



## Grant Criteria

### Section 1

#### 1. Introduction

ESB (Electricity Supply Board) owns the rights to the Mynydd y Betws Wind Farm. The project is located on an upland area of common land known as Mynydd y Betws in Carmarthenshire in South West Wales. The Wind Farm entered commercial operation in 2013. ESB has committed to providing a community support fund for the benefit of communities near Mynydd y Betws Wind Farm over a 25 year period.

Carmarthenshire County Council (CCC) manages the Community Benefit Fund on behalf of ESB for the eligible Carmarthenshire fund areas. There is a similar fund in eligible wards in Neath Port Talbot, for further details about their fund, please contact 01639 763390.

#### Fund Themes

Mynydd y Betws Community Benefit Funding aims to provide Capital and Revenue funding for new and innovative projects, which will address the following themes:

- Recreation
- Education
- Health
- Environmental
- Energy Efficiency / Sustainability
- Culture

#### 2. Application Deadlines

We will accept Applications from April 1<sup>st</sup> each financial year and decisions will be made at an annual Grant Panel Meeting. The Application deadline date will be published on CCC's Website and via the Community Bureau Tel: 01269 590216 or [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk)

The Application process and assessment Criteria are explained in more detail within this document.

#### 3. Who are the funders?

The Mynydd y Betws Community Benefit Fund is funded by ESB. ESB is a state owned Irish energy utility company.

The total money available in the Mynydd y Betws Community Benefit Fund in Carmarthenshire was initially £665,000. As of April 1<sup>st</sup> 2015 some £86,500 will be available each financial year until the 2038.

The Mynydd Y Betws Wind Farm Community Benefit Fund will complement funding streams being delivered by Carmarthenshire County Council (CCC) and other external funds available locally to increase inward investment into the area.

#### 4. Eligible Wards

All projects must be delivered within the following geographical wards:

Electoral Ward
Ammanford
Betws
Garnant
Glanamman
Llandybie
Pontamman
Penygroes
Saron
Tycroes
Quarter Bach

#### 5. What is the process?

- Applicants must contact the Community Bureau on **01269 590216** or alternatively via e-mail [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk) to register your project and apply for an Application Form.
- Development Officer support is available via the Community Bureau to develop your project and to complete an Application.
- If you submit an Application via e-mail at [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk) a hard signed copy must also be submitted.
- All submissions will be acknowledged by the Community Bureau.
- Your Application will be assessed and scored competitively at the next scheduled Mynydd Y Betws Community Benefit Fund Grant Panel.
- If you are successful, an Offer Letter with the grant Terms and Conditions will be sent to you.
- Once the grant offer Terms and Conditions have been returned and any procurement requirements and grant special conditions have been met, you will be sent your Letter to Proceed. If you start your project prior to the Letter to Proceed, you will put any grant offer in jeopardy.
- We will assist you to set up processes to manage the grant to ensure successful project delivery and completion.
- If your Application is unsuccessful we will give you feedback and suggest possible ways forward to secure alternative funding.

## **Section 2 – Main Criteria**

### **1.1 Fund Themes**

Funding is for new and innovative projects, which will address the following themes:

- Recreation
- Education
- Health
- Environmental
- Energy Efficiency / Sustainability
- Culture

### **1.2 Eligible Organisations**

We can accept Applications from the following organisations that have a project located within the eligible wards.

- Constituted Voluntary and Community Groups
- Registered Charities
- Not for profit organisations/Social Enterprises
- Local branches of National Third Sector Organisations can bid using the parent body Constitution but must have their own local Bank Account.
- Town and Community Councils, where they apply for community projects that are additional to normal statutory responsibilities and for projects that are not currently supported by the existing precept arrangements and which in the view of CCC and the Grant Panel will benefit the community as a whole.

1.2.1 Informally or formally constituted consortia working on a particular project can also apply. All the organisations involved in an informal consortium must be eligible in their own right and must provide a copy of their constitution or governing document. The application form should be completed by the lead organisation that will be legally responsible for the grant and will receive the funding, should the application be successful.

