

sustainable communities

2022 – 2025

guidance notes

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**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 Sustainable Communities Fund will support a range of capital and revenue activities, including pilot activity, that support the wellbeing of local communities in a range of areas from access to services, sports and leisure facilities, local culture and heritage through to addressing fuel poverty and climate change.

The Sustainable Communities Fund will support the development and creation of activities aligned to the following themes.

* Tackling Poverty
* Circular Economy
* Wellbeing / Leisure
* Access to Services
* Environment and Green
* Tourism, Culture / Heritage
* Community Engagement

**Levels of grant**

Financial support will be made available via a third-party grant scheme for constituted groups to deliver Capital and Revenue projects.

Grant threshold is between £10,000 - £250,000.

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.

**Eligible Organisations**

The fund is available to new or existing organisations who are located in or planning to locate within Carmarthenshire. Eligible Organisations:

* 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.
* Town and Community Councils can apply for community projects that are additional to normal statutory responsibilities which will benefit the community.
* Public Bodies

**Ineligible Organisations**

* Private individuals
* Private businesses
* Project activity delivered solely for the benefit of people outside Carmarthenshire

**Eligible project activity**

**Please note that all projects seeking funding under the Sustainable Communities fund must be delivered by December 2024 at the very latest. Projects must also be in a position to achieve and evidence outputs and outcomes within this timeframe.**

The following provides examples of eligible projects. Please note this is not an exhaustive list.

* Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including investment in locally owned renewable energy generation and waste management to improve the transition to low carbon living
* Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features and biodiversity improvements into wider public space.
* Enhanced support for existing cultural, historic and heritage organisations including improvements to access to sites to counter the effects of isolation, particularly for older people and disabled people.
* Design and management of the built and landscaped environment to ‘design out crime’.
* Support for local arts, cultural, heritage and creative activities.
* Support for active travel enhancement and other small-scale green transport infrastructure projects, having regard to the Wales Transport Strategy.
* Funding for the development and promotion of wider campaigns and year-round experiences which encourage people to visit and explore the local area.
* Funding for impactful volunteering and/or social action projects
* Funding for local sports facilities
* Investment in capacity building and infrastructure support for local community groups.
* Investment in community engagement schemes to support community involvement
* Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.
* Funding to support relevant feasibility studies.
* Investment and support for digital infrastructure for local community facilities

**Eligible projects costs:**

* Capital expenditure - this means the purchase, construction, or enhancement of an asset. This would include:
	+ land and buildings.
	+ plant and machinery; and
	+ fixtures, fittings, tools, and equipment
* Professional services - feasibility studies, project development, architect and quantity surveyor fees
* Salaries related to the creation of new and additional jobs
* Overhead costs – (please note a flat rate of 15% will be applied to all eligible staff costs to cover overheads)
* Training and Development
* Equipment
* Marketing costs
* Items purchased with credit cards are eligible. Applicants will need to provide a copy of the credit card statement as part of the claims process.
* Where an organisation is not VAT registered, these costs will be eligible as part of the grant. Where VAT is recoverable this will be deemed ineligible.

**\*Please complete and submit the Cash Forecast Template provided.**

**Ineligible project costs:**

* Any project that has already started cannot be considered where activity has commenced.
* Work where materials or design are not appropriate within the guidelines of the fund.
* Expenditure incurred prior to the Sustainable Communities Offer Letter cannot be considered; this also includes where contracts have been signed or orders placed.
* On-going expenditure running costs, maintenance costs and funds for existing activity where previous funding has been secured.
* Ongoing/repeat costs for existing services that have received funding from other channels.
* Existing Insurance.
* Routine repairs and maintenance costs/equipment.
* Day to day i.e., organisations existing costs.
* Religious activities (although funding proposals from religious organisations are welcome).
* Mandatory training costs.
* Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
* Grant may not be offered or paid if the organisation or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

**Programme Outputs and Outcomes:**

Each project must identify which of the following outputs and outcomes will be achieved as a result of the funding. Definitions can be found in Annex A.

**Outputs**

* Number of low or zero carbon energy infrastructure installed
* Number of organisations receiving grants
* Number of facilities supported/created
* Number of local events or activities supported
* Amount of green or blue space created or improved (m2)
* Number of new or improved cycleways or paths
* Number of trees planted
* Number of Tourism, Culture or heritage assets created or improved
* Number of events/participatory programmes
* Number of volunteering opportunities supported
* Number of projects successfully completed
* Number of people reached
* Number of people attending training sessions
* Number of feasibility studies supported

**Outcomes**

* Jobs created
* Jobs safeguarded
* Increased visitor numbers
* Increased users of facilities/amenities
* Improved engagement numbers
* Number of community-led arts, cultural, heritage and creative programmes as a result of support
* Number of volunteering opportunities created as a result of support
* Increased number of projects arising from funded feasibility studies
* Premises with improved digital connectivity as a result of support
* Increased amount of low or zero carbon energy infrastructure installed

**Application Process**

Applications will be invited through an open call. Applicants will be invited to submit applications by the following deadlines:

* First call for applications – deadline for applications March 29th 2023
* 2nd call for applications – deadline for applications April 26th 2023
* 3rd call for applications – deadline for applications September 29th 2023
* 4th call for applications – deadline for applications January 19th 2024

A small team of designated officers will support organisations to develop projects and provide guidance to ensure a clear business case is established from the onset.

