



Funded by
UK Government

POWERED BY
**LEVELLING
UP**


CONWY
CYNGOR BWRDEISTREF SIROL
COUNTY BOROUGH COUNCIL

Community Led Local Development Grant Guidelines

These notes should be read in full before completing the Application Form.
Please contact the team to discuss the project idea and eligibility for the fund prior to completing the form.

Please refer back to these Guidelines when completing the application form for submission.

For further help please contact:

local.development@conwy.gov.uk

Ela Owen: 01492 576 674

Angharad Fenner: 01492 577 824

1. Introduction

- 1.1 Conwy County Borough Council (CCBC) has been successful in funding a Community Led Local Development (CLLD) project through the UK Government Shared Prosperity Fund (SPF).
- 1.2 The CLLD project gives groups the opportunity to apply for revenue funding for projects and feasibility studies, which will benefit them and their communities.

2. Who can apply?

- 2.1 The following types of organisations may apply for funds provided their projects are in the eligible area:
 - 2.1.1 Voluntary/community groups
 - 2.1.2 Community Councils/Town Councils
 - 2.1.3 Social enterprises provided they operate on a not-for-profit basis (including credit unions)
 - 2.1.4 Co-operatives
 - 2.1.5 Social firms
 - 2.1.6 Community owned enterprises
 - 2.1.7 Community interest companies and development trusts
 - 2.1.8 Charities
 - 2.1.9 Private businesses
- 2.2 All applicants must have a constitution and bank account as a minimum.
(*constitution – other than private businesses)

3. Eligible Area

- 3.1 The project must be delivered within the county of Conwy

4. What grant support is available?

- 4.1 Applicants can apply for a maximum of up to £10,000.00 revenue funding from this project
- 4.2 This could be used as a contribution towards a larger project.
- 4.3 The minimum project value is £1,000.00
- 4.4 Match funding is recommended. If the applicant demonstrates match funding they will need to show how this will be financed
- 4.5 The minimum individual item cost is set at £100.00
- 4.6 If applicant is VAT registered all costs must be NET
- 4.7 Non-VAT registered applicants must use gross costs

5. Eligible Costs

- 5.1 Examples of revenue costs include:
 - 5.1.1 Staff costs (including salary, NI and pension)
 - 5.1.2 Costs of project related travel and subsistence
 - 5.1.3 Costs of materials / small items / non-permanent assets
 - 5.1.4 Marketing and publicity costs
 - 5.1.5 Training participant costs e.g. travel expenses, childcare

6. Ineligible costs

- 6.1 The following are examples of ineligible costs for the project:
 - 6.1.1 Capital costs (Capital expenditure refers to funding used to acquire, build or upgrade physical assets)
 - 6.1.2 Retrospective funding i.e. for costs that have already been incurred
 - 6.1.3 Maintenance and running costs
 - 6.1.4 Core staffing costs
 - 6.1.5 Alcohol
 - 6.1.6 Contingency costs, loans, endowments or interest
 - 6.1.7 Political or religious activities
 - 6.1.8 Profit-making/fundraising activities
 - 6.1.9 VAT you can reclaim
 - 6.1.10 Statutory obligations
 - 6.1.11 Individual item cost of less than £100

7. Projects must meet one or more of the objectives below

- 7.1 The project will support and build capacity across Conwy communities. The areas of activity the project will concentrate on, in order to achieve the above are:
 - enable other bodies to provide non-statutory services
 - combat the cost of living
 - climate change crises
 - digital access (both physical and through community skills)
 - access to transport

8. Application Process

- 8.1 Please contact the team to discuss the project idea and eligibility for the fund prior to completing the form
- 8.2 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 (if appropriate)
 - 3 months bank Statement
 - Audited Accounts *
 - Original estimates / quotes for project (2 quotes for items costing less than £10,000, 3 quotes for anything of £10,000 and over)
 - 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

- 8.3 Decisions on applications will be made based on the information provided in the application form, associated evidence and information checks
- 8.4 Please note that the approval process does not commence until such time as all the documentation required is received
- 8.5 Do not to undertake any expenditure on the project until written confirmation of grant approval has been received
- 8.6 Where asked to do so please provide as much information as possible to explain the project and its benefits and impact
- 8.7 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 Led Local Development Grant

9. Processing Your Application

- 9.1 On receipt of your full application project officers will:-
- 9.1.1 Check that all the details provided are in order and if not inform you of what further information is required
- 9.1.2 Complete recommendation report

10. Advising of the decision

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

11. Claim Process

11.1 All claims shall be forwarded to local.development@conwy.gov.uk

11.2 Please include all of the following:

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

11.3 Once all information has been received:

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

11.4 All projects must be completed and claimed by 30th of November 2024.

12. Subsidy Control

12.1 The grants will be awarded under Minimal Financial Assistance (MFA)

12.2 Minimal financial assistance (MFA) allows public authorities to award low-value subsidies (up to £315,000)

12.3 Additional MFA cannot be given to a beneficiary that has already reached their MFA threshold

12.4 As part of the application process you will be required to:

12.4.1 Declare your understanding the funding is offered as a subsidy under MFA

12.4.2 Declare the MFA threshold specified in section 36(1) of the Act will not be exceeded by the enterprise receiving the proposed assistance

12.4.3 When making your declaration you should take into consideration all subsidy support (including grants) received through the following schemes during the previous 3 fiscal years

De Minimis, 'Special Drawing Rights' (SDR), UK de minimis, 'Small Amounts of Financial Assistance' (SAFA, the current name), 'Small Amounts of Funding Exemption' (SAFE) and 'Minimal Financial Assistance' (MFA)

Examples could include Non-Domestic Rates (NDR) linked grants Economic Resilience Fund, Start-up Grant, Freelancer Fund, and Local Authority Discretionary Fund, Conwy Business Support Grant



**Funded by
UK Government**

POWERED BY
**LEVELLING
UP**

