

CARMARTHENSHIRE RENEWABLE ENERGY GRANT

GUIDANCE AND TERMS & CONDITIONS

‘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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Introduction

The **Carmarthenshir Renewable Energy Grant** is funded by the Local Growth Fund for Wales and delivered by Carmarthenshire County Council and to support community assets that provide services and provision for residents of Carmarthenshire.

The Fund will provide capital support to community organisations across the County towards;

Homegrown Renewable energy production
Energy efficiency measures to support sustainability

The Offer

- The total available budget for this fund is **£350,000**
- **Grants available between £1,000 (minimum) and £25,000 (maximum) towards the cost of renewable energy systems as well as energy efficiency measures**
- Each grant award will be based on no more than 80% of total eligible costs
- This programme will operate on a first come first served basis until the available budget is fully committed.



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Eligibility

The fund is available to new or existing organisations located in Carmarthenshire.

Eligible Organisations:

- Constituted Voluntary and Community Groups
- Registered Charities
- Not for profit organisations
- Social Enterprises
- Local branches of national third sector organisations can apply using the parent body's Constitution.
- Town and Community Councils can apply for community projects that are additional to normal statutory responsibilities which will benefit the community.

Ineligible Organisations

- Private individuals
- Private businesses
- Project activity delivered solely for the benefit of people outside Carmarthenshire

Please contact BREF@carmarthenshire.gov.uk to discuss opportunities for businesses to access support.

You must either:

- Own the freehold, or
- Hold a lease with a seven-year minimum period remaining after the final grant payment date. You will need to secure your landlord's written consent for the proposed works.



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Eligible Expenditure

The grant will apply to capital expenditure within an approved project and can include:

Power Systems

- Small scale, single wind turbine
- Solar photovoltaic panels (roof mounted/ ground mounted)
- Battery linked to renewable energy systems
- Grid linked battery storage system (where the tariff is with a renewable energy supplier)
- Hydro-electric

Heating Systems

- Air Source Heat Pump (Air to water and air to air)
- Ground Source Heat Pump (vertical, horizontal, diagonal & radial)
- Solar thermal panels (roof mounted/ ground mounted)

Energy Efficiency measures

- LED lighting if replacing energy inefficient lighting. This includes replacement of floodlights for sports clubs. Please note we are unable to support the replacement of columns
- Insulation (wall – cavity & solid, roofs/lofts, floors and pipes) please consider using sustainable materials
- Electric vehicle charging points

The following energy efficiency measures are only eligible as part of larger energy saving projects;

- Window and door draft exclusion (brush strips, self-adhesive strips, foam and rubber seals)
- Smart sensors (for lighting, temperature and weather compensation)
- Building management systems



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Project Outputs

Energy savings

As part of your application, you must provide the predicted energy savings you will be making from your project in kilowatt hours (kWh). This can be calculated using your energy bills and information from your provider on the system you wish to install.

Carbon savings

As part of the application, applicants must give an estimation of tonnes of carbon equivalent (tCO₂e) saved over five years from installation of the system (based on pre-installation usage as compared to usage of the new system) as an output of the grant.

Your carbon savings will be calculated based on the figures you provide this will be based on the following:

Greenhouse gas reporting: conversion factors 2024 - GOV.UK

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024>



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Application Process and Assessment

To ensure that any support provided through the fund is suitable for the needs of your community facility, each applicant will be required to have an energy assessment undertaken prior to submitting their application for support.

Carmarthenshire County Council have procured the services of an independent company to undertake energy assessment for organisations that wish to be considered for this fund.

Step 1:

Organisations are required to submit an expression of interest (EOI) relating to the fund.

Step 2:

An internal panel will hold a meeting on a fortnightly basis to discuss EOIs received.

Step 3:

Organisations who are deemed eligible for support will be contacted notifying as such and a deadline of 3 months will be given to submit a full application from the date of the notifying letter.

Step 4:

The contracted Energy Assessors for this scheme will be in contact those eligible for support to arrange an onsite meeting.

Step 5:

An energy audit with assessment of energy efficiency systems that could benefit your community asset will be provided to the organisation. *

Step 6: Using the information included in the Energy audit, organisations will need to seek quotations for suitable solutions on a like for like basis from suppliers/contractors. Organisations must ensure that they comply with Carmarthenshire County Council's Third Party procurement rules (ANNEX 1)

Step 7: Organisations will need to explore whether statutory consents will be required to realise the



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proposed energy efficiency solution highlighted in the energy audit.

Step 8: Organisations are required to submit their application for consideration for support from this fund, alongside the relevant supporting documents which are listed in ANNEX 2 of this document.

Step 9: Applications are approved by Carmarthenshire County Council's Deputy Leader and Cabinet member for Regeneration, Leisure and Tourism at their scheduled meetings.

Step 10: Successful applications will be notified after the call-in period for each Cabinet member meeting has passed.

Step 11 : A funding letter will be issued to the successful organisation, which will allow the organisation to begin incurring costs associated with their application for support.

*applicants who have undertaken an energy audit themselves in the last 24 months, may be able to use information included in the existing report as the basis of their request for support

Timelines

This fund will open on Monday 11 May 2026.

Organisations can submit an expression of interest for support from the fund at any time after this date.

From May 11 2026, fortnightly internal review meetings will take place to review submitted EOIs.

Eligible organisation will have up to 3 months to submit their full applications.

We aim to inform successful applicants within 6 weeks of receipt of their **full application**.