All submissions must be made via the Bureau@carmarthenshire.gov.uk by the specified deadline. Electronic signatures will be accepted.

**Assessment Process**

Applications will be assessed and prioritised in line with the following criteria:

* Ability to meet one or more of the key themes of the fund
* Can demonstrate a clearly identified and articulated need
* Will deliver against a wide range of outputs and outcomes
* Can deliver within the timeframe (all projects must be completed by the end of December 2024 at the latest)
* Value for money
* Have considered how people and skills opportunities are part of wider project deliver

Assessment scoring can be found in Annex B.

All applications will be considered by a Funding Panel which will include representation from Carmarthenshire County Council and the Carmarthenshire Regeneration Partnership.

Recommendations will be taken through Carmarthenshire County Council’s political decision-making protocols for final decision.

**Cross Cutting Themes**

All activities will be required to demonstrate how they will meet the following cross cutting themes:

**Sustainable and low carbon approaches to delivery**

Carmarthenshire County Council has committed to becoming net zero carbon by 2030 and is keen to promote sustainable business practices through its funding programmes. As part of the application, you will be asked how your organisation demonstrates a commitment to sustainable development, some areas to consider below:

* To procure goods and services from local suppliers
* Using public transport and promoting active travel
* Recycle, reuse and repurpose
* Consider using energy renewable sources
* Implementing energy efficiency measures e.g., LED light bulbs
* Going 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 and improving land management

**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.

Further guidance can be seen in Annex C.

**Digital accessible services**

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

* 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.
* For info - [Digital Toolkit for Business (gov.wales)](https://businesswales.gov.wales/superfastbusinesswales/superfast-software-directory)

**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.

**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.

**Procurement Thresholds**

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 D.

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.

**Subsidy Control**

The Sustainable Communities Fund is being operated under UK Subsidy Rules.

 <https://www.gov.uk/government/collections/subsidy-control-regime>

The Sustainable Communities Fund is being administered under the Sustainable Communities Anchor Subsidy Scheme (Subsidy Control Number SC10983).

**General Conditions**

Capital Projects - the grant will be recovered should the organisation cease to trade, relocate or the property sold on within 5 years of award.

For properties constructed or improved as part of a grant scheme administered by CCC, the Authority will seek to register an interest in the grant-aided property with the Land Registry by either a Restriction or a Legal Charge as follows:

* Restrictions to be placed with Land Registry for projects or schemes receiving grants directly from or via the authority of £25,000 & below for the period relevant to the funding programme under which the grant is being paid.
* Legal Charges to be placed with Land Registry for projects or schemes receiving grants of £25,001 & above for the period relevant to the funding programme under which the grant is being paid.

This process will alert the authority to any change in the ownership of the property and of any potential consequence on the terms and conditions on which the grant was awarded. The grant recipient will be responsible for pursuing the removal of any Restriction or Legal Charge and any costs associated with the process, at the end of the period.

It is strongly recommended that goods purchased in relation to the grant are purchased using the business bank account.

If the eligible works expenditure is lower than anticipated in the grant offer, the grant will be reduced on a pro rata basis.

Payments of grant award will be retrospective and will be on submission of evidence of expenditure and projects outcomes in the form of original paid Invoices and relevant Bank Statement evidencing project expenditure. Voluntary and private non-profit making organisations may be entitled to claim grant payments monthly or quarterly in advance to assist with cashflow. Where applicable, applicants must make a case to the County Council for approval to receive advance payments.

The applicant must accept the terms and conditions of the grant by completing the Notification of Approval and Terms & Conditions within 30 days from receipt. All expenditure associated to the grant must be completed in line with the start and finishing dates on the Offer Letter.

For all grant purposes monitoring of the claim and evidence will take place with prior notice at 1, 3 and 5 years from the date of award of the grant.

Should the project not proceed within the period stipulated in the offer of grant, the offer of grant will automatically lapse. An extension of the grant offer period can be made, provided that a request is made in writing. Any variation to the Terms & Conditions set out in the Offer Letter must be requested and agreed.

