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.Applicants are requested to ‘Think Carmarthenshire First’ when seeking quotations for the purchase of Goods/Services. Please therefore, explore the market place to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase. Applicants may be required to demonstrate such quotations have been sought. |
| **All** | **£5,000 and £24,999** | 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.Applicants are requested to ‘Think Carmarthenshire First’ when seeking quotations for the purchase of Goods/Services. Please therefore, explore the market place to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase. Applicants may be required to demonstrate such quotations have been sought. |
| **All** | **£25,000 and £74,999** | 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 for audit purposes.\*\*In the event that only one quotation is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case-by-case basis. In circumstances where it is evident that more than one quotation could be sought, there may be a requirement to advertise via Sell2Wales - <https://www.sell2wales.gov.wales>. |
| **NB - spend thresholds of £75K and under are exclusive of VAT**  |
| \* **When calculating the estimated value of the contract in order to determine whether the full UK Public Contracts Regulations may apply, the contract value estimation (for these values only – not below) must be inclusive of VAT as of the 1 January 2022. This is as a result of the UK's independent membership of the GPA (Government Procurement Agreement).**  |

\* **When calculating the estimated value of the contract in order to determine whether the full UK regulations apply, the contract value estimation (for these values only – not below) must be inclusive of VAT as of the 1 January 2022. This is as a result of the UK's independent membership of the GPA (Government Procurement Agreement).**

 **Important Guidance**

**Advertising via Sell2Wales**

\* It is possible for you to advertise on the National Procurement website, <https://www.sell2wales.gov.wales> if you are in a situation where you have difficulty in identifying the minimum number of suppliers required and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

This facility is available to you free of charge, please visit the Sell2Wales website: <https://www.sell2wales.gov.wales> and contact the website helpline on 0800 222 9004 for further information.

**Seeking Quotations/Tenders**

For spend above £5,000 it is essential that the quotes/tenders are sought from appropriate suppliers for the goods, works or services required. In circumstances where it is evident that unsuitable quotes/tenders have been sought, there may be a requirement to advertise via Sell2Wales.

**Other Funders**

If a project involves any other or additional funding streams, these Third-Party Grant Procurement Rules must be followed as a minimum for the total estimated spend of the requirement.

**Avoiding conflicts of interest**

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process. Appropriate measures to prevent identify and remedy any conflicts of interest must be carried out.

If an applicant / developer or any person connected with them directly or indirectly, has a financial, economic, political, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure:

* that applicant / developer, or any other person or party with an interest must declare that interest in writing to the Project officer who will offer advice accordingly.
* specifications and evaluation criteria must not be biased or tailored to favour one solution or any one party over another.
* that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures to ensure that the process is fair to all. It is acknowledged that the grant applicant may be required to provide the final approval.
* every stage of the procedure must be recorded formally.
* If the contract would normally be subject to a single tender procedure, it is recommended that the sponsor should seek written quotes from at least two other suppliers (i.e. following the procedure set out above for contracts between £5000 and £25,000)

The purpose of these guidelines is to ensure that there is fairness in the spending of public money and that the integrity of the applicant is not compromised.

**Changes to the specification or contract**

If any changes are required to the specification after seeking quotes/tenders which affects the original scope of the requirement, a new procurement exercise may need to be undertaken to ensure that best value for money has been achieved. This may occur where there are unforeseen additions to the original requirement, where tenders are received in excess of the available budget, where funding levels change etc. The grant applicant must inform the Project officer who will offer advice accordingly.

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| **N.B.*** **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
* **In cases where you are unable to satisfy the requirements of these procedures you must always inform the project manager.**
* **If you have any queries as to how these procedures should be applied, you should contact the project manager for clarification and further guidance.**
 |

**Do’s and Don’ts of Tendering**

|  |  |
| --- | --- |
| **Do’s** | **Don’ts** |
| * ensure that any potential conflicts of interest are declared at the earliest opportunity.
 | * **Don’t** skew the specification to eliminate or to discriminate against suppliers i.e. limit the specification to a specific brand.
 |
| * comply with the appropriate rules
 | * **Don’t** change the scope of the specification once distributed.
 |
| * ensure that the specification is precise and not in excess of the requirements.
 | * **Don’t** change the evaluation criteria during the process.
 |
| * ensure that the Evaluation Criteria is directly relevant to the subject of the contract
 | * **Don’t** give companies too short notice to quote.
 |
| * complete and retain full records for future reference and audit purposes
 | * **Don’t** enter too much detail verbally with suppliers regarding specific questions. The same information must be provided to all suppliers to ensure the process is fair
 |
| * ensure that quotes/tenders are evaluated on a ‘like for like’ basis.
 | * **Don’t** reveal prices to potential suppliers.
 |
| * ensure that you treat suppliers in an open, transparent, and non-discriminatory manner.
 | * **Don’t** breach confidentiality.
 |
| * allow sufficient time for companies to quote
 | * **Don’t** open quotes/tenders in advance of the deadline.
 |
| * ensure the value of the Goods/Works or Service is estimated accurately at the start of the process toapply the correct procurement process. The aggregated value must be used where applicable.
 | * **Don’t** consider submissions received after the deadline.
 |

