

UK Shared Prosperity Fund Conwy People & Skills Key Fund

Application Guidance

The People & Skills Key Fund is an exciting opportunity for organisations to carry out projects across Conwy that will contribute to the People & Skills Investment Priority including Multiply within the UK Shared Prosperity Fund.

The Key Fund can support applications for grants of between £50,000 and £249,999. Through the people and skills investment priority, organisations can apply for funding to help reduce the barriers some people face to employment and support them to improve numeracy skills, move towards employment and education. Organisations can also apply for funding to support skills development, employment and local growth based on the needs identified in Conwy County.

Key points:

- The fund will consider project applications for all interventions under the UKSPF Investment Priority area of People & Skills
- Interventions W34 – W53 are relevant to this fund and projects will need to demonstrate how they will deliver the associated outputs and outcomes
- We anticipate applications from established providers who are (but not limited to): Voluntary Sector Organisations, Registered Charities, Public Sector Organisations and Colleges for grants of a minimum of £50,000 and up to a maximum of £249,999
- This is an open call for projects delivering in Conwy county
- Projects must be paid for and delivered by Autumn 2024
- The fund can be used for revenue costs
- Match funding requirement
- All applicants will be required to submit an application form.

The People & Skills Key Fund is funded by the UK Government through the UK Shared Prosperity Fund.

Mae'r ddogfen hon ar gael yn Gymraeg hefyd

What grant support is available?

Community groups and third sector can apply for a grant of up to 90% of the total project cost, up to a maximum of £249,999.

Public Sector and larger organisations can apply for a grant of up to 80% of the total project cost, up to a maximum of £249,999.

Applicants will need to show how their match funding is being financed.

100% funding may be granted in exceptional circumstances.

Eligible Area for Delivery

Projects must deliver in the county of Conwy.

What we can fund – UKSPF Interventions

The fund will consider project applications that deliver against one of the interventions under the UKSPF Investment Priority area of People and Skills (W34 -W43) and Multiply (W44-W53). Project applications will need to demonstrate how they will deliver the associated outputs and outcomes.

The fund can be used for revenue costs.

As part of your application you will be required to add the intervention(s) your project will deliver against and specify the output and outcomes that the project will achieve. You will need to set a target against these - making sure they are realistic, achievable and measureable. You will be responsible for collecting and submitting the evidence to support your claim – please refer to the Indicator Guidance for more details of what is required

A list of the interventions can be found on our website – intervention numbers W34 – W53 are relevant to this fund.

Please note that Multiply interventions (W44-W53) can support those aged 19+ that have not got a level 2 qualification – equivalent of GCSE Maths C or above.

Who can apply?

We anticipate receiving applications from established providers who are (but not limited to):

- Voluntary Sector Organisations
- Registered Charities
- Public Sector Organisations, including Local Authority
- Colleges

All applicants must have a constitution (or equivalent) and bank account as a minimum.

All applications must be in the name of an organisation with a bank account and constitution.

What we can't fund:

- Applications from individuals or that benefit just one individual;
- Any works considered a statutory duty to undertake;
- Activities which are of a political or exclusively religious nature;
- Activities fully funded by other sources;
- Projects that have fully completed;
- Loan repayments;
- Contingency or unspecified costs;
- Fundraising costs;
- VAT reclaimable by the grant recipient from HMRC;
- Contributions in kind;
- Interest payments or service charge payments for finance leases;
- Gifts;
- Statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
- Bad debts to related parties;
- Payments for unfair dismissal or other compensation;
- Depreciation, repayment or impairment of assets owned by the Grant Recipient;
- The acquisition or improvement of Assets by the Grant Recipient (unless the Grant is awarded for this purpose- this will be specified in the Grant Funding Letter if your application is successful);
- Costs incurred before the funding approval is received, unless this has been agreed by Conwy County Borough Council;
- Organisations that are non-compliant with their regulators (for example, Charity Commission, OSCR or Companies House) at the time of application;
- Paid for lobbying, which means using the Grant to fund lobbying (via an external firm

or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;

- Using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- Using the Grant to petition for additional funding;
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy.

Preparing your application

We have provided guidance to help you to complete the application form. This can be found on page 9.

You need to consider the eligibility of your project by reviewing the UKSPF interventions, outputs and outcomes (W34 – W53 are relevant to this key fund) and consider how it will meet the needs and ambitions of the areas where you will deliver.

Gather all the required information by reviewing the offline version of the application questions - we have provided a Microsoft Word version of the form that can be used to help you prepare your submission. The offline version is to be used as a guide only and all applications need to be submitted via the online portal.

You must also complete the 'Project Costs and Plan Workbook' ready to upload as part of your online application

Please answer every question. Where the question is not appropriate to your organisation or project please write Not Applicable (N/A).