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Assessment criteria

Each application will be assessed against the outputs specified as well as the strength of their commitment to sustainable practices.

As part of the application, you will be asked how your organisation demonstrates a commitment to sustainable development.

Each applicant must complete and return the following:

- Completed Application Form
 - Completed energy audit report
 - Quotations in line with third party procurement rules as noted in Annex 1 of this document
 - At least 2 full years historical accounts and recent management accounts, if available. If the organisation has not been operating for 2 years, management accounts and or income & expenditure summary must be provided from the trading start date up to application date
 - Evidence of match funding.
 - Welsh Language Policy- Applicants will need to outline the ways in which the scheme encourages the development of the Welsh Language
 - Environmental Policy – Applicants will need to outline the ways in which the organisation is committed to reducing its impact on the environment.
 - Proof of the freehold or leasehold ownership of the property.
 - Any relevant statutory consents (e.g. planning, building regulations)
- Please note, applicants are required to provide evidence to support this.**

It should be noted that the Carmarthenshire Renewable Energy Grant is a discretionary grant and is subject to approval by Carmarthenshire County Council.

Each application will be assessed by a panel made up of officers from the Authority prior to final approval by Cabinet Member Decisions Meeting.



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Subsidy Control

You will be expected to inform us with your application form of any other grants and support you have received from the public sector over the last 3 financial years.

This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business*. If you have received any other financial assistance in the past 3 financial years please describe the support in the box below. It is the responsibility of the applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [* The MFA financial threshold applies at company group level.]

All bids must also consider how they will deliver in line with subsidy control as per UK Government

<https://www.gov.uk/government/collections/subsidy-control-regime>

Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime it may be considered ineligible, and your application could be rejected.



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Terms & Conditions

It should be noted that the Carmarthenshire Renewable Energy Grant is a discretionary grant and is subject to approval by a Cabinet Member of Carmarthenshire County Council.

The grant will be recovered should the organisation cease to trade, relocate or the property sold on within 5 years of award.

It is strongly recommended that goods purchased in relation to the grant are purchased using the organisation's bank account.

Grants are paid retrospectively, therefore should the application be successful, the grant money is paid direct into the bank account of the applicant. This is based on receipt or evidence of purchase and defrayment i.e., **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure.

The applicant must accept the terms and conditions of the grant by completing the Notification of Approval and Terms & Conditions within 30 days from receipt. All expenditure associated to the grant must be completed within **4 months** of the date of **approval letter**.

You cannot apply for funding to support work that you have already started. We encourage you to contact us at an early stage to discuss any proposals.

Monitoring of the funding scheme outputs will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

Upon giving reasonable notice, Carmarthenshire County Council reserves the right to monitor and maintain evidence at 1, 3 and 5 years from the receipt of a grant application. Renewable energy generation meter readings to be taken on an annual basis by the applicant and provided as part of this monitoring process.

Should the project not proceed within the period stipulated in the offer of grant, the offer of grant will automatically lapse. An extension of the grant offer period can be made, provided that a request is made in writing.



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Any variation to the Terms & Conditions set out in the Approval Letter must be requested and agreed.

Cash purchases will not be considered for grant payment.

Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.

Items purchased with credit cards are eligible. Applicants will need to provide a copy of the credit card statement as part of the claims process.

Grant may not be offered or paid if the applicant is in arrears with any payment to the Local Authority.

Organisations can only submit **one** application to the Carmarthenshire Renewable Energy Grant.

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:

- a) there has been an overpayment of funding
- b) 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.



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The economic life is the period up to **5 years** from date of the final payment of grant and repayment of funding will be required as follows:

Date of disposal of asset(s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

The above are minimum repayment requirements.

The grant must be repaid in full on demand if:

- the applicant is found to have made any misrepresentation in connection with the application
- the applicant has breached the provision of condition above
- the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property



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Annex 1 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	<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 consumables are being acquired for under £500, this may be considered as an exception to these rules, and no quote will need to be obtained for these item(s). Please note that a written request must be submitted in advance of the purchase to the project manager for approval.



<p>All</p>	<p>£10,000 and £74,999</p>	<ul style="list-style-type: none"> • A minimum of 3 written Quotations <i>must</i> 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 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</p>
<p>Goods and Services</p>	<p>£75,000 and £214,904¹</p>	<ul style="list-style-type: none"> • 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.

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).



		<ul style="list-style-type: none"> 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 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.</p>
<p>Works</p>	<p>£75,000 and £5,372,609²</p>	<ul style="list-style-type: none"> 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

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).



		<p>was awarded. It is best practice to establish an evaluation panel to evaluate tenders.</p> <ul style="list-style-type: none"> 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 will 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.
<p>Goods and Services</p>	<p>Above £214,904</p>	<p>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</p>



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



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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.



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- 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.



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Do's and Don'ts of Tendering

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



<ul style="list-style-type: none"> • Do 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"> • Don't consider submissions received after the deadline.
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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



Annex 2 SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	Completed Application Form
	2 years historical accounts (management accounts if available)
	Statutory Consents incl. Planning permission, building regulations (if applicable)
	Proof of premises ownership, or copy of lease and landlord's written consent
	Written Quotes (refer to guidance and terms and conditions documents)
	Proof of match funding
	Conflict of interest acknowledged and declared (if applicable)
	Welsh Language Policy
	Environmental Policy
	Completed Welsh Government Green Growth Pledge



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