Application Guidance Notes
LEADER – Carmarthenshire

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Introduction

What is LEADER?

1. **LEADER** (*"Liaison Entre Actions de Développement de l'Économie Rurale"*, meaning 'Links between the rural economy and development actions') is a local development method which allows local actors to develop an area by using its endogenous development potential.

2. The LEADER 2014 – 2020 programme is funded through the Rural Development Programme for Wales (RDP) as part of the Welsh Government and European Agricultural Fund for Rural Development. It is designed to get local people, businesses and communities involved in delivering sustainable, yet innovative solutions to address some of the economic, social and environmental challenges facing rural areas.

3. In Carmarthenshire, the LEADER programme is being managed by the Grŵp Cefn Gwlad Local Action Group (LAG), who has developed a Local Development Strategy (LDS) which will provide the framework for LEADER activity within the County. LEADER funding will support innovative ways of achieving the strategic objectives of the LDS, which are to:

    - Support business growth, retention & specialisation.
    - Support a skilled and ambitious workforce.
    - Seek to maximise job creation and employment prospects.
    - Support the development of a knowledge economy.
    - Develop the distinctiveness and attractiveness of the area in terms of tourism, business investment and addressing rural poverty.

4. A key focus of the LEADER programme is innovation, enabling rural communities to trial and test new ideas and new ways of working for the benefit of the rural economy.

    What is '*innovation*'?

5. Different ways that innovation is expressed by LEADER include:

    - **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 regions or Member States.

LEADER Themes

6. Activities supported under LEADER must be linked to one of the following themes;

*Adding value to local identity and natural and cultural resources***:** Examples of projects that could be supported include;

- Piloting new ways of promoting the use and economic value of the Welsh language, including employment opportunities for Welsh speakers and increasing the take up of Welsh language in the workplace.
- 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.

Facilitating pre-commercial development, business partnerships and short supply chains: Examples of projects that could be supported include;

- Testing and piloting new ways of enhancing the resilience of rural businesses.
- Pilot projects which create an entrepreneurial culture.
- Development of new supply chains and business partnerships.
- The development of new products and/or processes.
- Trialling new ways of matching local people with emerging employment opportunities.
- Piloting innovative ways of ensuring education and training is aligned to the needs of rural businesses.

*Exploring new ways of providing non-statutory local services***:** Examples of projects that could be supported include:

- Developing innovative ways to deliver non statutory services.
- Investigate and pilot innovative ways of delivering affordable and bilingual childcare provision in line with Carmarthenshire childcare sufficiency assessment.
- Pilot new ways of ensuring volunteer engagement in delivery of local services e.g. time banking.
- Facilitating and piloting innovative ways of ensuring access to public transport.
- Research and visits to other best practice project examples.

*Renewable energy at 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.

Guidance for Applicants

7. These Guidance Notes should be read in conjunction with *the 'Carmarthenshire Local Development Strategy Summary Document'.* This can be found at the following web address: https://www.carmarthenshire.gov.wales/media/1212315/rdp-local-development-strategy-summary.pdf

8. LEADER funding is aimed at groups / organisations / businesses (SMEs*) that are located in the RDP area of Carmarthenshire. The RDP eligible wards can be found at the following web address: https://www.carmarthenshire.gov.wales/home/business/leader-programme/leader-eligible-areas/#.XJi6eme7KAg

9.

*SMEs - Small and medium sized enterprises (SMEs - employing less than 250 people) with either a turnover not exceeding €50 million or a balance sheet not exceeding €43 million.