1.2.2 Local branches of national third sector organisations can apply using the parent body's constitution and annual accounts but should have their own bank account into which any grants awarded are paid. We will also require confirmation that the parent body supports the application.

### **1.3 Who can't we fund?**

- Private sector organisations. Information about alternative sources of funding and assistance for private sector organisations is available from Welsh Government Business Support on 03000 6 03000.
- Applications on behalf of other organisations or in the name of a professional fundraiser. Exception may be made for Town and Community Council applications on behalf of a Community Group.

- Individual beneficiaries.

1.3.1 We welcome applications from religious organisations who wish to undertake work in the community, but this programme cannot support work that is designed to promote religion and /or excludes others on religious grounds.

Information for Third Sector organisations about alternative sources of funding and assistance is available from the Community Bureau on 01269 590216 or Carmarthenshire Association of Voluntary Services (CAVS) on 01267 245555 [www.cavs.org.uk](http://www.cavs.org.uk)

## **2. How much grant can we give?**

Level of Grant Available:

- Tier 1 - £500 - £5,000 – Up to 90% grant
- Tier 2 - £5,001 - £15,000 – Up to 80% grant

Cash match funding is required for the additional 10% - 20%.

ESB may review these levels from time to time.

## **3. What we want to spend the money on?**

3.1 The fund will be allocated to projects and initiatives which will create vibrant and sustainable communities, addressing local need under the following themes:

- Recreation
- Education
- Health
- Environment
- Energy Efficiency / Sustainability
- Culture

### **3.2 Principles**

The following principles will assist in prioritising the projects:

- Projects will directly address identified issues, needs and opportunities in a particular community or group of communities.
- Projects will demonstrate added value to the local communities through clear objectives and outcomes.
- Projects need to be well thought out and have robust financial plans and delivery proposals.
- Projects need to demonstrate synergy and complementary activities with other projects and initiatives.
- Projects can demonstrate support from the local community and partner organisations.
- Projects will balance and integrate the social, economic and environmental components of the community.

- Projects need to meet the needs of existing and future generations.
- Projects will respect the needs of other communities in the wider region, contributing to the sustainability of these communities.
- Projects will recognise and respond to the diversity and uniqueness of the community.

It is important that you cross reference the above priorities with the list of '**what we can't fund**' (Section 2, point 7). Contact the Community Bureau on 01269 590216 or [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk) if you need further clarification.

#### **4. What we can fund**

4.1 Proposals can be for Capital and Revenue funding.

4.2 Grant Funding will not be made available to cover expenditure incurred prior to the offer of a grant under this programme.

4.3 Capital costs can include the following:

- Site investigation, clearance and preparation work.
- New build and /or refurbishment costs including direct professional fees where necessary.
- Landscaping and other environmental enhancement works.
- Fixture and fittings directly related to the project.
- IT equipment when it is directly related to the project aims.
- Mobile items and vehicles can only be supported in certain circumstances, usually if they form an integral part of a larger project and will be considered on a project by project basis.

4.4 Revenue costs can include the following:

- New staffing and salary costs.
- Rent of new or additional accommodation.
- Heating and Lighting apportioned costs to a new project.
- Phone, stationary and postage relating to the project.
- Other office costs of the new project.
- Marketing costs.

4.5 Value Added Tax (VAT) is an eligible cost if the applicant organisation is unable to claim it back.

4.6 Professional Consultancy fees can be considered if the work is essential to the project implementation e.g. architect and structural engineer fees. General project management fees and professional fundraiser fees are not eligible.

#### **5. Examples of Eligible Projects**

The following are examples of projects that could be considered for funding:

1. **Recreation** – e.g. Community Facilities, playgrounds, multi-sport games areas, improvements to sporting facilities, festivals of sport and multi-generational health and wellbeing events.

2. **Education** – e.g. Out of hours school clubs, non statutory youth projects, one off materials, staging an exhibition, environmental education projects, community education activities.

3. **Health** – e.g. Food Coops, healthy activities, fitness trails and outdoor gyms.

4. **Environment** – e.g. Environmental enhancements, community landscaping projects, nature trails, local interpretation, recycling initiatives, community gardens.

5. **Energy Efficiency / Sustainability** – e.g. Water Harvesters, pellet boilers, insulation, double glazing, energy efficiency campaigns.

