

## **Rural Community Development Grant** **Guidelines**

These notes should be read in full before completing the Application Form. Please refer back to these Guidelines when completing the application form for submission.

For further help please contact:

[conwylocalactiongroup@conwy.gov.uk](mailto:conwylocalactiongroup@conwy.gov.uk)

Ela Owen: 01492 576 674

Meira Woosnam: 01492 576 672

### **Introduction**

This grant programme has been designed by Conwy Cynhaliol Local Action Group (LAG) who are responsible for delivering the LEADER Programme in Conwy. The LEADER programme is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD).

This grant programme will be delivered by Conwy Cynhaliol. This is a discretionary grant to support communities of Conwy County within the Rural Areas as defined by Welsh Government.

### **Who can apply?**

The following types of organisations may apply for funds provided their projects are in the eligible rural area:

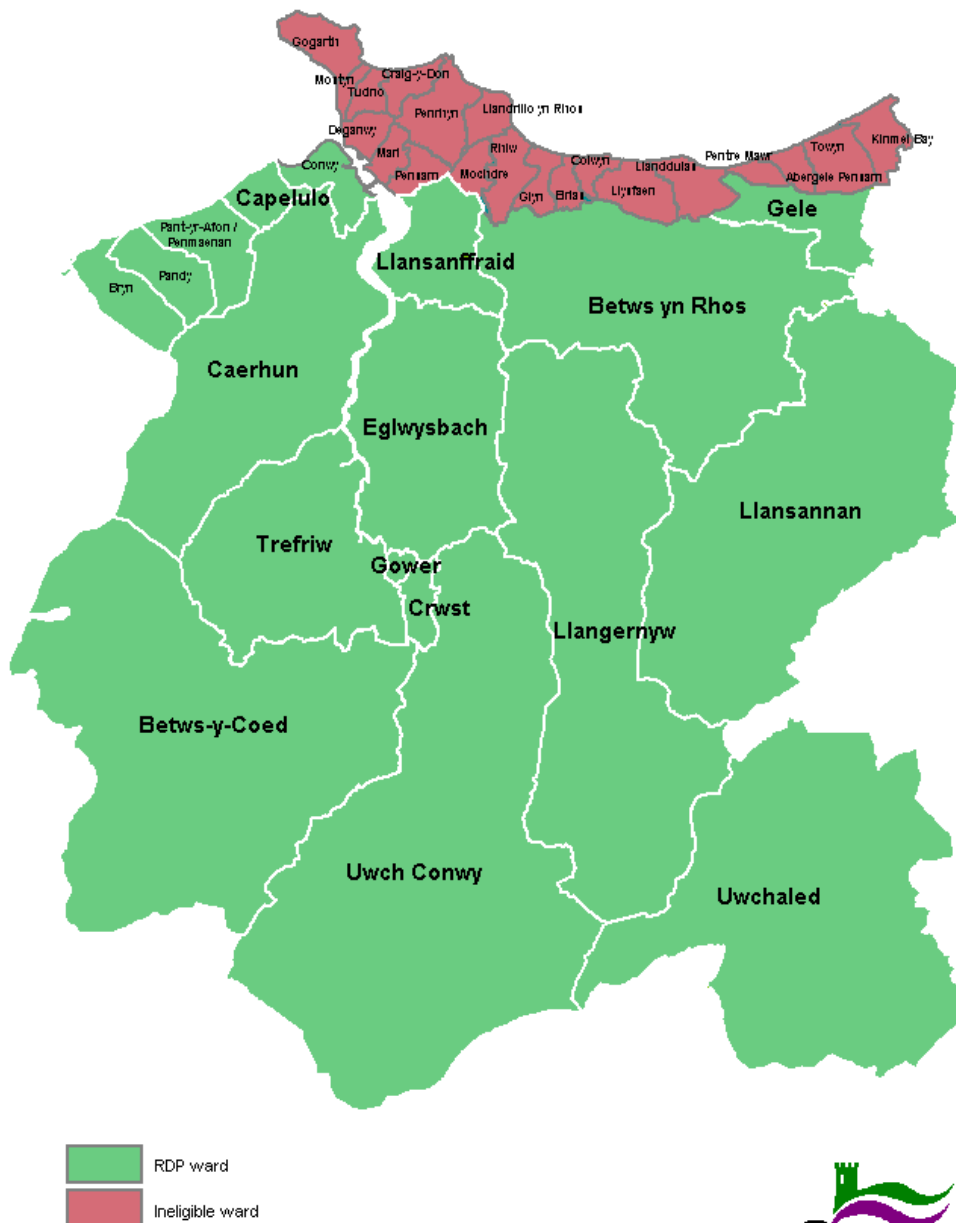
- Voluntary, community groups
- Community Councils / Town Councils
- Social enterprises provided they operate on a not-for-profit basis (including credit unions)
- Co-operatives
- Social firms
- Community owned enterprises
- Companies limited by guarantee
- Community interest companies and development trusts)
- Charities
- Third sector organisations.

All applicants must have a constitution and bank account as a minimum.

### Eligible Area

Applicants must have an operating address based within an eligible electoral ward in the rural Conwy. These eligible areas have been set by the Welsh Government. Please see the map below and use our post code checker (half way down the page. Postcode format LL260DF).

## Conwy Rural Development Plan area wards



## **What grant support is available?**

Applicants can apply for up to 80% grant, up to a maximum of £8,000.

