# CYNGOR GWLEDIG LLANELLI
**Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD**
**Ffôn: 01554 774103**

## CYFARFOD ARBENNIG
## PWYLLGOR LLES A HAMDDEN
**I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar**
**Dydd Llun, 3 Mawrth, 2025, am 4.45 y.p.**

*Mark Galbraith*

**CLERC y CYNGOR**

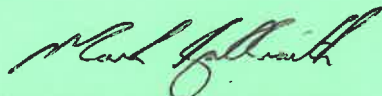25 Chwefror, 2025.

## AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.

2. Derbyn Datganiadau o Fudd Personol gan Aelodau o ran y materion sydd i'w trafod.

3. Cronfa Ffyniant Gyffredin y Deyrnas Unedig Cronfa Cymunedau Caynaliadwy 2 – derbyn gohebiaeth gan Gyngor Sir Caerfyrddin i alluogi aelodau i enwebu prosiectau ar gyfer ceisiadau grant a arweinir gan y cyngor.

**Aelodau'r Pwyllgor:**

Cyng.  D. M. Cundy (Cadeirydd y Pwyllgor), A. J. Rogers (Is-Gadeirydd y Pwyllgor),
M. V. Davies (Cadeirydd y Cyngor) T. M. Donoghue, E. M. Evans, J. P. Hart, S. N. Lewis,
A. G. Morgan, J. S. Phillips, W. E. Skinner, A. G. Stephens a O. Williams.

# LLANELLI RURAL COUNCIL

**Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD**
**Tel: 01554 774103**

## SPECIAL MEETING OF THE
## RECREATION AND WELFARE COMMITTEE
**To be hosted at the Council Chamber and via remote attendance on**
**Monday, 3 March, 2025, at 4.45 p.m.**

*Mark Galbraith*

**CLERK to the COUNCIL**

25 February, 2025.

## AGENDA

1. To receive apologies for absence.

2. To receive Members' Declarations of Interest in respect of the business to be transacted.

3. UK Shared Prosperity Fund Sustainable Communities 2 – to received correspondence from Carmarthenshire County Council to enable members to nominate projects for council led grant applications.

**Members of the Committee:**

**Cllrs.**    D. M. Cundy (Chairman of Committee), A. J. Rogers (Vice-Chairman of Committee), M. V. Davies (Chairman of Council) T. M. Donoghue, E. M. Evans, J. P. Hart, S. N. Lewis, A. G. Morgan, J. S. Phillips, W. E. Skinner, A. G. Stephens and O. Williams.

Funded by
UK Government

Wedi ei ariannu gan
Llywodraeth y DU

# SUSTAINABLE COMMUNITIES 2
# 2025 – 2026

## GUIDANCE NOTES

Please note this document is available in Welsh.

Cefnogwyd gan
Supported by

Cyngor **Sir Gâr**
**Carmarthenshire**
County Council

## Introduction

The current UK SPF programme ends on March 31st, 2025. The current UK Government has announced an extension of the UKSPF for 2025-26 at a reduced level of £900 million to ensure stability and flexibility for delivering important local projects.

The three investment priorities for UKSPF are:
1. Communities and Place: Creating healthy, safe, and inclusive communities.
2. Support for Local Business: Fostering local business growth and innovation.
3. People and Skills: Improving skills and employment opportunities.

The five Government Missions are:
1. Kickstart economic growth.
2. Make Britain a clean energy superpower.
3. Take back our streets.
4. Break down barriers to opportunity.
5. Build an NHS fit for the future.

An allocation of funding of £12,974,852 has been confirmed for Carmarthenshire which will enable us to deliver against some of the County's strategic objectives.

The UK Government has allocated funding until March 2026 which will help address some of the challenges facing the County.

The £1.7 million Sustainable Communities Fund will support a range of capital and revenue activities, including pilot activity, that support the wellbeing of local communities in a range of areas from access to services, sports and leisure facilities, local culture and heritage through to addressing fuel poverty and climate change.