6. **Culture** – e.g. Cultural events, interpretation, productions, gateway features.

## 6. Outputs

Projects will need to identify the number of below outputs they will achieve and if successful these will need to be evidenced through the grant monitoring procedures.

- Number of new volunteers.
- Number of new services available.
- Number of physical improvement schemes.
- Number of environmental improvement schemes.
- Number of new community assets.

## 7. What we can't fund

7.1 We will **not** fund the following types of activities or costs:

- Statutory Activity.
- Any project that has already started cannot be considered, however a separate stage of a project can apply for this fund.
- Any project where contracts have been signed or orders placed before approval.
- The promotion of religious faith activities (although applications from religious organisations are allowed if the proposed project benefits the wider community).
- Applications for activity which is already being delivered through another source of funding.
- Projects that impact upon or adversely affect the sustainability of existing provision, perhaps elsewhere in the area of benefit.
- Projects that could access the funding from more appropriate available funding e.g. small capital sports equipment from Sport Wales Community Chest funding.
- Funding for normal operating costs or costs incurred in daily operation / routine repairs and maintenance costs/equipment.
- Funding for core or existing staff.

- Feasibility Studies.
- Trips and visits outside the project area.
- The funding of recoverable VAT costs.
- Insurance.
- Projects that conflict or adversely affect the aim, objectives or policy of ESB or any other associated Company.
- Fundraising campaigns.
- Party Political activities or fundraising.
- Purchase of Land.
- Duplication of other projects being delivered locally.
  
- Solar Panels
  - Solar panels are not ineligible, but they can only be included as part of a larger project. For applications which include solar panels, the running costs of the project with and without the panels will need to be provided.
  - Oversize installations are not eligible, e.g. the energy produced should match the usage, not exceed it.

## **8. How to apply for a grant**

8.1 Contact the Community Bureau on 01269 590216 or via [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk) to register your project and apply for an Application Pack.

8.2 Support is available via the Community Bureau to develop your project and to complete an Application.

8.3 What other information you need to provide:

### **8.3.1 You will need to provide the below essential information with your Application Form:**

1. Copy of Governance Document (e.g. Constitution)
2. Accounts and/or Projected Cash-Flow Forecast/Bank Statements
3. Equal Opportunity Policy
4. Environmental Policy/Statement
5. Welsh Language Policy
6. Insurance Certificates, schedule of covers incl. Public Liability
7. Evidence of Need Information
8. Support Letters

### **8.3.2 Additional information where applicable:**

- Business Plan
- Quotations for Work
- Proof of Ownership
- Signed Lease Agreements (leases should have at least 15 years left to run)
- Landlord Consents

- Maintenance Agreements
- Licences
- Bank Account Details
- Listed Building Consent
- Planning Permission
- Environmental Consent
- Conservation Consent
- Highways Consent
- Building Regulations
- Child Protection Policy
- Protection of Vulnerable Adults Policy

8.4 When a project involves purchasing equipment, furniture, office consumables or employing the services of a professional, including building and renovation work, we will require you to provide evidence of procurement based on the value of the works to ensure that a fair and open process has been used.

#### 8.4.1 Procurement Rules

Requirement	Value (excluding VAT)	Procurement Process
All	up to £5,000	<p>A minimum of <b>1 written Quotation</b> <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>
All	£5,000 and £25,000	<p>A minimum of <b>3 written Quotations</b> <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><b>All</b></p>	<p><b>£25,000 and £75,000</b></p>	<p>A minimum of <b>3 written Quotations</b> <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> <li>• the same specification,</li> <li>• the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.</li> <li>• the same closing date.</li> </ul> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
<p><b>Goods and Services</b></p> <p>(Goods are material items i.e. equipment, food, vehicles etc. Services are tasks undertaken by people i.e. consultancy services, translation services etc)</p>	<p><b>£75,000 and £173,934</b></p>	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 2 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <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><b>**</b> In the event that only one tender is received, you <b>must</b> contact 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><b>Works</b> (Works include landscaping, construction, building works etc)</p>	<p><b>£75,000 and £4,348,350</b></p>	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 3 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same a specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <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><b>**</b> In the event that only one tender is received, you <b>must</b> contact the 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><b>Goods and Services</b></p>	<p><b>Above £173,934</b></p>	<p>If a contract for Goods or Services is likely to <b>exceed £173,934</b> the <b>applicant must inform CCC</b> to confirm whether contract will be subject to EU Public Procurement Directives.</p>
<p><b>Works</b></p>	<p><b>Above £4,348,350</b></p>	<p>If a contract for Works is likely to <b>exceed £4,348,350</b> the <b>applicant must inform CCC</b> to determine whether the contract will be subject to EU Public Procurement Directives.</p>

