**CARMARTHENSHIRE 10 TOWNS**

**Development Fund**

**CROSS HANDS and LAUGHARNE**

**Guidelines for Applicants**

**Grant aid to support strategic growth plan capital projects in the 10 Towns.**

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**Carmarthenshire 10 Towns Capital Growth Fund - Grant Guidelines**

**Introduction**

1.1 Carmarthenshire County Council (the County Council) has made available funds to support projects that will support the development of growth opportunities for the towns of Cross Hands and Laugharne.

1.2 The programme has a fixed budget and accordingly the scheme is based on a “challenge” principle. Priority will be given to applications that will provide tangible benefits to the local economy and members of the community.

1.3 This scheme will be operated under the UK Subsidy Control Rules.

**Eligible Areas / Applications**

2.2 All applicants must be economically and financially viable.

2.3 Grants for capital works will require landowner permission and relevant permissions/licences.

2.4 The following type of organisation can apply for support from this fund:

1. Constituted Voluntary and Community Groups
2. Registered Charities
3. Not for profit organisations
4. Social Enterprises
5. Local branches of national third sector organisations can apply using the parent body’s Constitution
6. but must have their own local Bank Account.
7. Town and Community Councils can apply for community projects that are additional to normal statutory responsibilities which will benefit the community.

2.5 Eligible projects include;

2.5.1 Projects that support new service provision and/or create new offering for the town

 2.5.2 Projects that can demonstrate an increase in town centre footfall

**Ineligible Expenditure – this list is not exhaustive**

* Works which have already commenced.
* Temporary interventions
* Repairs & maintenance
* Staff costs

**The Grant**

4.1 Grants of up to 100% of the total project cost will be available, however projects are encouraged to source match funding to extend project benefits.

4.2 Applicants can apply for a maximum of £15,000 per project.

4.3 Organisations can only submit one application for consideration for support from this fund.

4.4. Projects of strategic importance which can demonstrate significant impact to the town, may be eligible for grant support over the maximum amount published, should the total amount that has been ringfenced per town not be fully allocated.

4.5 This fund can only support expenditure that is deemed as capital expenditure.

4.6 The total fund available is £45,000 and grant applications will be prioritised against the following criteria:

* Impact on Local Economy
* Value for money
* Impact on Welsh Language
* Sustainability
* Deliverability

**Outputs**

Each project must identify which of the following outputs will be achieved as a result of the funding:

Number of amenities/facilities created or improved

Number of people reached

Number of organisations receiving grants

Jobs safeguarded as a result of support

Increased visitor numbers

**Submitting an application**

In order to be considered for support, you will need to complete a full application. You will need the following information:

* Latest audited accounts.
* Proof of land ownership or copy of lease together with landowner’s consent. (if applicable)
* Proof of match funding (if applicable)
* Quotes from chosen suppliers to undertake works/provide goods or services

## Panel review

Each application will be assessed by an Economic Development panel and given final approval by the Cabinet Member for Regeneration, Tourism and Leisure.

## Accept the grant offer

We will let you know the final outcome of your application following the panel review. If your application is successful and you are awarded funding, we will email you the terms and conditions of the grant. You must accept these terms within 14 days.

## Payment of grant

You will be required to provide evidence that all approved expenditure has been paid and submit a claim form for reimbursement of eligible expenditure based on your project’s approved intervention rate. Staged claims to support cashflow can be requested.

* Each request for payment will require the following documentation to be submitted;
* Claim form
* Evidence of compliance with procurement rules
* Invoice from chosen supplier
* Bank statement showing proof of payment
* Equipment serial number (for equipment purchases only)
* Progress report

This grant will be retrospective however where an organisation is unable to process claims in this way a request can be made as part of the main application for payments to be made on incurred expenditure basis.

**Variations**

If the eligible works expenditure is lower than anticipated in the grant offer, the grant will be reduced on a pro rata basis.

## or request an extension

If for any reason your project has been delayed and will complete later than your agreed date, you will need to ask for an extension. You will need the following information:

* Reason why you need an extension
* Date you will be able to purchase items and submit your claim form

## or request a deviation

If you change any of the element of your project detailed in your application, you must let us know as soon as possible. You will need the following information:

* Project element you are changing and the reason why you've decided to do this
* New items / suppliers and costs
* New quotes, please read procurement rules for guidance.

## Assess your claim / pay funds

Once we've received your claim form, we will check that you have complied with the terms of the grant. If we need any additional information before we can release the funds, we will let you know. We will email you to let you know when your claim has been approved.

It can take up to 20 working days from when we receive your claim form to complete this assessment and set up a payment into your bank account.

**The Grant**

12.1 The grant can only be offered in those cases where the Council is satisfied that without such aid the project will not proceed, either on the scale envisaged or within a reasonable time frame.

12.2 The amount of the grant offered to each project will be determined by the County Council.

12.3 The amount of grant specified in the grant offer letter is the maximum County Council contribution towards the project. In the event of there being any reductions in the cost of the approved project, the County Council will make a pro-rata reduction to the amount of grant originally offered.

