Revitalising Rural town Centres

Ten Towns Programme

An application form may be submitted in Welsh and any application submitted in Welsh shall not BE treated less favourably than a request submitted in English

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***Please answer all questions and tick appropriate boxes where necessary.***

***Incomplete forms cannot be accepted and will be returned to the applicant.***

**Introduction**

The aim of this fund is to offer town centre premises the opportunity to access financial support of up to £2,000 to increase the vibrancy of Carmarthenshire’s rural towns centres.

Eligible premises located in prioritised areas will be invited to apply for support. Applications received from premises located outside of the prioritised area may be considered should applicants be able to demonstrate a positive impact for the town.

Applications will be assessed on the level of impact achieved for each town and is open to premises located in prioritised high street areas. Applications received from buildings most in need of revitalising will be prioritised.

Match funding contribution of up to 20% towards the total costs of the project will be required from each applicant.

This fund will remain open until fully committed. Completed applications should receive a decision on their application within one month of submission.

**Fund criteria**

* Leaseholders and freeholders are eligible to apply.
* Leaseholders are required to ensure permission is sought from freeholders.
* This is a targeted town centre fund and only eligible to premises located in designated areas.
* Applicants must ensure that they have considered the recommendations and guidelines included in the Carmarthenshire Built Heritage Design Guide
* Photos of the condition of existing premises must be provided with the application form.
* Any request for support for new signage must ensure that it is bilingual.
* Any requests for financial support for exterior signage or canopies must be accompanied by scaled drawings to determine whether planning consents are required eg. Dimensions, location, height, width and whether lighting will be installed.
* Details of the proposed works to be undertaken must be included to include sourced quotes from suppliers and details of the chosen goods/supplier.
* Applicants must ensure that they comply with Carmarthenshire County Council’s third-party procurement guidelines which are included in this document.
* Grant will be paid retrospectively on receipt of invoice, bank statement and photographic evidence of the work undertaken.
* We aim to pay completed grant claims within 20 days of receipt.
* Successful projects must be fully completed no later than **30 November 2025**
* Successful applications must comply with planning and conservation area legislation.

**Examples of eligible expenditure include:**

* New bilingual signage (proposed designs required to include sizing)
* Canopies (planning permission required)
* Decorating building
* Lighting
* Associated costs for the completion of projects e.g., scaffolding, consents
* Applications for larger projects to redevelop shop frontages are also eligible yet grant amount will be capped at £2,000 or 80% of total costs.

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| **SECTION 1 – APPLICANT’S DETAILS** | | |
| **Main Contact Name:** | | |
| **Email address** | **Telephone number** | |
| **Position held in Organisation:** | | |
| **Premises Address** | | |
| **Is your premise located in a conservation area?**  [Conservation Areas Consultation (gov.wales)](https://www.carmarthenshire.gov.wales/home/council-services/planning/conservation-areas/conservation-areas-consultation/#.YzcAi9jMK73) | **Yes** | **No** |
| **Is your premise a listed building**  *If yes, please be mindful that listed building consent may be required for any proposed works* | **Yes** | **No** |
| **SECTION 2 - TYPE OF GROUP / ORGANISATION** | | |
| **What is the status of your Organisation?** *(Including any registered numbers)*  *e.g., Charity, Community Council, Business, Social Enterprise, Other (please specify below)* | | |

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| **SECTION 3 - CONFLICT OF INTEREST** | | | |
| **Do you or any members of your family work for or are Elected Members of Carmarthenshire County Council?** | | **(Yes/No)** | |
| *If yes, please provide details:* | |  | |
| **Are the proposed contractors undertaking work included in this application personally related to you?**  If yes please contact officer to discuss before submitting your application | | **YES/NO** | |
| **SECTION 4 - PROJECT DETAILS** | | | |
| **Please provide details on how you wish to increase the vibrancy of your premises and how this will positively impact your business and town;**  **Please provide details on colour palette choices and materials to be used** | | | |
| **How does your proposal for support align with the Carmarthenshire Built Heritage Design Scheme?** [carmarthenshire.gov.wales/media/1232811/carmarthenshire-shopfront-design-guide-web.pdf](https://www.carmarthenshire.gov.wales/media/1232811/carmarthenshire-shopfront-design-guide-web.pdf) | | | |
| **Please complete the table below highlighting which of the following eligible expenditure you wish to apply for support;**  **If you are able to reclaim VAT, please note cost as NET (without VAT included)**  **If you are unable to reclaim VAT, please note cost as GROSS (with VAT included)**  **Please ensure that you read through Carmarthenshire County Council’s Third Party Procurement rules before seeking quotations . Annex A** | | | |
| **Expenditure** | **Details e.g. chosen colour, style. Links can be added to chosen goods** | | **Quoted Cost** |
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| Decoration of building |  | |  |
| Canopies |  | |  |
| Scaffolding for decorating |  | |  |
| Lighting |  | |  |
| Signage |  | |  |
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| **Other please specify** |  | |  |
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| **TOTAL** |  | |  |