Cash purchases will not be considered for grant payment.

Officers of the authority may undertake site visits prior to any payment of grant funds.

**Publicity**

Successful applicants must demonstrate support from Carmarthenshire County Council and the UK Government’s Shared Prosperity Fund, this includes any publicity including press releases in relation to the funded project.

Plaques will be provided for capital projects to enable applicants to show recognition of the support provided.

For further info - <https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>

**Claw back of grant funds**

Funding shall be withheld and/ or, insofar as payment has been made, the grant recipient shall repay funding either in whole or in part, including if:

a) there has been an overpayment of funding

b) during its economic life, the project undergoes substantial change defined as being used for purposes other than those specified in the application or having a change of owner without notifying Carmarthenshire County Council.

The economic life is the period up to **5 years** post March 2025 and repayment of funding will be required as follows:

**Date of disposal of asset(s) Amount to be repaid**

Within 1 year Funding to be repaid in full

Within 2 years 80% of funding to be repaid

Within 3 years 60% of funding to be repaid

Within 4 years 40% of funding to be repaid

Within 5 years 20% of funding to be repaid

After 5 years No funding to be repaid

The above are minimum repayment requirements. The grant must be repaid in full on demand if:

* the applicant is found to have made any misrepresentation in connection with the application
* the applicant has breached the provision of condition above
* the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property

**Please Contact:**

Sustainable Communities

County Hall,

Carmarthen,

Carmarthenshire.

SA31 1JP.

Tel: 01269 590216

Email: bureau@carmarthenshire.gov.uk

*‘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 – Programme Outputs and Outcomes**

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| **Output** | **Definition** | **Audit Evidence – check below** |
| Number of low or zero carbon energy infrastructure installed | The total square meterage of space containing low or zero carbon infrastructure completed. This may be within existing residential units, non-domestic buildings or other buildings.- Completed means physical completion of the low or zero carbon infrastructure and the space is ready for occupancy immediately. | Details of work/infrastructure completed, photos |
| Number of organisations receiving grants | Number of organisations receiving grants. Organisations here will either be:- The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study.- An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation.- Grant means a cash payment by the project that is not repaid.  | Project Monitoring Database, Monitoring Claim Form and supporting evidence |
| Number of facilities supported/created  | 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. | Monitoring Claim Form and supporting evidence, designs, photos |
| 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 i.e., marketing and promotion, photos  |
| Amount of green or blue space created or improved (m2) | The total square meterage of green or blue space completed or improved.- Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children’s play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm".- Created means physical creation of a green or blue space that did not exist previously and the space is open to the public. - Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning. | Details of proposal, designs, photos |
| Number of new or improved cycleways or paths  | The km of new or improved cycle ways or foot paths completed.- New means a cycle way or foot path has been built where it previously did not exist. Constructing cycle ways on existing roads counts as new cycle ways.- Improved means the capacity or quality of the cycle way or foot path (including beautification and illumination) was improved. This excludes routine maintenance of cycle ways or foot paths.- Completed means the cycle way or foot path is fully operational and open to the public, and all planned improvements have been fully implemented and operationalised. | Details of proposal, designs, maps, photos |
| Number of trees planted | Number of new trees planted by project. - Other than a nursery site, this does not include established trees being replanted from other sites.  | List of types of trees planted, photos |
| Number of Tourism, Culture or heritage assets created or improved | Number of new tourism, cultural or heritage assets completed or improved.- Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities.- Heritage assets mean any buildings on an appropriate heritage list.- Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location.- Created means the tourism, cultural or heritage asset did not previously exist.- Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities. | Details of proposal, designs, photos |
| Number of events/participatory programmes | Number of events and/or participatory programmes.- Events include but are not limited to: international enterprise events and conferences supporting the local growth sector by promoting networking, collaboration, innovation, growth as well as expertise, innovation and resources sharing. - Participatory programmes mean the delivery of outreach and engagement events for local assets and sites such as cultural, historic and heritage institutions that makes up the local cultural heritage offer.  | Details of proposed event, marketing and promotion materials, photos |
| 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 relating to SPF support. Completed volunteer timesheet. |
| Number of projects successfully completed | The number of individual projects completed in the last 6-month period.- Completed means that all project activities have been completed and all further contractual obligations have been met. | Monitoring Claim Forms and supporting evidence |
| 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). | Project Monitoring Database  |
| 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, photos, design plans |
| 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 |
| 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  |
| **Outcome** | **Definition** | **Audit Evidence** |
| 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, recruitment process, job advert |
| Jobs safeguarded | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. | Signed confirmation from employer of safeguarded job |
| Increased visitor numbers | The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.Reporting will also facilitate the option to report a decrease metric.  | Evidence of visitor numbers i.e., ticket and/or entry figures |
| Increased users of facilities/amenities | The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets.Reporting will also facilitate the option to report a decrease metric.  | Evidence of number of users |
| Improved engagement numbers | The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements. What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g., should not include/ exclude events in neighbouring locations which were excluded/included in previous returns. | Evidence of attendance numbers, website/app visits, photos |
| Number of community-led arts, cultural, heritage and creative programmes as a result of support | Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage. | Details of programmes delivered, marketing and promotion, photos |
| Number of volunteering opportunities created as a result of support  | The number of organised volunteering roles created 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. | Details of volunteers roles created, number of hours |
| Increased number of projects arising from funded feasibility studies | The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. | Details of project delivered |
| Premises with improved digital connectivity as a result of support | The number of supported premises where the broadband speed accessible is increased.- Premises means a house or building, together with its land and outbuildings. | Results of before and after broadband speed tests |
| Increased amount of low or zero carbon energy infrastructure installed | The increase in amount of space containing low or zero carbon infrastructure completed. This may be within existing residential units, non-domestic buildings or other.- Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy. - Completed means physical completion of the low or zero carbon infrastructure and space is ready for occupancy immediately. | Details of new infrastructure, photos |