10. **Eligible Activities** for LEADER funding include but are not limited to the following:

    a. **Mentoring** – mainly revenue costs for people who can provide particular kinds of support to organisations and groups to help them develop their own skills and expertise. This is a different approach to training.

    b. **Training** – mainly revenue costs, though some small items of equipment might fall within the scope of training for the development and delivery of more formalised courses to groups of people. Support will only be available where training cannot be provided through any other route. This may be in formal classroom or lecture room type setting but not necessarily so. The subject matter to be covered and the intended outcome would have been determined by a skills assessment of some kind before the course was delivered.

    c. **Pilot Projects** – small scale and time limited activities 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. All information gained from a pilot project must be freely available so that others outside of the immediate organisation or LAG can see what has been done and how it works. The project can contain revenue or capital expenditure within the capitalisation limits set out in this guidance.

d. **Feasibility Studies** – revenue costs for a combination of staff time and consultancy costs to undertake the background research for a specific problem or issue and the production of a comprehensive written appraisal of the issues, the alternative solutions, the financial costings, a detailed risk analysis and recommendations for the next steps. The conclusion of a feasibility study must not be a recommendation that a further study is necessary. N.B. The results of a feasibility study must be made available publically to ensure that lessons learned are disseminated widely.

When completed, a feasibility study must show at least the following:

- A detailed description of the issue that any ensuing proposal is expected to address, with particular reference to the actual or potential stakeholders and their requirements. It must also show the applicant's current position in relation to the issue and what they are anticipated to do at the conclusion of the project.

- Details of the action to be taken under the proposal, including all items for which grant will be sought.

- Why the action is needed in the business, organisation or sector concerned.

- An explanation of the benefits of the proposal, particularly in the long-term.

- In the case of a proposed new business or organisation, why existing structures cannot be utilised.

- A three-year forward cash flow projection for the proposal, showing how it will be implemented and funded.

- A three-year forward business plan for the proposal.

- A clear recommendation on the likely viability of the project.

11. **Ineligible Activities**

- The LEADER measure cannot be used to provide aid or other assistance that would constitute State aid in respect of a business, enterprise, undertaking or 'economic operator' receiving such support. This means any kind of assistance that would reduce the normal day to day operational running costs of the business, enterprise, undertaking or 'economic operator' would be ineligible. Examples include; subsidising staff salaries or giving financial support, directly or indirectly, towards rent, rates, energy costs, promotion, publicity, advertising and/or any other running costs or overheads.

- The LEADER measure cannot be used to provide capital or revenue grants or other forms of direct or indirect assistance to commercial businesses. This includes but is not restricted to; capital grants towards buildings and equipment; any form of business start-up assistance; business bursaries; aid assistance through the provision of subsidised goods or services (for example, machinery and/or equipment provided on loan) to a business. Direct financial support; loans; financial assistance for new product development; or other methods of indirect financial assistance to a business, such as marketing for publicity or promotional activities that are free or at a reduced rate to a business, are also not eligible.

12. **Eligible Costs**

- It is not possible to define expenditure that is eligible under the LEADER measure. Some costs that are specifically <u>not eligible</u> are listed in the section below.

- 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 LDS then it is deemed to be eligible.

- Staffing costs are eligible for LEADER funding, however, project proposals which consist solely of staffing costs will be discouraged. Where staffing costs form part of the application, applicants will be expected to provide a robust case for their inclusion and explain clearly how the project will be sustainable. ***Staffing costs are only eligible for posts that provide additionality to the applicants' core function. Please speak to LEADER team prior to submitting an application if you require further guidance regarding this point.***

- Leasing is likely to feature in LEADER implementation activities and this is eligible providing the following criteria are met:

    o The use of the equipment, premises or land relates directly to, and is necessary for, the delivery of the LEADER activity.

    o The maximum amount eligible shall not exceed the market value of the asset leased.

    o For land and property leasing, land or property is not for the purposes of agriculture, forestry or fisheries.

    o Where the leasing contract exceeds the project timeframe, only the proportion of the lease relating to the timescale of the project is eligible.

    o Costs connected with the leasing contract, including tax, lessor's margin, interest refinancing costs, overheads, service charges and insurance charges are not eligible expenditure.

    o Where the leasing expenditure does not relate exclusively to the LEADER funded project, costs must be apportioned appropriately.

