

Community-led Green & Blue Infrastructure (GBI) GBI Small Grants Scheme

Application Guidance

May 2025

Version 1.1



Funded by
UK Government

Wedi ei ariannu gan
Llywodraeth y DU

Cefnogwyd gan
Supported by

Cyngor Sir Gâr
Carmarthenshire
County Council



Contents

1. Purpose.....	1
2. Who Can Apply?	2
3. What Funding is Available?.....	2
4. Eligible Activities.....	3
4.1. Target Areas.....	3
4.2. Scheme Objectives	4
4.3. Priority Opportunities in Carmarthenshire	5
4.4. Eligible Expenditure	6
4.5. Non-Eligible Expenditure.....	7
5. Expected Project Outputs	8
6. Application & Assessment.....	10
6.1. How to Apply?.....	11
6.2. Evaluation Criteria	12
7. Claiming & Monitoring Process.....	14
8. Procurement Guidelines.....	15
9. Claw Back of Grant Funds.....	15
10. Contact Information.....	15
Appendix A: Proof of Eligibility	16
Appendix B: Third Party Grant Procurement Rules.....	17

Abbreviations

GBI	Green and Blue Infrastructure
NbS	Nature-based Solutions
SuDS	Sustainable Drainage Systems

Community-led GBI Small Grants Scheme

1. Purpose

The **Community-led Green and Blue Infrastructure (GBI) Small Grants Scheme** aims to support local groups in delivering community-driven greening initiatives that enhance health and well-being, increase access to outdoor spaces, and provide multifunctional benefits.

By creating, enhancing, and expanding green and blue spaces across Carmarthenshire, the scheme seeks to tackle key challenges such as the nature and climate emergencies while also seizing opportunities to enhance community well-being and support sustainable communities. This financial support enables communities to develop sustainable, inclusive, and resilient outdoor spaces that benefit people, place, and nature.

The fund will open on **Monday 12th May 2025**, at which point applications will be invited from eligible applicants. The deadline for submission is **Friday 6th June 2025**, and late applications will not be considered. Approved projects are expected to commence from **July 2025** and must be fully completed, with all claims submitted, by no later than **31st October 2025**.



2. Who Can Apply?

To be eligible for funding, applicants must:

- ➔ Demonstrate that their project will directly benefit the **residents and communities of Carmarthenshire**, with a focus on delivering within at least one of the [Target Areas](#) listed for this Scheme.
- ➔ Be a **town or community council, constituted group or association, registered charity, social enterprise, or community interest company** based in Wales.
- ➔ Ensure that **appropriate governance and financial management procedures** are in place. This may include providing proof of insurance, such as public liability.

Please refer to [Appendix A](#) for more details.

3. What Funding is Available?

- ➔ Eligible applicants can apply for a **minimum of £1,000** and a **maximum of £3,000**, up to **100% of total project costs**.
- ➔ Match funding is not required, but additional funding contributions will be considered positively.
- ➔ **Applicants must pay upfront for all project expenditure** and claim reimbursement in arrears from Carmarthenshire County Council.
- ➔ Gwyrddu Sir Gâr intends to allocate a total of £39,000 toward greening initiatives and is funded by the UK Government through the Share Prosperity Fund with support from Carmarthenshire County Council.

4. Eligible Activities

This Scheme is **capital-only** and grants must be used to fund the creation or enhancement to GBI¹ that has significant community benefit.

4.1. Target Areas

The Scheme aims to fund at least one project within each of our principal centres and rural Ten Towns, ensuring a broad geographical distribution and promoting equitable access to funding across the county. These areas are:

- ➔ Ammanford
- ➔ Carmarthen
- ➔ Crosshands
- ➔ Cwmaman
- ➔ Kidwelly
- ➔ Laugharne
- ➔ Llandeilo
- ➔ Llandovery
- ➔ Llanelli
- ➔ Llanybydder
- ➔ Newcastle Emlyn
- ➔ St. Clears
- ➔ Whitland

Proposals which aim to deliver in other parts of the county in addition to one or more target areas will also be considered. If there is significant interest in one area and no favourable application has been received from other areas, applicants may be invited to deliver their projects in other parts of the county, provided their proposals are suitable and effective in those locations.