The Sustainable Communities Fund will support the development and creation of activities aligned to the following themes.
- Tackling Poverty
- Circular Economy
- Wellbeing / Leisure
- Access to Services
- Environment and Green
- Tourism, Culture / Heritage
- Community Engagement

## Levels of grant

Financial support will be made available via a third-party grant scheme for constituted groups to deliver Capital and Revenue projects.

The grant threshold is between £10,000 - £150,000, please note:
- The maximum available for Revenue projects - £75,000
- The maximum available for Capital projects - £150,000

If you have a mixture of capital and revenue expenditure the maximum grant available is £150,000.

Although match funding will not form part of the assessment criteria for public sector and third sector applicants, it will be help in maximising value for money and impact for the SPF programme.

## Eligible Organisations

The fund is available to new or existing organisations who are located in or planning to locate within 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.
- Public Bodies

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

## Eligible project activity

**Please note that all projects seeking funding under the Sustainable Communities fund must be delivered by January 31st 2026 at the very latest. Projects must also be in a position to achieve and evidence outputs and outcomes within this timeframe.**

The following provides examples of eligible projects. Please note this is not an exhaustive list.
- Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including investment in locally owned renewable energy generation and waste management to improve the transition to low carbon living
- Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features and biodiversity improvements into wider public space.
- Enhanced support for existing cultural, historic and heritage organisations including improvements to access to sites to counter the effects of isolation, particularly for older people and disabled people.
- Design and management of the built and landscaped environment to 'design out crime'.
- Support for local arts, cultural, heritage and creative activities.
- Support for active travel enhancement and other small-scale green transport infrastructure projects, having regard to the Wales Transport Strategy.
- Funding for the development and promotion of wider campaigns and year-round experiences which encourage people to visit and explore the local area.
- Funding for impactful volunteering and/or social action projects
- Funding for local sports facilities
- Investment in capacity building and infrastructure support for local community groups.
- Investment in community engagement schemes to support community involvement
- Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.
- Funding to support relevant feasibility studies.
- Investment and support for digital infrastructure for local community facilities

## Eligible projects costs:
- Capital expenditure - this means the purchase, construction, or enhancement of an asset. This would include:
  - land and buildings.
  - plant and machinery; and
  - fixtures, fittings, tools, and equipment
- Professional services - feasibility studies, project development, architect and quantity surveyor fees
- Salaries related to the creation of new and additional jobs
- Overhead costs – (please note a flat rate of 15% will be applied to all eligible staff costs to cover overheads)
- Training and Development
- Equipment

- Marketing costs
- 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.
- Where an organisation is not VAT registered, these costs will be eligible as part of the grant. Where VAT is recoverable this will be deemed ineligible.

**\*Please complete and submit the Cash Forecast Template provided.**

**Ineligible project costs:**
- Any project that has already started cannot be considered where activity has commenced.
- Work where materials or design are not appropriate within the guidelines of the fund.
- Expenditure incurred prior to the Sustainable Communities Offer Letter cannot be considered; this also includes where contracts have been signed or orders placed.
- On-going expenditure running costs, maintenance costs and funds for existing activity where previous funding has been secured.
- Ongoing/repeat costs for existing services that have received funding from other channels.
- Existing Insurance.
- Routine repairs and maintenance costs/equipment.
- Day to day i.e., organisations existing costs.
- Religious activities (although funding proposals from religious organisations are welcome).
- Mandatory training costs.
- Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
- Grant may not be offered or paid if the organisation or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.
- Projects that have received previous SCF funding need to demonstrate added value.

**Programme Outputs and Outcomes:**
Each project must identify which of the following outputs and outcomes will be achieved as a result of the funding. Definitions can be found in Annex A.