\* It is possible for you to advertise on the National Procurement website, [www.Sell2Wales.co.uk](http://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. This facility is available to you free of charge please email [support@buy4wales.co.uk](mailto:support@buy4wales.co.uk) for further information.

However you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

- 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 CCC.
- If you have any queries as to how these procedures should be applied, you should contact the Community Bureau for clarification and further guidance.

#### **8.4.2 Avoiding conflicts of interest in procurement**

We recognise it is possible applicants or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and in a 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.
- That person or party with an interest should take no part whatsoever in any of the tender evaluation procedures.

Please contact the Community Bureau on 01269 590216 or [CommunityBureau@carmarthenshire.gov.uk](mailto:CommunityBureau@carmarthenshire.gov.uk) for further procurement guidance and information.

#### **8.5 Notification of Sale of Asset - Property Related Grants**

For properties constructed or improved as part of this grant scheme, CCC will seek to register an interest in the grant-aided property with the Land Registry by either a Restriction or a Legal Charge, further information will be provided, if successful in your grant Offer Letter and Terms and Conditions. This notification process will alert the authority to any change in the ownership of the property and of any potential affect on the terms and conditions on which the grant was awarded.

#### **9. Can you make more than one Application?**

You can only make one application per project. In some circumstances it may be possible to phase projects whereby you will be able to make further applications once a phase has been completed. A grant for one phase of a project does not guarantee that you will be awarded a grant for further phases.

If you are running more than one project we will look very closely at your organisation's capacity to manage further grant awards.

## **10. How your project is assessed?**

10.1 Due to the limited availability of financial resources, applications will be assessed according to set criteria which are described in detail below. The criterion has been developed to reflect the priorities of the fund.

10.2 This process may include consultation with key organisations and relevant experts, where their input will be relevant to provide advice of a specific application e.g. Natural Resources Wales

## **11. Who makes the funding decision?**

11.1 Your Application will be assessed and scored by a panel using the scoring criteria shown in point 12 below.

11.2 The panel meet a minimum of once a year but may meet more frequently if required. Closing dates will be publicised each financial year.

11.3 On the submission of Application and supporting information, an Acknowledgement Letter/E-mail will be sent to the applicant including the date of the next Panel meeting.

11.4 Officers will work with applicants to ensure that all relevant information and documents requested in the application are provided prior to panel meetings.

11.5 Consultations will be undertaken if and when necessary with other relevant officers of the authority or partner organisations and comments will be reported at the panel meeting.

11.6 The grant panel will include local representatives, ESB representative and a Carmarthenshire Association of Voluntary Services representative.

### **11.7 Duties of the Grant Panel**

The aim of the panel is to make decisions with regard to the Mynydd Y Betws Wind Farm Community Benefit Fund allocated to the named wards in Carmarthenshire.

- To ensure that Mynydd Y Betws Wind Farm Community Benefit Fund is administered in accordance with the legal agreement with ESB.
- To enable access to the fund to all those eligible within the named wards.
- To assess all applications and supporting information in line with the agreed criteria.
- To make recommendations regarding the allocation of the funding to CCC for consideration and approval.
- To receive and consider the end of project reports.
- Panel Members will declare where there may be a direct or indirect conflict of interest with a project and a Declaration of Interest register will be kept and will be reported in the Panel Minutes.
- The Grant Panel may invite a relevant expert to attend the meeting to provide advice on a specific Application.

11.8 At any time during this assessment process we may come back to you for further information to aid us in the decision making process.