¹ As taken from Page 4 of [Carmarthenshire's draft GBI Strategy](#): "GBI can be defined as the network of multifunctional, natural and semi-natural features that surround and are interwoven into our urban and rural landscapes. Similar to the way our transport network connects people and businesses through pavements, roads, and railways, GBI connects communities and the built environment with the natural world". GBI can vary significantly in terms of type, scale and function.

4.2. Scheme Objectives

Projects must align with at least one of the five following objectives:

- ➔ **Improving Community Greenspace:** Development of new or existing GBI projects including (but not limited to) parks, urban greening projects, nature trails, playgrounds, community gardens, and community growing spaces that both foster community engagement and well-being.
- ➔ **Enhancing Biodiversity and Access to Nature:** Tree planting, wildflower meadows, pollinator-friendly landscaping, and habitat creation, with a particular focus on improving access to nature in underserved and deprived areas.
- ➔ **Promoting Placemaking and Town Centre Regeneration:** Installation of outdoor seating, educational signage, and greening initiatives in high-footfall areas, such as town centres, to revitalise spaces and create welcoming, vibrant public areas that foster community interaction and well-being.
- ➔ **Mitigating Environmental Pollution:** Initiatives using Nature-based Solutions (NbS) to address pollution (air, noise, light, water) and ecological pressures from invasive species. Projects may include SuDS, tree planting, or invasive species management to create healthier, more sustainable environments.
- ➔ **Demonstrating Innovative GBI Solutions:** These projects aim to test innovative concepts in real-world settings, with a focus on advancing sustainable urban development and enhancing biodiversity in high-density, high-footfall areas (town centres). This may include the integration of building-level GBI. Their goal is to evaluate the effectiveness and scalability for broader implementation across the county.

4.3. Priority Opportunities in Carmarthenshire

Applicants are encouraged to develop proposals based on local challenges, demonstrated need, and stakeholder engagement. Projects that align with Priority Opportunities in [Carmarthenshire's emerging draft Green and Blue Infrastructure \(GBI\) Strategy \(Page 43\)](#) are particularly welcomed, including:



Creating Playful Spaces



Enhancing Tree Cover



Establishing a Green Settings for Historical Sites



Exploring Environmental Storytelling



Finding Spaces for Community Growing



Greening the Places Where People Live, Work & Visit



Promoting Sustainable Drainage (SuDS)



Protecting & Connecting Coastal Places



Providing Green Routes for Active Travel



Restoring Blue Corridors



Rethinking the Functions of Parks & Grassy Areas

Applicants should consider how their proposals can contribute to these key priorities, ensuring they align with broader placemaking efforts and deliver lasting multifunctional benefits for people, place, and nature.

4.4. Eligible Expenditure

The following list provides a broad range of examples of eligible purchases:

- ✓ Community-led horticultural projects including the creation of fruit orchards and edible planting schemes (preference for local provenance stock including Welsh heritage varieties).
- ✓ Equipment and features which provide opportunities for play.
- ✓ Hedgerow, tree, and woodland planting projects.
- ✓ Infrastructure such as bicycle racks, benches, signage, and community notice boards which enhance public enjoyment of GBI.
- ✓ Materials for habitat creation, including log piles, wildlife shelters, and nest boxes.
- ✓ Physical assets that facilitate community involvement, education, and volunteering in community-led GBI projects. (e.g., tool sheds, outdoor shelters, gathering spaces, wayfinding, educational signage, accessibility improvements, equipment for volunteer-led conservation efforts).
- ✓ Plants for habitat restoration or biodiversity-enhancing landscaping (preference for local provenance stock including native species).
- ✓ Raised beds, planters, polytunnels, or tools for community gardening.
- ✓ Recycled or sustainable building materials for park, trail, or greenspace development.
- ✓ Sustainable water management systems, such as rainwater harvesting.
- ✓ Tools and equipment for the ongoing maintenance and sustainability of community-led GBI.
- ✓ Vertical gardens, green roofs, or other building scale GBI for urban greening and pollution reduction.
- ✓ Wildlife-friendly infrastructure, including bat boxes, insect hotels, and bird feeders.
- ✓ Contracted works aimed at enhancing, renovating, or restoring degraded GBI where there is a clear and significant community benefit.