**Outputs**
- OP 2 - Amount of green or blue space created or improved ($m^2$)
- OP 5 - Number of amenities/facilities created or improved
- OP 6 - Number of low or zero carbon energy infrastructure installed
- OP 8 - Number of tourism, culture or heritage assets created or improved
- OP 12 - Number of local events or activities supported
- OP 17 - Number of people reached
- OP 27 - Number of volunteering opportunities supported
- OP 28 - Number of feasibility studies developed as a result of support

**Outcomes**
- OC 4 - Increased users of facilities/amenities
- OC 5 - Increased visitor numbers
- OC 7 - Premises with improved digital connectivity as a result of support
- OC 8 - Jobs created as a result of support
- OC 9 - Jobs safeguarded as a result of support
- OC 18 - Improved engagement numbers
- OC 19 - Number of community-led arts, cultural, heritage and creative programmes as a result of support
- OC 29 - Number of volunteering opportunities created as a result of support
- OC 30 - The number of projects arising from funded feasibility studies

**Application Process**
Applications will be invited through an open call. Applicants will be invited to submit applications by the following deadlines:

- Call for applications – deadline for applications March 17th 2025 at midday

A small team of designated officers will support organisations to develop projects and provide guidance to ensure a clear business case is established from the onset.

If you are thinking for applying we would be grateful if you could inform the Bureau via Bureau@carmarthenshire.gov.uk

All submissions must be made via the Bureau@carmarthenshire.gov.uk by the specified deadline. Electronic signatures will be accepted.

It is anticipated that outcome decisions will be made by mid to late May 2025.

Please note the above timeline is subject to a funding agreement in place between the regional lead SPF Local Authority, Swansea Council and the UK Government.

**Eligibility criteria**
The applicant must be a third sector or public sector organisation.
The project must align to one or more of the key themes identified.
Demonstrates how the cross cutting themes will be addressed.

**Scoring criteria**
Applications will be assessed and prioritised in line with the following criteria:

- Can demonstrate a clearly identified and articulated need
- Will deliver against a wide range of outputs and outcomes
- Value for money
- The project must be deliverable by January 31st 2026.
- Demonstrates how the project will be sustainable beyond the life of the grant

Assessment scoring can be found in Annex B.

All applications will be considered by a Funding Panel which will include representation from Carmarthenshire County Council and the Carmarthenshire Regeneration Partnership.

Recommendations will be taken through Carmarthenshire County Council's political decision-making protocols for final decision.

**Cross Cutting Themes**
All activities will be required to demonstrate how they will meet the following cross cutting themes:

**Sustainable and low carbon approaches to delivery**
Carmarthenshire County Council has committed to becoming net zero carbon by 2030 and is keen to promote sustainable business practices through its funding programmes. As part of the application, you will be asked how your organisation demonstrates a commitment to sustainable development, some areas to consider below:

- To procure goods and services from local suppliers
- Using public transport and promoting active travel
- Recycle, reuse and repurpose
- Consider using energy renewable sources
- Implementing energy efficiency measures e.g., LED light bulbs
- Going paperless where possible
- Promote green practices through public engagement
- Actively reduce energy consumption
- Explore developing biodiversity measures e.g., tree planting/native flowers, installing bird boxes/bug hotels and improving land management

## Welsh Language

The Welsh Language Standards Compliance Notice 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.

Further guidance can be seen in **Annex C**.


## Digital accessible services

Outlined below are potential actions for organisations to consider when developing and delivering their projects:
- Publicising your project digitally: in addition to traditional paper-based publicity methods, try using a range of different social media platforms; a project website or blog. Create digital content such as videos and podcasts that can be shared with the community.
- Holding hybrid meetings – allowing the community to attend a meeting either in person or online via technologies such as Microsoft Teams and Zoom.
- Using online surveys (e.g. SurveyMonkey or Microsoft Forms) to engage and consult with the community. They can also be used to evaluate a projects' impact.
- Consider appointing a team of digital champions to support the project to exploit the benefits of digital technologies.
- Encouraging more users in the community to engage with digital technologies.
- Engage with Superfast Business Wales or Digital Communities Wales for further ideas and advice on improving your digital content and skills.
- For info - Digital Toolkit for Business (gov.wales)


## Equality of Opportunity

Equality is a short-hand term for all work carried out by an organisation to promote equal opportunities and challenge discrimination, both in employment and in carrying out its work and delivering services.

By putting equality right at the heart of project design and implementation, organisations are more likely to achieve better outcomes.

## Procurement
### Purchasing goods, services or works
When procuring works, goods and 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 in this section.