13. **Ineligible Costs**

The following items or types of expenditure are **not eligible** under the LEADER measure;

- Any **CAPITAL COSTS** (for the purposes of LEADER 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 <u>personal transport</u> (for whatever purpose).
- Vehicles for external transportation (such as lorries, buses, vans, minibuses or any other kind of vehicle used to transport goods or people).
- Any physical site work or other 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.
- Overheads allocated or apportioned at rates materially in excess of rates for similar costs incurred by other comparable delivery mechanisms.
- Notional expenditure.
- Payments for activity of a political nature.
- Depreciation, amortisation and impairment of assets purchased with the help of a European grant.
- Contingent liabilities.
- Contingencies.
- Dividends to shareholders.
- Interest charges (unless under an approved State Aid scheme).

14. **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:

- **Equal Opportunities including the Welsh Language**
  To increase and secure access to education, training and employment opportunities for women, disabled people and other disadvantaged groups who suffer from exclusion to ensure that all can participate in everyday life, work and learning regardless of their status, circumstances or background. Specific reference will be given to the needs of the Welsh language. Applicants will need to outline the ways in which the scheme encourages the development of the Welsh Language and retain local workforce. The LAG believes that the Welsh language should be treated no less favourably than the English language in Wales.

- **Sustainable Development**
  The inclusion of sustainable development as a cross cutting theme is a crucial

element to ensure that programmes and operations meet social, economic and environmental objectives simultaneously. Preserving, protecting and improving the environment, thereby providing a high quality, attractive place for people to live and work in Carmarthenshire.

- **Poverty and Social Exclusion**
  A primary objective of the LDS is to tackle rural poverty by encouraging growth and innovation within rural businesses, thus earning greater opportunity for local people to access employment within their areas and addressing in work poverty through higher value jobs. Furthermore ensuring access to vital services for rural communities is a key component to tackling poverty and exclusion.

- **Digital Inclusion**
  Digital inclusion is about ensuring that people, both citizens and consumers, benefit directly from the rapid pace of technological change taking place in our society. This especially applies with people being able to use the internet in ways that enhance their lives and contribute to helping them overcome other disadvantages they might face.

14. **Performance Indicators**

LEADER projects will be expected to demonstrate at EOI and Application stage which of the following Performance Indicators they will be achieving. Guidance on the evidence required for each indicator reported can be seen on **Annex F.**

- **Number of Feasibility Studies**
- **Number of Networks Established**
- **Number of jobs safeguarded through supported projects**
- **Number of information dissemination actions / promotional and/or marketing activities to raise awareness of the LDS and /or its projects**
- **Number of stakeholders engaged**
- **Number of participants supported**

15. **How to Apply**

The LAG will open a series of calls per annum, inviting applications and ideas to come forward in line with the key objectives of its strategy. Details of the calls and application windows will be published on Carmarthenshire County Council's website

The application process for LEADER will be in two stages* (**Annex A**). The first stage will be to submit an Expression of Interest (EOI). Applicants that are successful at EOI stage will be invited to the second stage which is to submit a full application.

* Please note – if you are applying to undertake a feasibility study you will only be required to complete the EOI form; however you must undertake the procurement

process for the project by completing the section at the end of the form. Please return the written quotations for the study along with your EOI.

The EOI applications will be scored according to the scoring criteria (**Annex B**). Once a proposal has been successful at EOI stage, the applicant will be invited to prepare and submit a full application for their proposed project along with supporting documentation such as business development plan, accounts and financial projections (where appropriate) along with other information as may be necessary.

Second stage applications must be consistent with the proposal outlined in the approved EOI.

The full application will be appraised by the LAG in accordance with the application scoring criteria (**Annex C**).There is no guarantee that a project proposal will be approved for a grant.

General Conditions

16. No expenditure should be incurred before approval of funding as the funding cannot be awarded retrospectively.

17. The amount of funding being requested is the minimum gap funding required and the project would not go ahead without the requested funding.

18. 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.

19. Should the application be successful, goods / services purchased in relation to the LEADER funding must be purchased using the organisation / business bank account as detailed on page 1 of the application form. Credit card purchases are discouraged. **CASH** purchases will not be considered for funding.