This would be £8,000 grant funds and £2,000 applicant match funding.

The minimum project value is £1,000.

The applicant will need to show how this 20% match funding is being financed. This can include up to 10% in-kind (volunteer hours) match funding (timesheets must be completed to evidence this).

The match funding contribution for the project cannot contain any other EU funding.

It should also be noted that the minimum individual item cost is set at £100

Items or works must have a total value of £9,999.99 or less.

If applicant is VAT registered all costs must be NET.

Non VAT registered applicants must use Gross costs.

### **Projects must meet one or more of the objectives below**

- Support for community social activities (one off events are not eligible)
- Digital Inclusion
- Improve the area's natural environment for community benefit
- Improve the quality of the area's built environment
- Energy efficiency/carbon reduction projects in community buildings

### ***Eligible costs include but not limited to:***

- Equipment including tools and IT hardware
- Carbon reduction projects i.e. solar panels/low energy lighting
- Building improvement work (not maintenance)
- infrastructure items

### ***Ineligible costs:***

- Retrospective funding i.e. for costs that have already been incurred
- Maintenance and running costs
- Staffing costs
- alcohol
- contingency costs, loans, endowments or interest
- political or religious activities
- profit-making/fundraising activities
- VAT you can reclaim
- statutory obligations

- *individual item cost of less than £100*
- Grants to commercial businesses (Please see separate business fund)

## **Application Process**

### **Full Application**

1. It is important to ensure that your application form is fully completed and that all supporting documentation is included at the time of submitting.

This includes:

- Constitution
- 3 months bank Statement
- Audited Accounts \*
- Original estimates / quotes for project (1 quote for items costing less than £5,000, 3 quotes for anything over £5,000)
- Confirmation of match funding
- Confirmation of ownership or owner's permission to undertake project
- Confirmation of \*\*Planning Permission and / or Building Regulations (if applicable) including 'Change of Use'.

*\* If the applicant has not been operating long enough for accounts to be available a minimum of 3 months bank statements will be required*

*\*\* Offer of funding is conditional on the receipt of the relevant approvals /permission.*

Decisions on applications will be made based on the information provided in the application form, associated evidence and information checks.

Please note that the approval process does not commence until such time as all the documentation required is received.

*Do not to undertake any expenditure on the project until written confirmation of grant approval has been received.*

2. *Where asked to do so please provide as much information as possible to explain the project and its benefits and impact*
3. Please read carefully all the information and guidance provided and in particular note and understand all aspects of the application form and guidelines relating to the awarding of the Community Grant.

### **Customer Reference Number (CRN)**

The applicant will be required to hold a Welsh Government Customer Reference Number (CRN) before proceeding. All organisations that receive payments from the Welsh Government need to have one. If you do not already have one, you can generate one by creating a sign in on Rural Payments Wales (RPW) Online:

<https://gov.wales/login-rural-payments-wales-rpw-online>

- a) Green Tab 'sign in' to RPW Online
- b) Then 'Create sign in details'
- c) All questions need to be answered, e.g. why do you need CRN? – 'Rural Development Programme LEADER funds recipient'
- d) A CRN will be provisionally generated at this point. Keep a record of this number for your organisation
- e) But a BACS form will also need to be printed, signed and posted to the Welsh Government Caernarfon Office. (Rural Payments Wales PO Box 251. Caernarfon LL55 9DA )Please ensure that this step is completed even though you are claiming via Conwy Cynhalio. Failure to complete this stage will result in a delay to your grant payment
- f) You should receive a letter to confirm the CRN has been activated. If you have not received this, you will need to follow this up by contacting the Welsh Government Caernarfon Office
- g) Applicants can contact RPW Contact Centre on 0300 062 5004 if they have problems
- h) Welsh Government notify you of any queries regarding your CRN application via your Rural Payments Wales (RPW) online account. Please check messages and address queries you receive from Welsh Government promptly to avoid delays in receiving your grant payment

<https://gov.wales/sites/default/files/publications/2020-01/rpw-online-how-to-register.pdf>

### **Processing Your Application**

On receipt of your full application project officers will:-

- Check that all the details provided are in order and if not inform you of what further information is required.
- Project Officer completes recommendation report

### **Advising of the decision**

- Grants panels meet at regular intervals throughout the year.
- You will be informed of the decision by email.
- If successful, you will be advised of the amount of funding offered and any specific conditions relating to the award.
- Attached to the letter will be the '*Terms & Conditions*' contract that you must adhere to.
- This has to be *signed and returned within 14 days* as acceptance of the funding offer.

### **Claim Process:**

All claims shall be forwarded to [conwylocalactiongroup@conwy.gov.uk](mailto:conwylocalactiongroup@conwy.gov.uk).

Please include all of the following:

1. Paid Invoices for all purchases (Invoices must be addressed to group)
2. Bank Statement showing payment of all purchases.

Once all information has been received:

- Conwy Cynhaliol will send the applicant an electronic Claim Form (via e-mail).
- Applicant to sign and return form to Conwy Cynhaliol electronically
- Funding will be released to applicant Bank Account by means of BACS payment.

All projects must be completed and claimed by 30<sup>th</sup> of November 2022.

### **State Aid Declaration**

Industrial De-Minimis Aid Rules

All grants are classed as Industrial de minimis Aid, in compliance with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

The applicant must detail in their application form all public funding received in the last 3 fiscal years.