**Procurement Definitions**

|  |  |
| --- | --- |
| **Title** | **Description** |
| **Aggregation** | Adding together the value of separate contracts for the same supply, service or works. |
| **Contract** | A Contract for the purposes of these Rules shall be any agreement (whether in writing) between the grant applicant and one or more other parties for: -* the sale of goods or materials.
* the supply of goods or materials.
* the execution of works
* the provision of services (including accommodation and facilities).
 |
| **Competitive Source** | an independent provider bidding against another independent provider |
| **Goods** | are material items i.e. equipment, food, vehicles etc |
| **Public Contracts Regulations 2015** | are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold whereby an official Tender Exercise in accordance with the Public Contracts Regulations 2015 should be undertaken. |
| **Evaluation** | a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria |
| **Evaluation Criteria** | A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria. |
| **Evaluation Panel** | It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise |
| **Sell2Wales** | is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please visit the Sell2Wales website <https://www.sell2wales.gov.wales> and contact the website helpline on 0800 222 9004 for further information. |
| **Services** | tasks undertaken by people i.e. consultancy services, translation services etc |
| **Specification** | this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document. The description of the goods, works or services required must not refer to a specific make, brand, or source. |
| **Tender/Quote** | is the document compiled by a potential supplier in response to an invitation to quote/tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement. |
| **Works** | include landscaping, construction, building works etc |

**Annex C – Performance Framework**

|  |  |  |  |
| --- | --- | --- | --- |
| **Communities and Place Intervention**  | **Performance Indicator** | **Definition** | **Audit Evidence** |
| **W12:** Investment in community engagement schemes to support community involvement in decision making in local regeneration. | Number of local events or activities supported | Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:- Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries. - Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action. | Details of planned event  |
| **W12:** Investment in community engagement schemes to support community involvement in decision making in local regeneration | Number of volunteering opportunities supported | Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. | Signed confirmation from volunteer of role undertaken directly relates to SPF support. Completed volunteer times sheet  |
| **W12:** Investment in community engagement schemes to support community involvement in decision making in local regeneration | Number of people reached (numerical value) | Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions.- Engagement schemes - those directly engaging (e.g. reading, viewing, attending). | Database  |
| **W14:** Funding to support relevant feasibility studies. | Number of feasibility studies supported (numerical value) | An organisation as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. | Copy of bilingual study/report  |
| **W11**: Investment in capacity building and infrastructure support for local civil society and community groups. | Number of facilities supported/created (numerical value) | The number of new amenities/facilities created or improved.- 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. | End of project report  |
| **W11:** Investment in capacity building and infrastructure support for local civil society and community groups. | Number of people attending training sessions | Number of people attending training sessions. -Training sessions include but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills. | Register of attendees |
| **W11:** Investment in capacity building and infrastructure support for local civil society and community groups**.** | Number of jobs created  | Number of jobs created as a direct result of the supported project (cannot relate to delivery staff)  | Signed confirmation from employer of newly created job  |

**Annex D**

**Examples of provision in accordance with the Welsh Language Standards**:

In the table below is a list of examples of commitments that the applicant could make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate may suggest other commitments. They will be expected to consider the relevance of the below to the work they want to achieve through the grant and commit to as much as possible in line with the size of the turnover of the organisation, and the size of the funding application. Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below.  Every situation will be considered individually, and advice and support will be available to candidates.

These can be used when responding to Q7 in the application form. Examples in table 1 and 2 could be used to answer Q7 (1), Examples in table 3 could be used to answer Q7 (2) and examples in table 4 could be used to answer Q7 (3).

**1.The organisation**

|  |
| --- |
| We will map the organisation's current capacity to deliver in Welsh |
| We will strive to increase the organisation's capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh |
| We will ensure that we have arrangements in place to provide materials in Welsh |
| We will consider Welsh language provision from the outset, when planning the provision |
| We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do / We are working with the Welsh Language Commissioner on the [Welsh Offer](https://www.welshlanguagecommissioner.wales/businesses-and-charities/cynnig-cymraeg) |
| We are a Welsh medium organisation that administer and deliver through the medium of Welsh |

**2.Public engagement**

|  |
| --- |
| We will communicate general message with the public bilingually  |
| We will offer to communicate in Welsh with individuals and then communicate with them in the language they require |
| We will provide our activity in Welsh |
| We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English |
| If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations |
| We will promote the Welsh elements of our provision |