20. 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**.

21. 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.

22. 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. The applicant may award the contract to the successful tenderer based on evaluation criteria. Full guidance in relation to the procurement exercise applicants are required to undertake can be seen on **Annex D.**
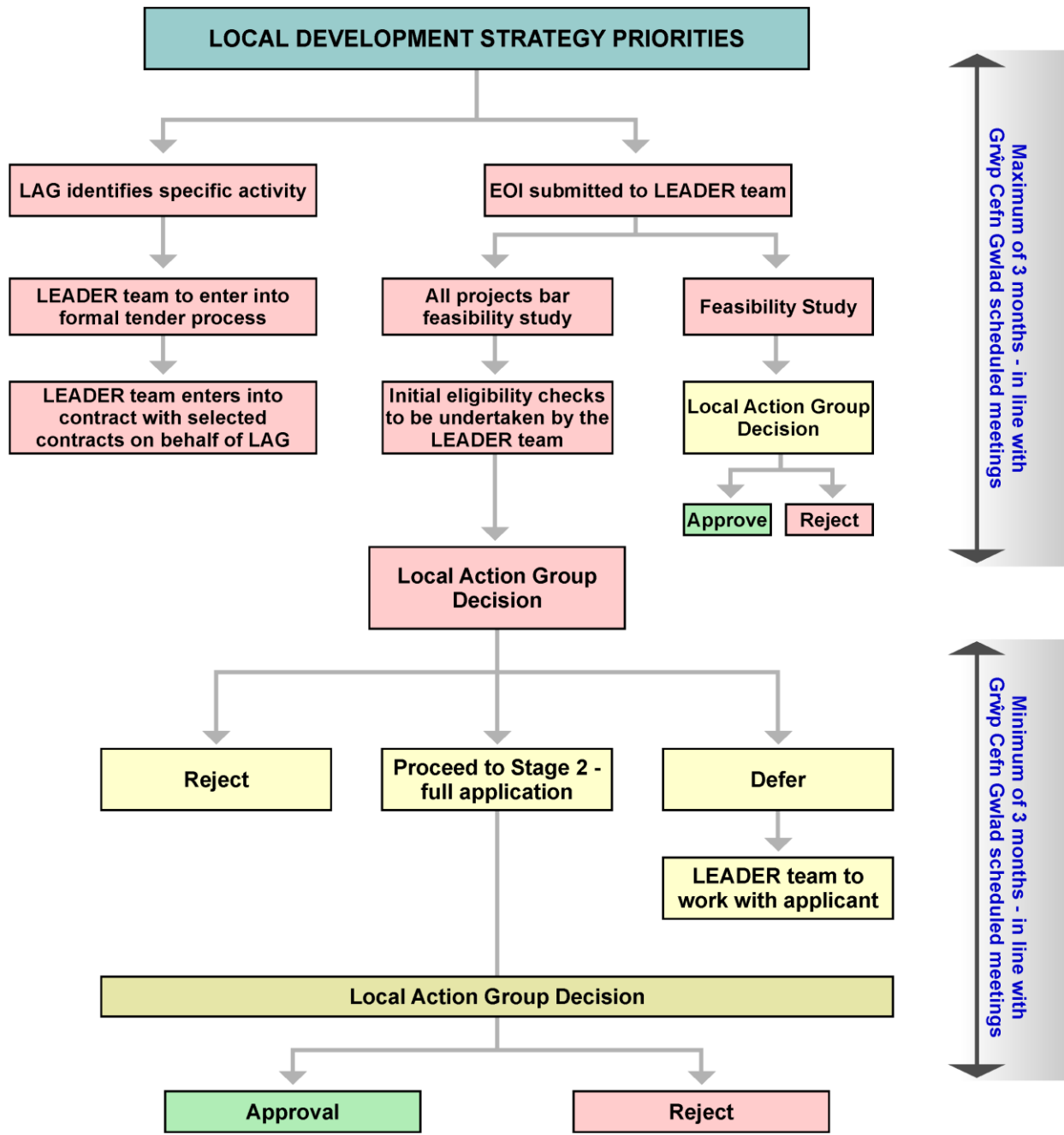
23. If you are successful in your application, the Local Action Group, Welsh Government and the European Commission reserve the right to publish the name of your company / organisation, the amount of funding you were awarded and a summary of your project.