### Procurement Thresholds
The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. All applicants must adhere to the rules included at Annex D.

Public sector bodies that are covered by the EC Procurement Directives are required to follow their own organisational procurement rules and procedures.

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

### Subsidy Control
The Sustainable Communities Fund is being operated under UK Subsidy Rules.
https://www.gov.uk/government/collections/subsidy-control-regime

The Sustainable Communities Fund is being administered under the Sustainable Communities Anchor Subsidy Scheme (Subsidy Control Number SC10983).

### General Conditions
Capital Projects - the grant will be recovered should the organisation cease to trade, relocate or the property sold on within 5 years of award.

For properties constructed or improved as part of a grant scheme administered by CCC, the Authority will seek to register an interest in the grant-aided property with the Land Registry by either a Restriction or a Legal Charge as follows:
- Restrictions to be placed with Land Registry for projects or schemes receiving grants directly from or via the authority of £25,000 & below for the period relevant to the funding programme under which the grant is being paid.
- Legal Charges to be placed with Land Registry for projects or schemes receiving grants of £25,001 & above for the period relevant to the funding programme under which the grant is being paid.

This process will alert the authority to any change in the ownership of the property and of any potential consequence on the terms and conditions on which the grant was awarded. The grant recipient will be responsible for pursuing the removal of any Restriction or Legal Charge and any costs associated with the process, at the end of the period.

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

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

Payments of grant award will be retrospective and will be on submission of evidence of expenditure and projects outcomes in the form of original paid Invoices and relevant Bank Statement evidencing project expenditure. Voluntary and private non-profit making organisations may be entitled to claim grant payments monthly or quarterly in advance to assist with cashflow. Where applicable, applicants must make a case to the County Council for approval to receive advance payments.

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 in line with the start and finishing dates on the Offer Letter.

For all grant purposes monitoring of the claim and evidence will take place with prior notice at 1, 3 and 5 years from the date of award of the grant.

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

Cash purchases will not be considered for grant payment.

Officers of the authority may undertake site visits prior to any payment of grant funds.

## Publicity
Successful applicants must demonstrate support from Carmarthenshire County Council and the UK Government's Shared Prosperity Fund, this includes any publicity including press releases in relation to the funded project.

Plaques will be provided for capital projects to enable applicants to show recognition of the support provided.

For further info - UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK

## 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.

The economic life is the period up to **5 years** post March 2026 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

**Please Contact:**
Sustainable Communities
County Hall,
Carmarthen,
Carmarthenshire.
SA31 1JP.
Tel: 01269 590216
Email: bureau@carmarthenshire.gov.uk

# Annex A – Programme Outputs and Outcomes

| Output | Definition | Audit Evidence |
|---|---|---|
| **OP 2 -**<br>**Amount of green or blue space created or improved (m²)** | The total square meterage of green or blue space completed or improved.<br>- Green or blue space means any vegetated land, or water, within an urban area or public space. This includes parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm".<br>- Created means physical creation of a green or blue space that did not exist previously and the space is open to the public.<br>- Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning. | • Confirmation of location OR Scheme drawings<br>• Detailed works specification AND photographs before and after completion of the works detailed |
| **OP 5 -**<br>**Number of amenities/facilities created or improved** | The number of new amenities/facilities created or improved.<br>- Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets.<br>- Created means the amenity/facility did not previously exist.<br>- 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. | • Certificate of practical completion of the works e.g. QS certification of works carried out<br>• Photographs before and after completion of the scheme |
| **OP 6 -**<br>**Number of low or zero carbon energy infrastructure installed** | Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.<br><br>- A residential unit means a home to a 'household', defined in the 2011 Census as being: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area'. This includes houses, bungalows, flats, and maisonettes.<br><br>- A non-residential building means any building that is not used permanent or semi-permanent accommodation. This includes, but is not limited to, hospitals, universities, hostels, hotels, retail, and offices.<br><br>- Low or zero carbon energy infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.<br><br>- Completed means physical completion of the low or zero carbon energy infrastructure and the space is ready for occupancy immediately. | • Addresses of the properties that have received support, AND evidence of energy efficiency measures carried out.<br>• Photographs |