Documents that may help you prepare your application can be found on our website [UK Shared Prosperity Fund Conwy – Key Funds - Conwy County Borough Council](#)

These include:

- Conwy County Borough Council – Corporate Plan
- Conwy Economic Growth Strategy
- CREU Conwy – Creating the Spark, a Cultural Strategy for Conwy County Borough 2021-26
- The Well-being of Future Generations Act
- North Wales Skills and Employment Plan 2023-2025

If relevant, you should also consider, and include in your application, how your project supports locality/Place Plans or a Town and Community Council's strategy.

Evidence to support your application

It is important to ensure that your application form is fully completed and that supporting documentation is provided at the time of submission.

You must also complete the 'Project Costs and Plan Workbook' and upload this as part of your application.

The workbook can be found on our website.

In addition to a completed application form and workbook the following information must be submitted:

- A copy of the latest bank statement for your Group or Organisation
- 3 Years audited accounts
- A signed copy of your constitution, or equivalent
- Fully itemised costing
- Your group structure, which must include a designated finance officer/treasurer
- Evidence of Other Funding Sources (match funding) – this is information on any other grants applied for in relation to the project. If your group/organisation is providing match funding you must provide a bank statement which confirms that you have the amount stated in your application available.

Where relevant to your project you can also submit:

- Quotes and estimates (as per procurement thresholds on page 6)
- Evidence of consultation.
- Evidence of support by any other organisation
- Evidence of the need in Conwy – such as statistical data /research.
- Copy of a business plan/operating plan

The evidence you submit to support your application will be checked. If the evidence is incomplete or there are any anomalies you will be asked to submit the relevant evidence. This could also lead to a delay in your application.

CCBC reserves the right to request additional information at its discretion.

Procurement - Quotes and Estimates

Where appropriate, you are required to provide quotes with your application.

All tendering must be competitive, open, fair and transparent to demonstrate value for money has been achieved in the use of public funds, whatever the value of the work.

The following minimum procedure is required for Goods, Works & Services, unless your own financial thresholds are lower:

Value of contract	Minimum procedure
Up to £2,499	Direct award
Between £2,500 and £14,999	1 written quotes against a specification and price as a minimum
Between £15,000 and £50,000	At least 3 written quotes against a specification and price
Between £50,000 and OJEU Threshold	Formal tender process - tenders which must be sourced through a public advertisement (Sell2Wales) OJEU Thresholds (2022) Supplies & Services £213,477 Works £5,336,937 Social Services "Light Touch Regime" £663,540

Quotes need to be in the name of your organisation, with the address and contact details for the supplier, as well as their Company Registration Number and VAT number where applicable.

Please note that if procurement processes are not followed correctly or there are conflicts of interest between members of the organisation and suppliers, you risk not securing a grant or being asked to repay your grant.

Projects should also consider and implement wherever possible:

- sustainability and green measures in procurement plans, aligned with the UK Government's net zero strategy;
- innovative procurement, including the factoring in of social value into procurement; and
- government initiatives, guidance and policy such as the Sourcing and Consultancy Playbooks, Construction Playbook, the Outsourcing Playbook and government guidance on Resolution Planning.)

Submitting your application

Applications must be submitted online – we have provided a Microsoft Word version of the form that can be used to help you prepare your submission.

Assessment of your application

The assessment is carried out by a grant funding panel which is made up of experienced senior officers, County Councillors and external representatives, who will consider how well your application meets the UKSPF intervention, outputs and outcomes. This is balanced against the level of risks in your project, the likelihood of full funding, timescales to deliver and what plans you have in place to mitigate any risks.

In addition to the above they will assess (where relevant) the:

- Extent to which the project contributes to local plans and strategies
- Evidence to demonstrate the local need for the project/service
- Benefit to the communities and visitors of Conwy
- Local involvement in planning the project
- Local support for the project
- County Councillor support for the project
- Value for money of the completed project
- Financial viability of the organisation

If your application is successful

If your application is successful, the grant will be paid once the work/activity has been completed and on receipt of receipts and invoices for the work undertaken. Interim payments may be considered.

You will be required to sign a Grant Acceptance Letter which will outline the conditions of the funding – this will include (not an exhaustive list):

- The date that all project activities must be completed.
- The claims process and reporting – you will need to submit progress reports, financial claims and evidence to demonstrate that you have achieved your targets. The timetable for these will be dependent on your project. Where appropriate, this may also include visits by CCBC Officers.
- Marketing & Publicity Guidelines – you will need to follow the guidelines we provide which could include displaying a plaque and/or acknowledging the funding on your website. This may also include visits, photographs and case studies. By accepting the grant you will give consent for us to publicise your grant award and details of your project, for example on our website, in the press or any other medium.
- Retention of project documents – you will need to retain all correspondence, invoices, receipts, accounting records, bank statements and any other documentation relating to your project and the expenditure until 31 December 2034.

Subsidy Control

If your application is successful, we intend where appropriate to award the grant you have received under Minimal Financial Assistance (MFA).