24. All applicants will be required to disseminate the findings of their projects to a variety of organisations / sectors.

25. All applicants will be required to evaluate their project.

26. All publicity will need to be undertaken bilingually and any translation costs should be factored into the project delivery and grant application costs.

Payment Guidance

27. 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.

28. 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.

29. Funding Rate: The maximum funding contribution for LEADER projects will be no more than 70% of the total eligible project cost. The additional funding is defined as match funding and must be provided by the applicant.

30. Match Funding may be provided in the form of either cash or in kind contributions. In kind contributions are services, items or products donated to the project by an individual or organisation where no cash transaction took place. All in kind contributions provided as match funding must relate to the delivery of the project or other LEADER activity. Further guidance on Match Funding can be seen on **Annex E.**

Annex A

RURAL DEVELOPMENT PLAN FOR WALES (2014-2020)
LEADER APPLICATION PROCEDURE

LOCAL DEVELOPMENT STRATEGY PRIORITIES

LAG identifies specific activity

EOI submitted to LEADER team

LEADER team to enter into formal tender process

All projects bar feasibility study

Feasibility Study

LEADER team enters into contract with selected contracts on behalf of LAG

Initial eligibility checks to be undertaken by the LEADER team

Local Action Group Decision

Approve   **Reject**

Local Action Group Decision

Maximum of 3 months - in line with Grŵp Cefn Gwlad scheduled meetings

Reject

Proceed to Stage 2 - full application

Defer

LEADER team to work with applicant

Local Action Group Decision

Approval   **Reject**

Minimum of 3 months - in line with Grŵp Cefn Gwlad scheduled meetings

Proposed Grŵp Cefn Gwlad Dates

03 February 2016
27 April 2016
20 July 2016
19 October 2016

Annex B

EOI Selection Criteria

Question	Eligibility Criteria	Yes(pass)	No(fail)
1	Has the project come forward as a result of an open call process?		
2	Does the project fit with the criteria for the open call?		
3	Will the project operate within a rural ward?		
4	Does the project contribute towards the achievement of the Local Development Strategy/Intervention Logic Table/ Leader approach?		
5	Are there potential state aid implications?		
6	Is LEADER funding essential or are there more appropriate funding sources available?		
7	Does the project address cross cutting themes		

	Selection Criteria	Score Given
1.	Extent to which the project contributes to the LDS	0-2
2	Does the project represent value for money e.g. by comparison with other initiatives or project benchmarks, and balance of cost against proposed outcomes	0-2
3	Extent to which the project is innovative.	0-2
4	Extent to which the project is supported by evidence or prospective demand	0-2
5	Sustainability of the proposal, what is the completion, continuation or exit strategy.	0-2

	EOI Scoring Guidelines
1. Does the project contribute to the LDS, the ILT and links with the LEADER approach	0 - The applicant has provided a incomplete or insufficient response failing to demonstrate how the project proposed will contribute towards the aims of the LDS 1 - The applicant has provided a satisfactory response which has mentioned links toward the LDS although the contribution of the project proposal towards these is not clearly explained