| | | |
|---|---|---|
| **OP 8 - Number of tourism, culture or heritage assets created or improved** | Number of new tourism, cultural or heritage assets completed or improved.<br><br>- Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities.<br><br>- Heritage assets mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE).<br><br>- Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location.<br>- Created means the tourism, cultural or heritage asset did not previously exist.<br><br>- Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities. | • Confirmation of location OR Scheme drawings AND<br>• Certificate of practical completion of the works e.g. QS certification of works carried out AND<br>• Photographs before and after completion of the scheme |
| **OP 12 - Number of local events or activities supported** | Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories:<br>- Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.<br>- Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action. | Detail / List of planned events and **two** of the below:<br><br>• Event programmes<br>• Marketing materials<br>• Literature<br>• Website / social media<br>• Photographs<br>• Attendance records<br>• Signing in sheet<br>• Till receipts |
| **OP 17 - Number of people reached** | Number of people directly impacted by the UKSPF intervention.<br>The definition of direct impact will vary across interventions e.g.:<br><br>- Energy efficiency improvements - those living or working within the treated premise.<br><br>- Engagement schemes - those directly engaging (e.g. reading, viewing, attending).<br><br>- Direct impact should only be recorded where it can be done so robustly. | • Number of people reached AND Detail of direct impact.<br>• Evidence could include numbers of social media followers, likes, engagements.<br>• Numbers of magazines sold |
| **OP 27 - Number of volunteering opportunities supported** | Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.<br><br>- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, | • Declaration by group, club, or organisation providing details of support AND attendance records OR signing in |

| | leading a group, administrative support or befriending or mentoring people. | sheets OR timesheets. <br>• Volunteering Policy |
|---|---|---|
| **OP 28 -** <br>**Number of feasibility studies developed as a result of support** | An organisation as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. | • Copy of bilingual study/report |

| Outcome | Definition | Audit Evidence |
|---|---|---|
| **OC 4 -** <br>**Increased users of facilities/amenities** | The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. | • Footfall reports (e.g. using an electronic people counter) OR attendance logs <br><br> * n.b. Projects will need to establish baseline data to determine the increased users. |
| **OC 5 -** <br>**Increased visitor numbers** | The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included. | • Evidence of tickets, OR Venue entry numbers OR Visitor monitoring / surveys <br><br> *n.b. Projects will need to establish baseline data to determine the increased number |
| **OC 7 -** <br>**Premises with improved digital connectivity as a result of support** | The number of supported premises where the broadband speed accessible is increased. <br><br> - Premises means a house or building, together with its land and outbuildings. | • Addresses of premises supported <br>• Evidence of before and after broadband speed. |
| **OC 8 -** <br>**Jobs created as a result of support** | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. <br><br> - New means it should not have existed with that employer before the intervention. <br> - Created jobs exclude those created solely to deliver the intervention (e.g. construction). <br> - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. <br> - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) <br> - FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full time workweek | • Employer to provide written confirmation that the job has been created. Include details of the job and its association to the intervention, start date, duration, and the number of hours per week |

| | | |
|---|---|---|
| **OC 9 -** **Jobs safeguarded as a result of support** | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.<br><br>Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).<br><br>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).<br>- FTE should be based on the standard full-time hours of the employer.<br>- At risk is defined as being forecast to be lost within 6 months.<br>- Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)<br>- FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full time workweek | • Employer to provide declaration that the job is at risk in the next six months - and how it is associated to the intervention AND<br>Copy of signed contract - include job title and the number of hours per week |
| **OC 18 -** **Improved engagement numbers** | The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.<br><br>What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns. | • Results of bespoke survey AND<br>• Attendance logs / footfall reports to evidence actual engagement numbers.<br>• Photographs<br><br>* n.b. Projects will need to establish baseline data to determine improved engagement numbers. |
| **OC 19 -** **Number of community-led arts, cultural, heritage and creative programmes as a result of support** | Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage. | • Detail of programmes supported, AND one or more of the following:<br>• Event programmes<br>• Marketing materials<br>• Literature<br>• Website / social media<br>• Photographs of events<br>• Attendance records |
| **OC 29 -** **Number of volunteering opportunities created as a result of support** | The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.<br><br>- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, | • Declaration by lead organisation including details of volunteering roles created, started, duration and the number of hours per week AND |