**3.Ensuring a positive impact on the Welsh language**

|  |
| --- |
| We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language |
| We will offer Welsh language provision rather than waiting for someone to request it |
| We will be engaging with Welsh-speaking communities (geographical or otherwise) |
| We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision |
| We will ensure the use of Welsh in all our provision including by those who are less fluent |
| Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills |
| We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language) |

**4 .Publicity**

|  |
| --- |
| We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first |
| We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available |
| We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh |
| We will promote the Welsh language in all activity |
| Our organisation’s Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh |
| We will create a Welsh or bilingual identity for my project / service. |
|  |

**Annex E**

**Cross Cutting Themes**

**Digital accessible services**

Outlined below are potential actions for organisations to consider when developing and delivering their projects.

These can be used when responding to Q8 in the application form.

* Publicising your project digitally: in addition to traditional paper-based publicity methods, try using a range of different social media platforms; a project website or blog. Create digital content such as videos and podcasts that can be shared with the community.

* Holding hybrid meetings – allowing the community to attend a meeting either in person or online via technologies such as Microsoft Teams and Zoom.

* Using online surveys (e.g. SurveyMonkey or Microsoft Forms) to engage and consult with the community. They can also be used to evaluate a projects’ impact.

* Consider appointing a team of digital champions to support the project to exploit the benefits of digital technologies.

* Encouraging more users in the community to engage with digital technologies.

* Engage with [Superfast Business Wales](https://businesswales.gov.wales/superfastbusinesswales/superfast-software-directory) or [Digital Communities Wales](https://www.digitalcommunities.gov.wales/) for further ideas and advice on improving your digital content and skills.

**Sustainable and low carbon approaches to delivery**

* Consider local suppliers when procuring goods and services
* Where possible use public/ active travel
* Recycle, reuse and repurpose whenever possible
* Consider using electricity produced by renewable sources
* Implement energy efficiency measures e.g. when current light bulbs are at end of life replace with LED, if windows replaced must be double glazing
* Go paperless where possible
* Promote green practices through public engagement
* Actively reduce energy consumption
* Explore developing biodiversity measures e.g.tree planting/ native flowers installing bird boxes / bug hotels, improving land management

**Equality of Opportunities**

Equality of Opportunity

Equality is a short-hand term for all work carried out by an organisation to promote equal opportunities and challenge discrimination, both in employment and in carrying out its work and delivering services.

By putting equality right at the heart of project design and implementation, organisations are more likely to achieve better outcomes.

**Annex F : Subsidy Control**

TheRural Innovation Fund is being operated under UK Subsidy Rules.

Each application will be assessed to establish whether the support amounts to a subsidy under the UK Subsidy rules. All applicants will be required to answer the following 4 questions.

If your answer to all 4 of the following questions is ‘yes’, the assistance is a subsidy. If one or more of your answers are ‘no’, it is not a subsidy. If you are unsure, more detail is provided in the statutory guidance (see also [Further Help](https://www.gov.uk/government/publications/subsidy-control-rules-key-requirements-for-public-authorities/subsidy-control-rules-quick-guide-to-key-requirements-for-public-authorities#further-help)).

Applicants are required to a provide a rationale to their assessment in Section 15 of the application form.

|  |  |
| --- | --- |
| **Is the financial assistance given, directly or indirectly, from public resources by a public authority?** YES/ NO | ‘Public authority’ includes any entity which exercises functions of a public nature. This includes public authorities at any level of central, devolved, regional or local government and non-governmental bodies that are performing a public function.‘Public resources’ include public funds that are administered by the UK government, the devolved governments, or local authorities, whether they are given directly, through public bodies (such as agencies), or through private bodies. |
| **Does the financial assistance confer an economic advantage on one or more enterprises?**YES/ NO | The recipient must be an ‘enterprise’: any entity engaged in an economic activity, which means offering goods and services on a market.The financial assistance must confer an economic advantage, meaning that it is provided on favourable terms. Financial assistance will not confer an economic advantage if it could reasonably be considered to have been obtained on the same terms on the market. |
| **Is the financial assistance specific? That is, has the economic advantage been provided to one (or more than one) enterprise, but not to others?**YES/NO  | This covers financial assistance that is provided to specific beneficiaries determined on a discretionary basis by the government, as well as assistance that benefits (directly or indirectly) only enterprises in a particular sector, industry or area, or with certain characteristics. |
| **Will the financial assistance have, or is it capable of having, an effect on competition or investment within the UK, or trade or investment between the UK and another country or territory?**Yes/No |  |

Where there is a subsidy, we will work with you to ensure that any support is compliant with the public subsidy rules