Please note that this list is non-exhaustive.

4.5. Non-Eligible Expenditure

Funds may **NOT** be used for the following:

- ✗ General operating costs: Any administrative, staffing, or operational costs unrelated to the physical creation or enhancement of GBI.
- ✗ Land acquisition: The fund cannot be used for purchasing land or property.
- ✗ Maintenance of infrastructure created by the fund: Once a project is completed, ongoing maintenance (such as repair work, repainting, or renewal of materials) should not be funded through this scheme.
- ✗ Non-capital expenditures: Funding cannot be used for activities such as program delivery, training, or educational workshops unless directly related to the implementation of new or enhancement of existing GBI.
- ✗ Non-environmental purposes: The funds may not be used for projects that do not directly contribute to enhancing GBI (or enjoyment thereof) or addressing environmental challenges, such as general urban development or building construction.
- ✗ Ongoing maintenance of existing GBI: This includes regular activities such as grass cutting, pruning, and weeding.
- ✗ Private property improvements: The funding cannot be used to improve private land or spaces that do not provide unrestricted public access.
- ✗ Retrospective costs: Projects that have already started or been completed prior to receiving the 'Letter to Proceed' cannot be reimbursed.
- ✗ Items purchased in cash, lease purchase, hire purchase, extended credit agreements/finance leases.



5. Expected Project Outputs

This scheme is designed to support local communities in delivering both meaningful and measurable GBI projects that contribute to a more sustainable, and resilient Carmarthenshire. All applications must demonstrate how they will achieve at least two of the following outputs:

➔ **Creation or Enhancement of GBI. This includes:**

- Development of new community-led GBI or expansion of existing.
- Enhancement of existing GBI with significant community benefit.

Quantitative Measure: Area (m²) of green or blue space to be created or improved.

➔ **Community Engagement and Education. This includes:**

- Organisation of workshops, events, or training sessions. This could be to assist in the delivery of Output 1 or for wider engagement to get the local community involved.

Quantitative Measure: Number of events or activities planned.

- Implementation of interpretation signage to provide educational information about local ecosystems and conservation efforts.

Qualitative Measure: Perceived impact on community awareness and involvement.

➔ **Volunteering Opportunities. This includes:**

- Establishment of new or expanded community volunteer groups to support GBI initiatives.
- Creation of structured volunteering programmes to encourage long-term community involvement in GBI maintenance.

Quantitative Measure: Number of volunteering opportunities created

➔ **Public Access and Enjoyment. This includes:**

- Installation of play features, accessible pathways, seating areas, or other recreational infrastructure to enhance the usability of existing GBI.

Quantitative Measure: Area (m²) of public realm improved.

- Improvement of wayfinding and accessibility features to ensure all members of the community can benefit from GBI projects.

Qualitative Measure: Perceived impact on accessibility, inclusivity, and enjoyment



6. Application & Assessment

All funding provided through this scheme is discretionary. Applying does not guarantee funding. If your application is unsuccessful or partially successful (i.e. you receive a lower amount than requested), we will contact you to explain the decision and direct you to other potential funding opportunities where applicable.

The Scheme will be delivered as follows:

Date	Activity	Description
12 th May 2025	Application Opens	Prospective applicants are encouraged to apply. Please note that late applications will not be considered. Please contact us if you have any questions about your application or would like to discuss your project idea.
6 th June 2025	Application Closes	
w/c 9 th June	Evaluation	Applications will be assessed by a panel.
End of June	Grant Award (subject to the submission of relevant information such as quotations).	Successful applicants will receive an ' <i>Offer Letter</i> ' outlining the terms and conditions of the award. Unsuccessful applicants will be informed.
July onwards	Project Implementation and Claims	Once in receipt of ' <i>Letter to Proceed</i> ', Projects deliver in accordance with their <i>Offer Letter</i> . All must submit evidence of outputs, such as photos and volunteer participation logs, along with financial documentation.
31 st October 2025	Final Claim	All projects must be concluded by this date. There will be no opportunity to extend.
Scheme Closes		

6.1. How to Apply?

You will need to submit an application which outlines your proposal and costs by 6th June 2025, at the latest. For this, you will need the following information:

- ➔ Your details and organisation
- ➔ Language preference
- ➔ Proposal idea
- ➔ Location and land ownership/management
- ➔ Indicative project costs and grant request (quotations if you have them to hand)
- ➔ History of any other grants received (grant aid)
- ➔ Details of any additional funding sought/secured (if applicable)

If your application is successful (subject to the terms outlined in the *Offer Letter*), you may be required to provide additional information. We will contact you via email using the details provided in your application to request this. Such information may include:

- ➔ Quotes for eligible expenditure²
- ➔ Proof of eligibility (see [Appendix A](#))
- ➔ Proof of match funding (if applicable)
- ➔ Any information needing additional clarification in your application

Applications are welcome in Welsh, and those submitted in Welsh will not be treated less favourably than an application submitted in English.

Data Protection

All responses received will be handled in accordance with our [Privacy Notice](#). Please visit our [Data Protection Webpage](#) for more information about your data protection rights and to obtain contact details for our Data Protection Officer. As this Scheme is funded through the [UK Shared Prosperity Fund](#), data may also be shared for project monitoring purposes.

² You must follow the procurement guidelines outlined in [Chapter 8](#).

6.2. Evaluation Criteria

It should be noted that this is a discretionary grant and each application will be assessed by a panel made up of officers from the local authority prior to approval by the Head of Place and Sustainability.

The decision of the panel is final and there is no opportunity for appeal against the decision, although we can provide feedback on your application if so requested.

Applications will be evaluated and prioritised based on their individual merit, according to the following criteria. Relevant questions that the evaluation panel will consider against each criterion are also provided.

➔ Alignment with Scheme Objectives and Priority Opportunities

Does the proposal align with at least one of the five objectives (see [Section 4.2](#))?

Does the proposal deliver against the priority opportunities (see [Section 4.3](#))?

➔ Delivery against the Expected Project Outputs

Does the proposal deliver at least two outputs (see [Chapter 5](#))?

➔ What is the Impact on Target Communities?

How will the proposal benefit the local community?

Does the proposal effectively respond to local challenges, identified needs, and/or stakeholder engagement?

Applicants may wish to consider utilising the following publicly available resources to evidence lack of access to opportunities or existing deficiencies such as [Welsh Index of Multiple Deprivation \(WIMD\)](#); Carmarthenshire's [Public Open Space Assessment](#); [Ten Towns Action Plan](#); Existing local consultations, studies, surveys, or reports.

➔ Value for Money

What is the perceived magnitude of the Measures evidencing against the Expected Project Outputs (see [Chapter 5](#))?

How effectively will grant will be used to maximise community and environmental benefits?

➔ Deliverability

Does the proposal seem deliverable in the timescales given?

Are there any foreseeable land ownership issues?

➔ Proposed Location

Is the proposal serve at least one of the 13 target areas (see [Section 4.1](#))?

➔ Community Collaboration and Avoidance of Duplication

What level of community engagement does the proposal contain?

Is there evidence of partnership working and ensuring efforts complement existing local initiatives?

➔ Long-term Sustainability

How will the project be maintained beyond the grant period?

Applicants may wish to consider factors such as ongoing community stewardship or volunteer maintenance; integration with existing public body or community-led initiatives; opportunities for additional funding to sustain and expand the project's impact.

➔ Cross-cutting Priorities

Does the proposal consider the Welsh Language, equal opportunities, and wider sustainability?

7. Claiming & Monitoring Process

The following measures are taken to ensure transparency, accountability, and the effective delivery of the scheme:

- ➔ **Payment Process:** Payments will be made in arrears upon submission of a completed grant claim form, accompanied by paid invoices and corresponding bank statements as proof of expenditure. Partial or staged payments may be considered where appropriate, subject to prior approval.
- ➔ **Eligibility of Expenditure:** Any costs incurred before the '*Letter to Proceed*' is issued will be considered ineligible for reimbursement. Applicants must ensure all spending aligns with the approved project scope.

Monitoring & Reporting Requirements:

- ➔ **Projects must submit a final monitoring report by 31st October 2025**, detailing the outcomes and impact of the funded activities. A detailed specification of works undertaken must be included, outlining key activities, evidence against the project outputs, and how the project aligned with the scheme's objectives.
- ➔ Projects must provide before and after photographs to demonstrate physical improvements and achievements.
- ➔ Additional progress updates may be requested throughout the project to ensure compliance with funding conditions.