	2 - The applicant has provided a robust and detailed response which clearly demonstrates that the project proposed will contribute towards the aims of the LDS.
2. Does the project represent value for money e.g. by comparison with other initiatives or project benchmarks, and balance of cost against proposed outcomes	0 - Limited evidence of value for money against proposed outcomes. 1 - Question responses give a good demonstration of value for money against proposed outcomes. 2 - Project represents excellent value for money when compared with other initiatives or project benchmarks
3. Is the project innovative.	0 - The applicant has provided an incomplete or insufficient response failing to demonstrate that the project is innovative. 1 - The applicant has provided a satisfactory response which demonstrates that the project proposed is innovative. 2 - The applicant has provided a robust and detailed response which clearly demonstrates that the project proposed is innovative.
4. Is there an evidence of need/demand for this project within Rural Carmarthenshire?	0 - No evidence of need and limited consultation. 1 - Good evidence of need given and some links to local strategies shown, but more could be demonstrated. 2 - Need for project fully evidenced and demonstrable links to local strategies shown and full consultation evidenced.
5. Is the project sustainable post funding?	0 - Limited evidence of financial sustainability and completion/continuation or exit strategy. 1 - Question responses and supporting information gives a good demonstration of financial sustainability and completion/continuation or exit strategy. 2 - Robust evidence of financial sustainability in place and completion/continuation or exit strategy.

In order to proceed, applicants must:-

- Score a minimum of 1 in Question 1,2 & 5;

- Score a maximum amount of 2 in Question 3 and/or 4;

- If a 0 is scored in ANY question, your EOI will not be considered.

A minimum overall score of 6, taking into account the above, needs to be achieved in order to progress with the application process.

Annex C

Stage 2 Application

Application Selection Criteria – Qualitative Assessment

	Selection Criteria
1.	Extent to which the project complements activities covered by other relevant initiatives and strategies
2.	Is the activity realistic in terms of: - deliverability within the timeframe; - applicants capacity/experience to deliver
3.	Sustainability of the proposal, what is the completion, continuation or exit strategy
4	Extent to which the project contributes to cross-cutting themes
5	Does the project have realistic and measurable outputs

Annex D

Match Funding Guidance

Match funding may be provided in the form of either cash or in kind contributions from the public, private or third sectors. In kind contributions are services, items or products donated to the project by an individual or organisation where no cash transaction took place. All in kind contributions provided as match funding must relate to the delivery of a project or other LEADER activity.

For administrative purposes, public, private and third sectors are defined as follows:

Public Sector

These include any organisations which are part of, or under the control of, central or local government. This includes:

- The Welsh Government.

- Local Authorities.

- The public education sector (including higher and further education).

- Assembly Government Sponsored Bodies.

- UK Government Departments and their Agencies.

- Any not-for-profit companies set up by a part of local or central government for the purposes of delivering a part of their services or exercising their powers.

- Companies which involve partnership between the public sector (e.g. Local Authorities) and the private sector, where the private sector share-holding is less than 50%.

Private Sector

- Companies which have the intention of making profits and where those profits could be distributed.

- Companies which are partnerships between a private (i.e. profit-distributing company as set out above) and a public sector body, and where the share-holding of the private sector is 50% or more.

Third Sector

- Legal entities which are not permitted to distribute surpluses to shareholders or other investors. Typically these are non-governmental organisations which are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. This can include; charities and trusts; social enterprises; co-operatives and mutual and provident societies and voluntary and community organisations.

ADDITIONAL GUIDANCE ON IN KIND MATCH FUNDING

Discounted sales of equipment and the discounted provision of services or advice are <u>not eligible</u> as in kind match funding.

Contributions in kind in the form of provision of works, goods, services, land and real estate for which no cash payment has been made are eligible provided that the eligibility rules of the European Structural and Investment Funds (ESI) and the programme are met and that all the following criteria are fulfilled:

(a) the public support paid to the operation which includes contributions in kind does not exceed the total eligible expenditure, excluding contributions in kind, at the end of the operation;

(b) the value attributed to contributions in kind does not exceed the costs generally accepted on the market in question;

(c) the value and the delivery of the contribution can be independently assessed and verified;

(d) in the case of provision of land or real estate, a cash payment, for the purposes of a lease agreement of a nominal amount per annum not exceeding a single unit of the currency of the Member State, may be made;

(e) in the case of contributions in kind in the form of unpaid work, the value of that work is determined by taking into account the verified time spent and the rate of remuneration for equivalent work.

