

Section 106 Application Form

To be eligible for Section 106 funding a project must provide improved or increased community or social infrastructure (such as community facilities and green space projects), the need for which has arisen at least in part, as a result of a new development taking place.

S106 funding is generally available for capital projects only. Revenue funding towards on-going running costs is not available unless specifically stipulated within the relevant S106 Agreements. Evidence must be provided by the applicant that an assessment has been made of local community needs through research or consultation.

1. Please provide the title, a description of the project, its purpose and an explanation of what the 106 funding will be spent on. **Click here to enter text.**

2. Please describe how your project provides improved or increased community or social infrastructure for the community in which the project is based. **Click here to enter text.**
Please note that if you are unable to provide this evidence, the project will not be eligible for S106 funding.

3. Please note whether or not the use of S106 funding towards this project has been endorsed by the Town / Community Council and whether it has been endorsed by the Local County Councillor(s) for the Ward. **Click here to enter text.**

Eligibility of the Organisation for S106 funding

The scheme should be open to all community based organisations that operate on a not-for-profit basis in Carmarthenshire County Council's administrative area. The facilities provided must be open to the general public and have public and community benefits.

4. Organisation's Details: **Click here to enter text.**

5. Name of Organisation: **Click here to enter text.**

6. Address including Post Code: **Click here to enter text.**

7. Is your organisation able to recover VAT? Yes No

Note: If you can recover VAT the amount awarded from S106 funds will exclude VAT

8. Are there any membership restrictions on use of your organisation's facilities? Yes No .
If yes, please explain why: **Click here to enter text.**

Main contact for the project

9. Name: **Click here to enter text.**

10. Position in organisation: **Click here to enter text.**

11. Address including postcode: **Click here to enter text.**

12. Daytime telephone number: **Click here to enter text.**

13. E-mail address: **Click here to enter text.**

Type of Organisation

14. What type of organisation are you? **Click here to enter text.**

15. If your organisation is NOT a Town or Community Council, please provide a brief description about what you do, your aims and objectives, management arrangements and past achievements. **Click here to enter text.**

Details of the Proposed Project
16. What is the geographical location of the proposed project (please attach map or provide the nearest postcode or road name). Click here to enter text.
17. What security of tenure do you have on the facility? Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/>
18. If leasehold, what is the length of the lease and how many years remaining? Click here to enter text. <i>Please note: A lease must be for a term of at least 15 years to be eligible for funding.</i>
19. Is the lease vested in the applicant's name? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, who owns the lease? Click here to enter text. If you do not own the asset, please tick here <input type="checkbox"/> to confirm that you have attached evidence of the landowner's permission for the works to be carried out
20. Is Planning Permission required before the project can start? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, and if permission is in place, please provide the planning permission reference number: Click here to enter text.
21. Is a Building Regulation application required? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, and if Building Regulation approval has been received, please provide your reference number: Click here to enter text.
22. Please indicate the approximate start and finish dates of the project: Start: Enter a date. Completion: Enter a date.

Need and Justification
23. Are the reasons for doing this project instigated by legislative requirements – e.g. Health & Safety, Fire Regulations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the details: Click here to enter text.
24. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies / plans which identify this project as a priority (such as a community led plan, survey, audit or action plan). Click here to enter text. Please attach copies of any documents providing evidence of need for the project.
25. What is your justification for this project if there is another similar facility nearby (for example of there is already a similar facility being provided in the same village)? Click here to enter text.
26. Will your project increase the use of a community facility? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain how: Click here to enter text.
27. Will your project broaden the use of a community facility? (an example would be works to improve access on the basis of age or disability) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain how: Click here to enter text.