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| **SECTION 5 – TOTAL PROJECT COSTS** | |
| **Total project costs ( use NET costs if able to reclaim VAT)** | £ |
| **Grant request (cannot exceed £2,000 or 80% of the total costs whichever is the lesser amount)** | £ |
| **Match funding provided by applicant** | £ |

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| **SECTION 6 – PROJECT TIMESCALES** |
| **Please note all projects must be completed no later than 30 November 2025**  **\_\_\_\_\_\_\_ Months** |

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| **SECTION 7 – VAT** |
| **Is your Group / Organisation VAT Registered?** YES/NO |
| **Can the organisation reclaim VAT?** YES/NO |
| **VAT Registration No:** |

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| **SECTION 8– SUBSIDY CONTROL** | | |
| **Should your application be successful, the direct award of UKSPF funds to you (as the applicant) is being granted as Minimal financial assistance (MFA) under the public subsidy regulations which allows public authorities to award low-value subsidies up to £315,000 over a 3 financial years.** | | |
| **Applicants are required to provide details of any financial assistance received from public authorities within the last 3 years** | | |
| **Funder** | **Amount** | **Date funding received by applicant** |
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| **SECTION 9 – CHECKLIST** | |
| **Please ensure all the following documents and evidence are submitted with this completed, signed application form** | |
| **Completed Application Form** |  |
| **Statutory Consents incl. Planning permission, building regulations (if applicable)** |  |
| **Conflict of interest acknowledgment if applicable** |  |
| **Photos of premises in existing condition** |  |
| **Permission for premises owner** |  |
| **Quotes from suppliers to carry out work** |  |
| **Scale drawings for signage/canopies only** |  |

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| **SECTION 10 – DECLARATION** | | |
| **I declare that the information given on this form is accurate and true.** | | |
|  | **Signatory 1** | **Signatory 2** |
| **Print Name** |  |  |
| **Signature** |  |  |
| **Position** |  |  |
| **Date** |  |  |

**Please return electronically to** [**RDPSIRGAR@carmarthenshire.gov.uk**](mailto:RDPSIRGAR@carmarthenshire.gov.uk)

**alongside supporting evidence as outlined in Section 9**

**to be considered**

**How we use your information**

Carmarthenshire County Council collects personal data about you using this form so that we can process your application for funding. To find out more about how we use your information, please visit our website [www.carmarthenshire.gov.wales](https://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/economic-development/) to obtain our Privacy Notice.