Equipment and Raw Materials

Equipment and raw materials up to the value of £10k (maximum allowance per item) may be provided to a project as a form of in kind match funding but the LAG must ensure that evidence is maintained about the value of the amount that has been committed. This may be in the form of a published price list or catalogue showing the equipment or materials, or for more bespoke items, valuation from an independent qualified valuer.

Research or Professional Work

Research or other professional work may be provided to a project as a form of in kind match funding but the LAG must ensure that evidence is maintained about the value of the services that have been provided. This should include the following information as a minimum;

- A published tariff or rate list for the service provided should be available.

- Evidence should be available to prove that these figures are competitive with competitor prices.

- Timesheets or other records of the time contributed need to be maintained if the cost uses this basis.

Unpaid Voluntary Work

In the case of unpaid voluntary work[1] essential for the delivery of the LEADER project, the value of the work is determined taking into account the amount of time spent and the normal hourly or daily rate for the work carried out. The LEADER contribution to a project will not exceed the total eligible expenditure minus the in kind contribution. Additionally:

- Amounts claimed for this activity must be claimed at a rate commensurate with the nature of the work undertaken and not based on the usual salary or wage rate of the volunteer. If a volunteer does the same or similar duties as paid staff, the rate allowed for the volunteer will be the salary rate of the paid employee. In the absence of a comparative salary rate, acceptable rates are included below. **The rates outlined below for the use of unpaid work as in kind match funding should not be exceeded for any project.**

- The inclusion of costs of more specialist and technical roles as in-kind match-funding would need to be agreed before the activity commenced. The project would be expected to keep clearly documented justification for the specialist and for the agreed salary rate used for the purposes of in-kind match-funding.

- Time sheets should be maintained to support the hours claimed towards the project and should be signed by the volunteer and employer.

- Only persons acting in a wholly voluntary capacity will be eligible. Where an employee of the project performs additional 'voluntary' duties these will not be eligible as in-kind match-funding.

- Work undertaken by **TRUSTEES** or **DIRECTORS** within an organisation cannot be used as in-kind match funding.

Agreed notional costs to be used as acceptable rates for voluntary work

The rates below have been provided and confirmed by Welsh Government statisticians and are based on analyses using the 'Annual Survey of Hours and Earnings' (ASHE), which includes the latest data published November 2016 (Please note that the rates are for the UK but exclude London and South East regions).

Job Title	SOC Code[2]	Hourly Rate (£)	Annual Rate (£)
Project Manager	2424	21.86	41,854
Project Researcher	2426	16.83	31,759
Project Coordinator	3539	12.54	24,590
Trainer	3563	13.81	26,688
Project Administrator	4159	10.00	19,461
General Labourer	91&92	8.50	18,193

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[1] Costs for staff deployed by an organisation on a project count as actual match funding (evidenced by salaries) not in kind match funding
[2] Standard Occupational Classification

Annex E - Third Party Grant Procurement Rules

Requirement	Value (excluding VAT)	Procurement Process
All	up to £5,000	A minimum of **1 written Quotation** <u>must</u> be obtained and retained. Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.
All	£5,000 and £25,000	A minimum of **3 written Quotations** <u>must</u> be sought from competitive sources**. The quotes must be based on the same specification and evaluated on a like for like basis. A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.
All	£25,000 and £75,000	A minimum of **3 written Quotations** <u>must</u> 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.
Goods and Services	£75,000 and £173,934	A minimum of **4 tenders** <u>must</u> 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 **<u>must</u>** 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 <u>may</u> be a requirement to advertise via Sell2Wales.
Goods and Services	Above £173,934	If a contract for Goods or Services is likely to **exceed £173,934** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

* It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be 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 email support@buy4wales.co.uk for further information.

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.**

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 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.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:
- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

Procurement Terminology

- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives 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
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **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 email support@buy4wales.co.uk 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.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to 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.

