**UK Shared Prosperity Fund Conwy**

**People & Skills Key Fund**

**Applications must be submitted online – this form can be used to help you prepare your submission**

**You must also complete the ‘Project Costs and Plan Workbook’ and upload this as part of your application**

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

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| **Organisation Details** | | |
| Name of the organisation: |  | |
| Website and/or social media address: |  | |
| Address & Postcode: |  | |
| What is the Legal Status of your organisation? | * 🞏 Registered Charity * 🞏 Public Body * 🞏 Private not for Profit * 🞏 Voluntary Sector * 🞏 Community Group * 🞏 University / College   🞏 Other   * If other, please specify: | |
| Companies House Registration Number or Charity Registration Number (if relevant) |  | |
| Are you registered for VAT?  VAT Number (if relevant) |  | |
| **Contact Details** | | |
| **Primary Contact:** | | **Secondary Contact:** |
| Contact Name: | | Contact Name: |
| Position in Organisation: | | Position in Organisation: |
| Contact email address: | | Contact email address: |
| Contact Telephone Number: | | Contact Telephone Number: |

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| **About the Project** | |
| Project Name | |
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| Which areas in Conwy will your project be delivered in and who will benefit from your project? | |
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| Project Summary (max. 100 words) | |
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| Project Detail (max. 500 words)  *What are the key aims of the project? Describe what you want to achieve.* | |
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| Why is the project needed in the area? Please explain who you have consulted with and what evidence of need do you have? (max. 150 words) | |
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| Project Delivery (max. 500 words)  *Describe 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?* | |
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| When will the project start? |  |
| When will the project end |  |
| Please select which CCBC Corporate Priorities your project will meet and provide a short explanation of how. | |
| 🞏 People in Conwy value and look after the environment  🞏 People in Conwy live in a county which has a prosperous economy with culture at its heart  🞏 People in Conwy are educated and skilled  🞏 People in Conwy have access to affordable, appropriate, good quality accommodation that enhances the quality of their lives  🞏 People in Conwy are safe and feel safe  🞏 People in Conwy are healthy  🞏 People in Conwy live in a county where the use of Welsh is thriving and people can participate in all aspects of community life through the medium of Welsh  🞏 People in Conwy are informed, included and listened to and can actively contribute to a community where their background and identity are valued and respected  🞏 Conwy County Borough Council is resilient  **How your project will meet the selected priorities:** | |
| Please select which other local priorities and strategies your project will meet and provide a short explanation how. | |
| 🞏 Town/Place/Community Plan  🞏 Conwy Economic Growth Strategy  🞏 Creu Conwy – Creating the Spark, a Cultural strategy for Conwy County Borough Council 2021-2026  🞏 Other  If other, please specify:  **How your project will meet the selected local priorities and strategies:** | |
| Please select which Wellbeing of Future Generations Act goals your project will meet and provide a short explanation how. | |
| * 🞏 A prosperous Wales * 🞏 A resilient Wales * 🞏 A healthier Wales * 🞏 A more equal Wales * 🞏 A Wales of more cohesive communities * 🞏 A Wales of vibrant culture and thriving Welsh language * 🞏 A globally responsible Wales   **How your project will meet the selected goals:** | |
| If you work with children or vulnerable adults, what policies and procedures do you have in place to safeguard them? | |
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| **Project Finances** | |
| How much UKSPF Funding are you requesting? |  |
| What is the total Project Cost? |  |
| Do you have any match funding for your project? If so, how much? |  |
| How has the overall budget been estimated, and how would any unexpected costs be managed? |  |
| Are the costs inclusive of VAT and can you reclaim the VAT? |  |
| How have you procured your project?  \*You should note here how you have sought prices for your project and explain why you intend to use one company over another, showing the value for money. |  |
| Grant Payments will be made in arrears can you pay for the costs upfront until you can claim the grant?  If no, do you want to be considered for interim claims and how frequent? |  |
| Have you applied for other Conwy SPF Key Funds?  If so, which fund have you applied for and if this has been decided, what is the outcome of your application? |  |
| Does the applicant organisation have an established bank account? |  |
| **Subsidy Control** | | |
| Has the applicant 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? | | |
| 🞏 Yes  🞏 No  🞏 Don’t Know | | |

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| **Other Information** | |
| **Welsh Language:**  Does your organisation have a Welsh Language Policy or Statement? |  |
| **Net Zero and 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. |  |
| **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. |  |

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| **Supporting Documents (to upload)** | |
| The following information should be submitted:   * Project Costs & Plan Workbook * 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:     * Evidence of consultation, for example a community consultation such as a survey or an event * Evidence of support by any other community or voluntary organisations that will benefit from the project and evidence of need,. * Copy of a business plan/operating plan |  |