Dealing with Late Changes:

If you need to change any items or suppliers listed in your application, you must notify us as soon as possible, providing the following details:

- ➔ The items or suppliers being changed and the reason for the change;
- ➔ The proposed new items, suppliers, and associated costs; and
- ➔ Updated quotes, ensuring compliance with procurement rules.

Important: Do not proceed with any purchases until you have received formal approval for these changes.

8. Procurement Guidelines

When procuring works, goods and/or services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness, and must follow the procurement procedures as they are outlined here.

Think Carmarthenshire First

Please 'Think Carmarthenshire First' when seeking quotations. We encourage you to explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods/service that you are seeking to purchase and include them in your invites to quote.

Procurement Thresholds

All applicants must adhere to Carmarthenshire County Council's Third-Party Procurement Rules. Failure to comply may render expenditure ineligible.

Procurement thresholds and procedures can be found in [Appendix B](#).

9. Claw Back of Grant Funds

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

- ➔ there has been an overpayment of funding;
- ➔ the applicant is found to have made any misrepresentation in connection with the application;
- ➔ the awarded project undergoes substantial change defined as being used for purposes other than those specified in the application, or, having a change of owner without notifying Carmarthenshire County Council.

10. Contact Information

Please visit the schemes dedicated page on our website for more information.

Appendix A: Proof of Eligibility

The Scheme aims to award grants to community and voluntary groups that make a genuine difference to the lives of people in Carmarthenshire. Evidencing the requirements stated in [Chapter 2](#), to be eligible you need a:

- ➔ **Management Committee** of at least three unrelated people who are responsible for decision-making (Trustees or Directors).
- ➔ **Signed Constitution** (or a set of rules) outlining your group's structure and purpose (with proof of adoption).
- ➔ **Bank Account** in the name of your group that requires two signatories or dual authorisation for transactions.
- ➔ **Clear Financial Accounts** that separate unrestricted and restricted income and expenditure, from when funds come into the organisation to when they are spent.

Where deemed relevant, subject to status of your entity, you may also require a **Financial Statement** outlining how you manage money and payments; a **Safeguarding Policy** if you work with children, young people, or vulnerable adults; **Equal Opportunity Policy**; and **Health and Safety Policy**. You may also require **Proof of Insurance**, such as public liability.

For Social Enterprise, such as CICs, you must also demonstrate the following:

- ➔ **At least three Directors**, with the majority being non-paid employees.
- ➔ **No Persons with Significant Control.**
- ➔ **Director Salaries:** Any paid Directors must have their salaries and benefits approved by a majority of non-executive Directors. These should be reasonable and proportionate to the work and the financial position of the organisation.

All organisations are encouraged to promote the Welsh Language. Evidence demonstrating this is welcomed.

Appendix B: Third Party Grant Procurement Rules

<u>Third Party Grant Procurement Rules 2025:</u>		
Requirement	Value ³	Procurement Process
All	£0 to £9,999	<ul style="list-style-type: none"> 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 be 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.

³ All values are to be interpreted as inclusive of VAT.
Community-led GBI Small Grants Scheme (Version 1.1)

All	£10,000 and £74,999	<ul style="list-style-type: none"> • A minimum of 3 written Quotations <u>must</u> be sought from competitive sources • The quotes must be based 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. <p>If only one quotation 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 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</p>
Goods and Services	£75,000 and £214,904 ⁴	<ul style="list-style-type: none"> • 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 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. <p>If 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 may be a requirement for the applicant to advertise via Sell2Wales.</p>

⁴ 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).

Works	£75,000 and £5,372,609⁵	<ul style="list-style-type: none"> • 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: 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. <p>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 <u>will</u> be a requirement for the applicant to advertise via Sell2Wales.</p> <p>For works contracts in excess of £250k in value:</p> <ul style="list-style-type: none"> • 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.
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

⁵ 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).

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
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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 important guidance below. Terminology and definitions are also provided.

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

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

Procurement terminology and definitions

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 : - <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).
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 the criteria by which the most advantageous tender will be 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