*‘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’.*

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| **Third Party Grant Procurement Rules 2025:** | | |
| **Requirement** | **Value**  **All values are to be interpreted as inclusive of VAT.** | **Procurement Process** |
| **All** | **£0 to £9,999** | * A minimum of **1 written Quotation** must be obtained, retained and presented to Project officers. * 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 * Please note that the invoice for goods/services/works received is **not acceptable** and a **quote** needs to be provided from the supplier to demonstrate that the- applicant has ascertained value for money. * Where there are consumables being acquired under the value of £500, this can be considered as an exception these rules, and no quote will need to obtained for these item(s). Please note that you must submit a written request in advance of the purchase to your project manager for this to be approved. |
| **All** | **£10,000 and £74,999** | * A minimum of **3 written Quotations** ***must*** be sought from competitive sources * The quotes must bebased on the same specification, and a closing date to return the quote by must be given. All quotations must be evaluated on a like for like basis.      * A documented record of the quotes sought, the evaluation process and the decision to award must be retained for audit purposes.   If 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 will 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 |
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| **Goods and Services** | **£75,000 and £214,904[[1]](#footnote-2)** | * A minimum of **4 tenders** must be sought from competitive sources, with a **minimum of 2 tenders to be received**. * All those tendering must be provided with the same information: the same specification of requirements   an outline of the evaluation criteria against which the tender will be evaluated and the same closing date for receipt of tenders, after which no tenders 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.   If only one tender is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case-by-case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement for the applicant to advertise via Sell2Wales. |
| **Works** | **£75,000 and £5,372,609[[2]](#footnote-3)** | * A minimum of **4 tenders** must be sought from competitive sources with a **minimum of 3 tenders to be received** * All those tendering must be provided with the same information: the same a specification of requirements, an outline of the evaluation criteria against which the contract will be awarded and the same closing date for receipt of tenders, after which no tenders 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. * Please note that for specific grant schemes in relation to capital works projects, applicants must ensure that they follow the guidelines of the funding body as there may be specific requirements and processes that must be followed. **Please make sure that you have discussed this with your Project officer\manager.**   If only one **or** two tender(s) is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case-by-case basis. In circumstances where it is evident that more than one tender could be sought, there will be a requirement for the applicant to advertise via Sell2Wales.  **For works contracts in excess of £250k in value:**   * As a minimum, due diligence such as Companies House checks, VAT number checks, Website checks etc, as well as financial checks must be undertaken on the preferred contractor following the evaluation and prior to contract award. |
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| **Goods and Services** | **Above £214,904** | If a contract for Goods or Services is likely to **exceed £214,904 (inclusive of VAT)** the applicant must inform the project manager to determine whether the contract will be subject to the Procurement Act 2023 |
| **Works** | **Above £5,372,609** | If a contract for works is likely to **exceed £5,372,609 (inclusive of VAT)** the applicant must inform the project manager to determine whether the contract will be subject to the Procurement Act 2023 |
| **Applicants are requested to ‘Think Carmarthenshire First’ when seeking quotations for the purchase of Goods/Services and Works. Please therefore, explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods / service or works that you are seeking to purchase. Applicants may be required to demonstrate such quotations have been sought.** | | |
| **In exceptional circumstances where the goods, works or services has been identified as specialist, and/or where only one particular company is suitable for the specification provided, the applicant must submit a written request to the project manager prior to the purchase to request to waiver the requirements for competition.** | | |
| **All applicants are advised to read the guidance attached.**  **Terminology and definitions are explained below.** | | |

**Important Guidance**

**Advertising via Sell2Wales**

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 it is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk. 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 £10,000 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.

**Due diligence**

As part of the assessment process you are required to carry out due diligence checks on the supplier/contractor you plan to use to deliver the grant. The purpose of these checks is to verify that the company is a bona fide company. These checks include - checking the company’s details on company’s house, checking that the VAT number included in the application is correct and matches the company’s details. Checks may also be appropriate on company websites to view the company’s portfolio and the type of work and projects that company have previously undertaken. This offers certainty that they would be suitable for the proposed project.

**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 Carmarthenshire County Council be required to provide the final approval.
* every stage of the procedure must be recorded formally.

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 will 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 more than the available budget, where funding levels change etc. The grant applicant must inform the Project officer who will offer advice accordingly.

**Do’s and Don’ts of Tendering**

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

**Procurement terminology and definitions**

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| **Title** | **Description** |
| **Contract** | A Contract for the purposes of these Rules shall be any agreement between the grant applicant and one or more other parties for : -   * the sale of goods or materials. * the supply of goods or materials. * the execution of works * the provision of services (including accommodation and facilities). |
| **Consumables** | Consumables are consumer goods used by individuals and businesses that must be replaced after being used. Consumables can be everyday items that must be consistently replaced and those that wear out over longer periods. Many consumable goods are more affordable than other types of goods because they are meant to be replaced frequently. Some consumables are designed for one-time use while others can be used multiple times. |
| **Competitive Source** | an independent supplier bidding against another independent provider |
| **Goods** | Are material items i.e. equipment, food, vehicles etc |
| **Evaluation** | A method of determining which quotation or tender provides the best value for money in accordance with the pre-determined evaluation criteria. These criteria help ensure that the decision-making process is fair, transparent, and aligned with the objectives |
| **Evaluation Criteria** | A list of key requirements used to assess quotations or tenders received from competitive sources he criteria by which the most advantageous tender will e determined, 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 the specification and evaluation criteria in advance. The panel should be consistent throughout each stage of procurement exercise |
| **Procurement Act 2023** | The Procurement Act 2023 is a legal framework that governs how public sector organizations in the UK purchase goods, services, and works. It aims to ensure fairness, transparency, and value for money while supporting competition and innovation. |
| **Sell2Wales** | Is 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 construction building works, civil engineering, etc |

1. **The UK public procurement thresholds are updated every two years, with changes typically coming into effect on January 1 of the update year (most recently updated 1st January 2024).** [↑](#footnote-ref-2)
2. **The UK public procurement thresholds are updated every two years, with changes typically coming into effect on January 1 of the update year (most recently updated 1st January 2024).** [↑](#footnote-ref-3)