12.4 Grant will normally be awarded exclusive of VAT. If the applicant cannot recover VAT this may be accepted as an eligible cost at the discretion of the County Council, subject to the applicant undertaking to repay to the County Council any VAT element which later becomes reclaimable from HM Customs and Excise as a result of a change in the applicant’s VAT status.

**13. Application for grant**

In making an application for grant, the applicant will warrant to the County Council that all information provided in connection with and accompanying both application forms is and remains true and accurate in all respects and that any estimates and anticipated forecast outputs or other facts were made after due and careful research and investigation. The warranty will be deemed to be given again at the time the applicant submits the grant claim form.

**14. Procurement**

When making a purchase or paying for a service, applicants should aim to get value for money whilst offering a range of businesses the opportunity to provide those goods or services in a fair and transparent manner.

The applicant must therefore ensure that the following procurement procedures set out in Annex 1 of this guidance document are adopted according to the estimated value (exc. of VAT) of the contract at quotation/pre-tender stage. Your decision must demonstrate best value and you must keep records which supports your decision.

Failure to fully comply with the procurement thresholds will render the costs ineligible for assistance under this fund.

Please refer to Annex 1 of the guidance document for the procurement rules.

15. Avoiding conflicts of interest

It is possible that project applicants, or persons connected with them (such as relatives, business partners or friends) may wish to carry out works associated with the project being proposed for support. This is not unacceptable, but the applicant will need to make sure that they conduct the transaction as openly and as transparently as possible.

Applicants must inform Carmarthenshire County Council officers should this be the case and advice will be given to applicant on necessary process to be undertaken in relation to any perceived conflict.

**16. Repayment of grant**

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:

* a domestic check by the Authority, the National Audit Office, Audit Wales, or any of their representatives, identifies circumstances whereby a full or partial repayment of funding is due, or, if the Authority otherwise requires the funding to be withheld, reduced, cancelled or recovered.
* there has been an overpayment of funding.
* the applicant is found to have made any misrepresentation in connection with the application.
* the applicant has breached the provision of terms and conditions of grant.
* during its economic life, the 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. The economic life is the period of final payment of the grant.
* Any payments made in cash will be deemed ineligible. Expenditure must be made from applicants bank account to be eligible to be reimbursed.

**1. Monitoring**

18.1 The applicant must retain any original invoice, account or other document (including serial numbers of goods purchased) relating to your approved project for ten years from the date of the final grant payment.

18.2 Carmarthenshire County Council have the right to audit the activities of the grant on approved projects at all levels of delivery, on an appropriate sampling basis and will be, as far as possible, carried out before the final payment is made for a project but may occur after project completion.

18.3 Upon giving reasonable notice, the County Council reserves the right to inspect the property/works or approved project at any time between receipt of a grant application and the expiration of 5 years from the final grant payment date. The County Council may appoint such professionals as it sees fit to undertake such inspection on its behalf.

18.4 This grant fund is awarded under UK Subsidy Control Rules, and the County Council therefore require you to advise us of any public funding you have received any period of 3 consecutive fiscal years immediately preceding your application.

**19. Welsh Language**

[The Welsh Language Standards Compliance Notice](https://www.carmarthenshire.gov.wales/media/1225180/compiance-notice44-carmarthenshire-county-council.pdf) places a statutory requirement on the Council to ensure that the grants it awards have a positive effect on opportunities for persons to use Welsh, and on not treating Welsh less favourably than English;

To meet these requirements, you must make every effort to do the following:

* Operate bilingually publicly, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
* Communicate bilingually with the public (emails, press releases, phone call letters)
* Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for Adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)
* Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards.
* Provide services in person or online in Welsh
* Demonstrate consideration of the linguistic nature of the geographical area in which it is intended to serve, and of how the work is going to have a positive impact on the number of speakers or the use of Welsh\*

\*This means that the applicant has a knowledge of the communities of Welsh speakers who may be affected by the provision; positively or negatively. The applicant will need to be aware of opportunities to increase the visibility of the Welsh language and promote everyone's use of Welsh; confident speakers as well as those who can speak only a little Welsh.

**20. Subsidy Control Rules**

This scheme is public subsidy and will be subject to the UK Subsidy Control Rules. UK Subsidy Control Rules means the EU-UK Trade and Cooperation Agreement and (as applicable) the Northern Ireland Protocol; the World Trade Organisation rules; any Trade Agreement that the UK has in place and any subsequent or related legislation.

**21. Grant fund timelines**

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| Closing date for applications  | **11:59 pm 14 September 2025**  |
| Cabinet Member meeting for approval \* | **22 September 2025** |
| Grant offer sent to successful applicants \* | **By 10 September 2025** |
| Projects must be fully completed by  | **31 January 2026**  |

\*Please note these dates could be subject to change

**22. Submission of applications**

21.1 Applications should be sent to the following address in line with the timelines noted above.

 RDPSIRGAR@carmarthenshire.gov.uk

**General Data Protection Regulation (GDPR)**

To find out more about how we use your information, please phone 01267 242319 to obtain our Privacy

Notice, or visit our website [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

**PLEASE SCROLL DOWN FOR ANNEX 1 THIRD PARTY PROCUREMENT RULES**

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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 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.
 |
| **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  |
|  |
| **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 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.
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**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 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 a 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)