11.9 Decision Outcome

- Decision Outcome letters will be dispatched following Executive Board Members Meeting.
- All offers of financial assistance will be subject to three stages;
  - **Stage 1** - the Standard Terms and Conditions of the fund and any additional conditions recommended by the panel. The Terms and Conditions of the offer must be signed by two members of the organisation and returned to CCC within twenty days of the Offer Letter.
  - **Stage 2** – Procurement stage (where applicable, otherwise it’s straight to Stage 3). On receipt of the signed Terms and Conditions a Project Procurement Form is sent. This will need to be completed with all details of procurement, e.g. tenders and quotes and signed and returned.
  - **Stage 3** - Subject to all the relevant documentation and quotes being in place, the organisations will be sent a Letter to Proceed.

11.10 It is important you allow sufficient time for an Application to be processed. The scheme cannot fund any costs incurred or committed to, prior to you receiving a formal Grant Offer.

**12. Scoring Criteria**

The following will be used to score and prioritise each application.

<b>SCORING CRITERIA</b>	
<b>Criteria</b>	<b>Score</b>
Contribution to the fund themes (Q2 & 2B )	/15
Community Benefits (Q2C & 5C)	/25
Community Support and Consultation (Q2D)	/25
Structure and cohesion of Organisation(Q1A/4C/5B & governing document)	/10
Value for Money /Financially Sustainable (Q3/4B & 5A)	/10
Matched Funding (Q4A)	/10
Environmental/Sustainability (Q5F)	/5
<b>Total Score</b>	<b>/100</b>

<i>Allocation</i>	<i>Approval</i>	<i>70 - 100</i>
<i>Allocation</i>	<i>Conditional Approval</i>	<i>50 - 70</i>
<i>Reject</i>		<i>&lt; 50</i>

### **13. Appeals**

Applications which have been rejected have no right of appeal but feedback will be provided. We also welcome your feedback.

### **14. Post Grant Monitoring**

As part of on-going monitoring, all Grant recipients will be sent a letter by CCC in years 1, 3 & 5 after the project completion to re-confirm:

- Asset retention
- Use and any restrictions of use of asset
- Any change to the Lease Agreement (where applicable)
- Business status
- Outputs
- Document retention and the requirement for the grant recipient to co-operate with reasonable requests for documents and other information relating to the project by CCC and ESB and project visits by the authority, ESB or any of its representatives
- Any applicable special conditions of grant.

The Grant recipient will be required to return a signed acknowledgement slip which will be sent to confirm that there have been no changes to the conditions on which the funding was awarded.

In addition, site visits/on-the-spot checks of funded projects will be undertaken by CCC on a sample basis in the five years following the grant funding.

### **15. Additional Information**

#### **15.1 Retrospective Funding**

CCC is a retrospective funder. Groups must pay upfront for all project expenditure and claim the allocated funding from Carmarthenshire County Council.

#### **15.2 Publicity**

All projects that obtain funding will be required to acknowledge the grant received through any publicity and media and on all capital equipment and buildings. Successful projects will be given further guidance with the Offer Letter.

Plaques will be provided by the Mynydd Y Betws Wind Farm Community Benefit Fund so the applicant organisations are able to show recognition of the support provided.

#### **15.3 Complaints, Compliments and Comments procedure**

15.3.1 As a Council we are determined to make the service we provide for you as effective as possible. We value your comments and want to work together to achieve this aim.

15.3.2 We recognise that it is important to learn from what you have to say, not only to deal with your particular issue, but also to ensure that we improve our services.

15.3.3 You can make a complaint, compliment or comment in a number of ways.

You can:

- Visit any of our Customer Services Centres ( in Llanelli, Carmarthen or Ammanford)
- Complete the pre printed form in the 'Have your say' leaflet.
- Visit the website [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk)
- Write a letter to, phone or e-mail the Customer Complaints Compliments and Comments Officer for the service you wish to complain about (contact details given in the 'Have your say' leaflet).
- Speak to your local Councillor.

#### 15.4 Disclaimer

The information in this document is intended for guidance in relation to the Mynydd y Betws Wind Farm Community Benefit Fund Application. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.