| | leading a group, administrative support or befriending or mentoring people. | • Details of how and where the opportunities were promoted with examples of marketing |
|---|---|---|
| **OC 30 -**<br>**The number of projects arising from funded feasibility studies** | The number of projects that have arisen as a result of feasibility studies funded by UKSPF. | • A copy of the source feasibility studies funding through UKSPF, AND<br>• Detail of projects that have arisen as a result of feasibility studies that have been funded through UKSPF where applicable. |

**Data Protection**

We collect and use a wide range of information about different people to deliver our services. These individuals are our customers, clients and employees and the information we hold about them is their personal data. Nearly everything we do as a Council involves processing personal data, like names, addresses or reference numbers.

Data Protection is about making sure that people can trust the Council to use their personal data fairly and responsibly. It also means that we have to comply with specific Data Protection legislation.

The UK General Data Protection Regulation (UK GDPR) is designed to protect personal data and provides individuals with a number of rights in relation to their information. As Council employees, we all have to comply with the UK GDPR.

This privacy notice has therefore been produced to explain as clearly as possible what we do with your personal data - UK Shared Prosperity Fund (gov.wales)

## Annex B
## Application Assessment Criteria

Each application will be assessed against the following weighted scoring criteria. Each criterion will be scored from 0-10. Maximum score – 100.

| Selection Criteria | Score | Weighting |
|---|---|---|
| Extent to which the project can demonstrate a clearly identified evidence of need | 10 | x 2 (20) |
| Ability to deliver against the key outputs and outcomes of the programme | 10 | x 2 (20) |
| Deliverability of the project by January 31st 2026. | 10 | x 2 (20) |
| Value for Money | 10 | x 2 (20) |
| Demonstrates how the project will be sustainable beyond the life of the grant | 10 | x 2 (20) |
| **Rating of Response** | **Score** | |
| Perfect & Fully Compliant Submission – response is very detailed and provides confidence in the applicant's ability to fulfil all requirements. | 10 | |
| Excellent Submission – response is detailed and provides confidence in the applicant's ability to fulfil requirements | 9 | |
| Very Good Submission – detailed credible and convincing response to the requirements | 8 | |
| Good Submission: credible response to the requirement | 7 | |
| Satisfactory Submission – adequate response to the requirements and programme objectives | 6 | |
| Average Submission – addresses some of the requirements but lacks detail in areas | 5 | |
| Acceptable Submission – the response falls short of requirements and is poorly explained but not sufficient to warrant rejection. | 4 | |
| FAILURE TO MEET THE MINIMUM STANDARD **IN ANY QUESTION** WILL RESULT IN YOUR SUBMISSION BEING EXCLUDED FROM THE EVALUATION PROCESS | | |
| Weak Submission – falls short of most of the requirements with weak or no explanation. Only addresses the requirements to a limited degree | 3 | |
| Poor Submission – scarcely meets the requirements and raises doubt as to the ability to develop an acceptable and beneficial project | 2 | |
| Unacceptable (Major issues) Submission either completely fails to address the criteria or fails to demonstrate any understanding/experience/credibility against the programme objectives. | 1 | |
| An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way | 0 | |

**Annex C**

**Examples of provision in accordance with the Welsh Language Standards:**

In the table below is a list of examples of commitments that the applicant could make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate may suggest other commitments. They will be expected to consider the relevance of the below to the work they want to achieve through the grant and commit to as much as possible in line with the size of the turnover of the organisation, and the size of the funding application. Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

The below can be used when responding to the Welsh language questions in Section 9 Cross Cutting themes.