Do's and Don'ts of Tendering

Do's
- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

Don'ts
- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.
- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

Annex F – Performance Framework

Ref No.	Performance Indicator	Definition	Characteristics	*Example*	Audit Evidence
LD-CL.001	Number of Feasibility Studies	Number of specific feasibility studies commissioned or undertaken through the programme to provide 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. (refer to LEADER guidance Version 1 Sept 2015 paragraph 31).	N/A	A technical assessment; a plan for marketing a specific product/ service; a market infrastructure report; etc.	Hard copy of the final report.
LD-CL.002	Number of Networks established	Number of formal networks that have been created as a direct result of the LEADER programme and were not in existence prior to programme involvement. (Each network can be scored only once over the life of the approved programme)	N\A	Creation of special interest network.	All of the following: • Details of objectives • Details of activities • List of members • Meeting dates, agendas & minutes.
LD-CL.003	Number of jobs safeguarded through supported projects	Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job	N\A		• Written confirmation that the LEADER funding has safeguarded a FTE job.

		may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).			
LD-CL.004	Number of pilot activities undertaken/supported	Number of pilot activities undertaken/ supported through the capacity building activities, broken down as defined in characteristics breakdown.	• New approaches • New products • New processes • New services	Testing new approaches to product/ service marketing.	A plan outlining all of the: • The stages/ activities in the pilot.
LD-CL.006	Number of information dissemination actions/ promotional and/ or marketing activities to raise awareness of the LDS and/ or its projects.	The number of actions undertaken by the Local Action Group to raise awareness and explain the aim, objectives and activities undertaken via the Local Development Strategy to the rural population. The number of planned and targeted activities undertaken by the Local Action Group that promote the Local Development Strategy and its projects OR the production and distribution of materials	N/A		• Hard copies of the materials.

		aimed at marketing and promoting the Local Development Strategy and its projects.			
LD-CL.007	Number of stakeholders engaged	Stakeholder: Any group or individual who can affect or is affected by the achievement of the project objectives. These can be people, groups or entities that have a role and interest in the objectives and implementation of a project. They include the community whose situation the project or programme seeks to change. Engagement: Stakeholders who become actively involved in the project's implementation at any stage.	N/A	Stakeholder engagement through Networking, animation, or consultation.	• Details of the relevant engagement activities. • Attendance records if relevant.
LD-CL.008	Number of participants supported	Participants: number of people who attend an event to disseminate information, etc. Please note that the number on receipt of any kind of mail-shot associated with the dissemination of information (e.g. the distribution of a report summary) cannot be counted as participants.	N/A	Participants in an awareness session.	• Written record of the number of participants.

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Annex G – Demonstrating Costs

This section is to aid with the completion of Section 8 and 9 of the **LEADER full application form.**

Section 8 requires a full description of all costs associated with your project. A methodology with supporting documents (if applicable) to support the inclusion of these costs is also required. Please include a reference on any supporting documents you may include that corresponds to the information included within the application form.

Section 9 requires quotations from suitable service/goods providers demonstrating the associated costs. Please include a reference on each quote that corresponds to the information included within the application form.

Example below is included as a guide to aid with the completion of these sections within the full application form.

Description of Cost	Supporting Documents/	Quote Ref	Total Cost
Staff	Project Officer at Grade F, 0.6 FTE for 2 years	**N/A**	26,000.00
Travel	300 miles for officer to travel to 6 workshops@ 50 miles per workshop return journeys @ 45 pence per mile	**N/A**	135.00
Accommodation	Room Hire -6 half day workshops at various locations. Quote from facility provider demonstrating half day rate x 6	**A**	300.00
Accommodation	Refreshments for participants of workshop sessions – Quote by catering provider of price per head . Cegin Caterers £6 per head, 20 participants per workshop, 20 x 6 x 6	**B**	720.00
Marketing & Promotion	Design cost of leaflet promoting workshop sessions. Quote from design @ £15 per hour @ 2hours	**C**	30.00
Marketing & Promotion	Printing costs for posters and leaflets to advertise workshop sessions. 1000 copies A4@ 2.5 pence per copy JTW Printing ltd.	**D**	250
15%Simplified cost	Total staff cost of 26,000 @ 15%	**N/A**	3900.00
		TOTAL	**31,335**