Completing the Application Form

Before you begin

For your application to be eligible for consideration, you must provide the information requested in the online form, along with relevant documents - a list of what is required can be found on page 5

Please ensure that you have read the guidance provided before beginning the application process

Once you have started your application, you are able to save the form and come back to complete it later if required

To do this, you will need to provide an email address in the "Applicant's Email Address" field

When you wish to save your progress, click on the "save" button at the bottom of the screen.

You should receive an email to the email address you have supplied within a few minutes, containing a link to your saved form.

Each time you save your application you will receive a link – please use the latest link to access your saved form.

Organisation Details

Provide your organisation name. This should be the same as your bank account. All applicants must have a constitution (or equivalent) and bank account as a minimum

Confirm the Legal Status of your organisation by selecting from the drop down list – please also include your Companies House Registration Number or Charity registration Number (if relevant)

Confirm if your organisation is VAT registered and if so provide your VAT registration number

Contact Details

Please provide contact details from a primary and secondary contact for your organisation.

One contact should be the person leading on the application or who has day-to-day responsibility for delivering the project. The second should be a Finance Officer/Director.

About the project

In this section we'd like you to tell us about your project, why it's needed and how it supports local plans and strategies.

Documents that may help you prepare can be found on our website.

If relevant, also consider how your projects supports local need and strategies.

Project Detail – Tell us about your project (Max. 500 words).

- What do you want to do?
- Why do you want to do it?
- Who will the beneficiaries be/how many?

What difference will the project make?

Why is the project needed in the area? Please explain how you have consulted and what evidence of need do you have?

This section should include how the need for the project has been identified.

Project Finances

In this section we'd like you to tell us about your project financials

Confirm how much funding you are requesting from the Conwy UKSPF Key Fund – this should be your total project cost minus your match funding.

Match funding is funding from other sources that will also be used to pay for the costs of a project. This can include other grants, own funds etc.

Before submitting your application to us, please ensure that you have a realistic figure for the proposed works.

You will need to show how your match funding is being financed and will be asked to upload this in the 'Supporting Documents' section.

Subsidy Control

Confirm if the applicant organisation has received any public sector assistance through a Minimal Financial Assistance (MFA), State Aid de Minimis, Small Amounts of Financial Assistance or Special Drawing Rights scheme over the past 3 years.

Other information

Welsh Language

Please state whether the organisation has in place a Welsh Language Policy or Statement.

Net Zero & Environmental Impact

Please describe how you have considered the environmental and ecological impact of your project and, if appropriate, how your proposal supports the UK Government's and Welsh Government's Net Zero policies or wider Environmental ambitions.

<https://www.gov.uk/government/publications/net-zero-strategy>

<https://gov.wales/net-zero-wales>

Equalities

Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

Declaration & Signature Please complete this section, ticking each box to show that you have read and understood each point, and given the relevant permissions.

If any conflicts of interest are brought to light after you have received your grant you may be required to repay it if these have not been declared prior to project approval or during the procurement process.

Supporting Documents In addition to a completed online application form you can upload your supporting documents in this section.

You must also complete the 'Project Costs and Plan Workbook' and upload this as part of your application.

CCBC reserves the right to request additional information at its discretion.

Project Costs & Plan Workbook (excel document)

This document must be uploaded with your supporting documents

Outputs & Outcomes Tell us which People and Skills intervention your project will deliver against. Your application will need to support the delivery of one of the UKSPF People and Skills interventions (W34-43) or Multiply (W44-W53).

You should also include detail of how your project will deliver the associated Outputs and Outcomes. Including a target against each output and outcome.

Please refer to the UK Shared Prosperity Fund Interventions, Objectives, Outcomes and Outputs - Wales for a full list - interventions W34-W53 are relevant to this fund.

The information in this section will be used to assess value for money, i.e. are the project costs proportionate to the proposed outputs, outcomes and beneficiaries.

Project In this section you will need to provide a breakdown of project

Costs costs, and when you anticipate the expenditure will take place.

Before submitting your application please check the accuracy of your budget to ensure that there are no errors and the totals add up correctly.

On page 6 we have provided details of the procedure you must follow to seek quotations for your project.

Funding Package Provide details of how your project will be funded.

Add a record for your UKSPF key fund grant request as a separate funding source.

Project Milestones Tell us how your project will be delivered. Who will lead the project? Will there be any delivery partners or stakeholders? What will their role be? What experience do you have of delivering projects?

Confirm the start and end dates.

Add your project milestones:

- Title
- Description
- When do you expect the milestone to be complete

Project Risks You are required to provide a risk register for your project.

- Who is responsible for managing the risk, the Owner
- The probability of the risk occurring – is it high, medium or low
- What would be the Impact of the risk – high medium or low
- The mitigating plans in place to manage the risk occurring or to deal with the risk if it does occur