### The Organisation

| |
|---|
| We will map the organisation's current capacity to deliver in Welsh |
| We will strive to increase the organisation's capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh |
| We will ensure that we have arrangements in place to provide materials in Welsh |
| We will cconsider Welsh language provision from the outset, when planning the provision |
| We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do |
| We are a Welsh medium organisation that administer and deliver through the medium of Welsh |

### Publicity

| |
|---|
| We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first |
| We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available |
| We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh |
| We will promote the Welsh language in all activity |
| Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh |
| We will create a Welsh or bilingual identity for my project / service. |
| |

### Public engagement

| |
|---|
| We will communicate general message with the public bilingually |
| We will offer to communicate in Welsh with individuals and then communicate with them in the language they require |
| We will provide our activity in Welsh |
| We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English |
| If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favorably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations |
| We will promote the Welsh elements of our provision |

## Ensuring a positive impact on the Welsh language

| |
|---|
| We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language |
| We will offer Welsh language provision rather than waiting for someone to request it |
| We will be engaging with Welsh-speaking communities (geographical or otherwise) |
| We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision |
| We will ensure the use of Welsh in all our provision including by those who are less fluent |
| Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills |
| We will collaborate with partners who promote the Welsh language (Enterprises, 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) |
| |

## Annex D - Third Party Grant Procurement Rules (February 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.<br><br>• 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<br><br>• 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.<br><br>• Where there are consumables being acquired under the value of £500, this can be considered as an exception these rules, and no quote will need to obtained for these item(s). Please note that you must submit a written request in advance of the purchase to your project manager for this to be approved. |
| All | £10,000 and £74,999 | • A minimum of **3 written Quotations** _**must**_ be sought from competitive sources<br><br>• 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.<br><br>• A documented record of the quotes sought, the evaluation process and the decision to award must be retained for audit purposes.<br><br>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]** | <ul><li>A minimum of **4 tenders** <u>must</u> be sought from competitive sources, with a **minimum of 2 tenders to be received**.</li><li>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.</li><li>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.</li></ul>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]** | <ul><li>A minimum of **4 tenders** <u>must</u> be sought from competitive sources with a **minimum of 3 tenders to be received**</li><li>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.</li><li>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.</li><li>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**</li></ul> |

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[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).

[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).

|  |  | 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. |
|---|---|---|
| **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

| 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 to apply the correct procurement process. | • **Don't** 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 : - <br>• the sale of goods or materials. <br>• the supply of goods or materials. <br>• the execution of works |

| | |
|---|---|
| | • the provision of services (including accommodation and facilities). |
| **Consumables** | Consumables are consumer goods used by individuals and businesses that must be replaced after being used. Consumables can be everyday items that must be consistently replaced and those that wear out over longer periods. Many consumable goods are more affordable than other types of goods because they are meant to be replaced frequently. Some consumables are designed for one-time use while others can be used multiple times. |
| **Competitive Source** | an independent supplier bidding against another independent provider |
| **Goods** | Are material items i.e. equipment, food, vehicles etc |
| **Evaluation** | A method of determining which quotation or tender provides the best value for money in accordance with the pre-determined evaluation criteria. These criteria help ensure that the decision-making process is fair, transparent, and aligned with the objectives |
| **Evaluation Criteria** | A list of key requirements used to assess quotations or tenders received from competitive sources he criteria by which the most advantageous tender will e determined, based on a combination of price/cost and quality criteria. |
| **Evaluation Panel** | It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree the specification and evaluation criteria in advance. The panel should be consistent throughout each stage of procurement exercise |
| **Procurement Act 2023** | The Procurement Act 2023 is a legal framework that governs how public sector organizations in the UK purchase goods, services, and works. It aims to ensure fairness, transparency, and value for money while supporting competition and innovation. |
| **Sell2Wales** | Is website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please visit the Sell2Wales website http://www.sell2wales.gov.uk/ and contact the website helpline on 0800 222 9004 for further information. |
| **Services** | Tasks undertaken by people i.e. consultancy services, translation services etc |
| **Specification** | This is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document. The description of the goods, works or services required must not refer to a specific make, brand, or source. |
| **Tender/Quote** | is the document compiled by a potential supplier in response to an invitation to quote/tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement. |
| **Works** | Include construction building works, civil engineering, etc |

*'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*