UK Shared Prosperity Fund Monitoring & Evaluation Guidance

[UKSPF\_Indicators\_13.07.22.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F1140763%2FUKSPF_Indicators_22.02.2023.xlsx&wdOrigin=BROWSELINK)

**Annex B**

**Application Assessment Criteria**

Each application will be assessed against the following weighted scoring criteria. Each criterion will be scored from 0-10. Maximum score – 100.

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| **Selection Criteria** | **Score** | **Weighting** |
| Ability to meet one or more of the key themes of the fund and will deliver against a wide range of outputs and outcomes | 10 | x 2 (20) |
| Extent to which the project can demonstrate a clearly identified evidence of need | 10 | x 2 (20) |
| Sustainability of the proposal, what is the completion, continuation or exit strategy | 10 | x 1 (10) |
| Have considered how people and skills opportunities are part of wider project deliver | 10 | x 1 (10) |
| Value for Money / Financially Sustainable | 10 | x 2 (20) |
| Extent to which the project is deliverable within the programme timeframe | 10 | x 2 (20) |
| **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 |

**Annex C**

**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.

The below can be used when responding to the Welsh language questions in Section 9 Cross Cutting themes.

 **The Organisation**

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| --- |
| 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 cconsider 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 a Welsh medium organisation that administer and deliver through the medium of Welsh |

 **Publicity**

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| --- |
| 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. |
|  |

 **Public engagement**

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| 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 |
|  |

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

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| 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) |
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| **Annex D** |  | **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**  |
| **Goods and Services** | **£75,000 and £213,477** | A minimum of **4 tenders** must be sought from competitive sources**\***, with a **minimum of 2 tenders to be received\*\***.All those tendering must be provided with the same information: the same specification of requirements, * an outline of the evaluation criteria against which the contract will be awarded and
* the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.**\*\*** In the event that only one tender 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 tender could be sought, there may be a requirement to advertise via Sell2Wales - <https://www.sell2wales.gov.wales> |
| **Works** | **£75,000 and £5,336,937** | A minimum of **4 tenders** must be sought from competitive sources**\***, with a **minimum of 3 tenders to be received\*\*.** All those tendering must be provided with the same information: * the same a specification of requirements,
* an outline of the evaluation criteria against which the contract will be awarded and
* the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.**\*\*** In the event that only one tender 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 tender could be sought, there may be a requirement to advertise via Sell2Wales - <https://www.sell2wales.gov.wales>.**For contracts in excess of £250k in value:*** In selecting contractors for the tender list, it is recommended that the appropriate due diligence and financial checks are undertaken on these parties.
* As a minimum, due diligence and financial checks must be undertaken on the preferred contractor following the evaluation and prior to contract award.
 |
| **NB - spend thresholds for Goods / Services under £213,477 and works under £5,336,937 are exclusive of VAT**  |
| **Goods and Services** | **Above £213,477\*** | If a contract for Goods or Services is likely to **exceed £213,477** the **applicant must inform the project manager** to determine whether the contract will be subject to the Public Contracts Regulations 2015 |
| **Works** | **Above £5,336,937\*** | If a contract for Works is likely to **exceed £5,336,937** the **applicant must inform the project manager** to determine whether the contract will be subject to the Public Contracts Regulations 2015 |
| \* **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).**  |

 **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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| * **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.**
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**Do’s and Don’ts of Tendering**

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| **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.
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**Procurement Definitions**

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| **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 |

*‘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*