Project costs, sources of funding and sustainability / maintenance
The amount of funding awarded will depend on the amount of S106 monies available for any particular community. Projects can be supported with 100% of the project costs if sufficient monies are available. However, applicants are positively encouraged to seek matching funding from other grant bodies and community sources where possible so that the S106 monies can support as many local projects as possible.
28. What do you anticipate will be the total expenditure for the project? With VAT included: £ Click here to enter text. Excluding VAT: £ Click here to enter text.
29. Please list and cost the items that you plan to buy and the works you plan to pay for with S106 funds: Click here to enter text.
30. Is the payment subject to match funding? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, how much and where is it from? £ Click here to enter text.
31. Is the match funding confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide evidence that the match funding has been secured.
32. Is any match funding offer conditional on securing match funding? Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>33. What level of S106 funding is sought? Click here to enter text. If you are able to reclaim VAT please provide amount ex-VAT as Carmarthenshire County Council will only pay the amount that cannot be reclaimed £ Click here to enter text. <i>Please provide copies of all of the written estimates obtained for the cost of the work are attached to the application.</i></p>
<p>34. What do you expect the annual running costs to be, where applicable? £ Click here to enter text.</p>
<p>35. What do you expect the repair and maintenance costs to be, where applicable? £ Click here to enter text.</p>
<p>36. How do you propose to meet these costs in the longer term, where applicable? Click here to enter text.</p>

Please return the completed application to bureau@carmarthenshire.gov.uk

Third Party Grant Procurement Rules

Requirement	Value (excluding VAT)	Procurement Process
All	up to £4,999	<p>A minimum of 1 written Quotation <u>must</u> be obtained and retained.</p> <p>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.</p> <p>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. Where this is not possible, applicants may be required to justify why this is not the case</p>
All	£5,000 and £24,999	<p>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.</p> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p> <p>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. Where this is not possible, applicants may be required to justify why this is not the case</p>
All	£25,000 and £74,999	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> • 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. <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded for audit purposes.</p> <p>**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.</p>

Goods and Services	£75,000 and £189,330	<p>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,</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>** 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.</p>
Works	£75,000 and £4,733,252	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 3 tenders to be received**. All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>** 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.</p> <p>For contracts in excess of £250k in value:</p> <ul style="list-style-type: none"> • 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.
Goods and Services	Above £189,330	<p>If a contract for Goods or Services is likely to exceed £181,302 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Procurement Directives.</p>
Works	Above £4,733,252	<p>If a contract for Works is likely to exceed £4,733,252 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Procurement Directives.</p>

Important Guidance

Advertising via Sell2Wales

* 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 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 <http://www.sell2wales.gov.uk/> 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.

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

Do's and Don'ts of Tendering

Do's	Don'ts
<ul style="list-style-type: none"> ensure that any potential conflicts of interest are declared at the earliest opportunity. 	<ul style="list-style-type: none"> Don't skew the specification to eliminate or to discriminate against suppliers i.e. limit the specification to a specific brand.
<ul style="list-style-type: none"> comply with the appropriate rules 	<ul style="list-style-type: none"> Don't change the scope of the specification once distributed.
<ul style="list-style-type: none"> ensure that the specification is precise and not in excess of the requirements. 	<ul style="list-style-type: none"> Don't change the evaluation criteria during the process.
<ul style="list-style-type: none"> ensure that the Evaluation Criteria is directly relevant to the subject of the contract 	<ul style="list-style-type: none"> Don't give companies too short notice to quote.
<ul style="list-style-type: none"> complete and retain full records for future reference and audit purposes 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> ensure that quotes/tenders are evaluated on a 'like for like' basis. 	<ul style="list-style-type: none"> Don't reveal prices to potential suppliers.
<ul style="list-style-type: none"> ensure that you treat suppliers in an open, transparent, and non-discriminatory manner. 	<ul style="list-style-type: none"> Don't breach confidentiality.
<ul style="list-style-type: none"> allow sufficient time for companies to quote 	<ul style="list-style-type: none"> Don't open quotes/tenders in advance of the deadline.
<ul style="list-style-type: none"> ensure the value of the Goods/Works or Service is estimated accurately at the start of the process to apply the correct procurement process. The aggregated value must be used where applicable. 	<ul style="list-style-type: none"> Don't consider submissions received after the deadline.

Procurement Definitions

Title	Description
Aggregation	Adding together the value of separate contracts for the same supply, service or works.
Contract	A Contract for the purposes of these Rules shall be any agreement (whether in writing) between the grant applicant and one or more other parties for: - <ul style="list-style-type: none"> 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
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 (£181,302 for Goods and Services and £4,551,413 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 £181,302 for Goods and Services and £4,551,413 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 visit the Sell2Wales website http://www.sell2wales.gov.uk/ 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'