

# Document Pack



Mark James LLM, DPA, DCA  
Prif Weithredwr,  
*Chief Executive,*  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

**TUESDAY, 13 FEBRUARY 2018**

**TO: THE EXECUTIVE BOARD MEMBER FOR LEADER**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR THE LEADER** WHICH WILL BE HELD IN THE **REGENERATION MEETING ROOM, COUNTY HALL, CARMARTHEN, AT 10.00 AM, ON MONDAY, 19TH FEBRUARY, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

Democratic Officer:	<b>Martin S. Davies</b>
Telephone (direct line):	<b>01267 224059</b>
E-Mail:	<b>MSDavies@carmarthenshire.gov.uk</b>
Ref:	<b>AD016-001</b>

# AGENDA

1. DECLARATION OF PERSONAL INTERESTS.
2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON 20TH DECEMBER 2017. 3 - 4
3. CARMARTHENSHIRE BUSINESS START UP FUND & CARMARTHENSHIRE BUSINESS GROWTH FUND. 5 - 52
4. FOLLOWING CONSIDERATION OF ALL THE CIRCUMSTANCES OF THE CASE AND FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST THE EXECUTIVE BOARD MEMBER MAY CONSIDER THAT THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT, 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION)(VARIATION) (WALES) ORDER 2007.
5. CARMARTHENSHIRE RURAL ENTERPRISE FUND - LANES CARS WORKSHOPS LTD. 53 - 62

# EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR THE LEADER

## Agenda Item 2

WEDNESDAY, 20 December 2017

**PRESENT: Councillor:** E. Dole (Executive Board Member).

**The following officers were in attendance:**

R Furlong, Area Team Coordinator;  
J. Hancock, Social Enterprise Officer;  
W. Maskell, Economic Development Officer;  
M.S. Davies, Democratic Services Officer.

Leader's Office - County Hall - 10.00 am - 10.20 am

**1. DECLARATION OF PERSONAL INTERESTS**

There were no declarations of personal interest.

**2. DECISION RECORDS -17TH AND 27TH NOVEMBER 2017**

**RESOLVED** that the decision record of the meetings held on the 17<sup>th</sup> and 27<sup>th</sup> November 2017 be signed as correct records.

**3. FINANCIAL ASSISTANCE FROM THE WELSH CHURCH FUND**

**RESOLVED** that the following applications for assistance from the Welsh Church Fund be approved subject to the usual terms and conditions and those specified in the report:

<u>Applicant</u>	<u>Award</u>
Carmarthen & District Youth Opera	£3,000.00
Penygroes Community Centre	£3,000.00
Ferryside Social Enterprise Group	£3,000.00

**4. REPORTS NOT FOR PUBLICATION**

**RESOLVED** pursuant to The Local Government Act 1972 as, amended by The Local Government (Access to Information) (Variation) (Wales) Order 2007 that the following items were not for publication as the reports contained exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Act.

**5. CARMARTHENSHIRE RURAL ENTERPRISE FUND - CYWION BACH CYF**

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 4 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in this matter related to the fact that the report contained detailed information about the business and financial affairs and

**ambitions of the applicants. In this case, the public interest in transparency and accountability is outweighed by the public interest in maintaining confidentiality, as disclosure of this information would be likely to damage the applicants at this stage.**

The Executive Board Member considered an application from Cywion Bach Cyf for a grant towards the development of a former school at Idole into a nursery which would accommodate 7 full time jobs and 13 part time jobs as well as bringing 261m2 of floor space back into use.

**RESOLVED that the following application for a grant from the Carmarthenshire Rural Enterprise Fund be approved subject to the usual terms and conditions and those specified in the report:-**

<b><u>Applicant / Property</u></b>	<b><u>Award</u></b>
Cywion Bach Cyf /Ysgol y Fro, Idole	£128,000.00

\_\_\_\_\_  
**EXECUTIVE BOARD MEMBER**

\_\_\_\_\_  
**DATE**

**EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR THE LEADER**

21/2/18

<b>Executive Board Member:</b>	<b>Portfolio:</b>
Cllr. Emlyn Dole	Leader

**Carmarthenshire Business Start Up Fund & Carmarthenshire Business Growth Fund**

**Purpose: To provide financial support to new and existing businesses in Carmarthenshire to establish new enterprises and to create employment.**

**Recommendations / key decisions required:**

This is a request to approve the principle of a Carmarthenshire Business Start Up Fund and a Carmarthenshire Business Growth Fund.

It is proposed that a budget of £500,000 be allocated to the fund, which would be two separate third party grant schemes, i.e. 1 x start up fund and 1 x growth fund. It is recommended that £150,000 is allocated to the start-up fund and £350,000 allocated to the growth fund. The fund would include grant support towards both capital expenditure and specialist revenue expenditure projects, with flexibility on the allocation of spend subject to demand between both programmes.

The priority of the fund would be to support the creation of jobs and new businesses within the County.

The Carmarthenshire Business Start Up Fund will be awarded based on a maximum of 50% of eligible costs, in accordance to State Aid OR £5,000 per job created whichever is least. The maximum grant award per business would be £10,000.

The Carmarthenshire Business Growth Fund will be awarded based on a maximum of 50% of eligible costs, in accordance to State Aid OR £5,000 per job created, whichever is the lesser. The maximum grant award per business would be £10,000.

**Recommendation: To approve the allocation of £500,000 towards two new business support funds.**

**Reasons:**

The Fund, if approved, would support local Micro (0-9 employees) Small, (10- 49 employees) Medium (50-249 employees) and Large Businesses (250+ employees) to be created and/or to grow and prosper, resulting in the creation of jobs. The fund would also assist the Economic Development team in achieving the job outputs as detailed in the “Strategic Regeneration Plan for Carmarthenshire 2015 – 2030 - Transformations” strategy.

Based on the proposed financial requirement, the fund would help create a minimum of 15 enterprises and at least 100 jobs in the local economy during 2018/19 and beyond. The fund would also lever a minimum of £500,000 private sector investment as match funding.

Directorate: Chief Executives Name of Head of Service: Wendy Walters	Designation  Director of Regeneration & Policy	Tel No. 01267 224112 E Mail Address: <a href="mailto:wswalters@carmarthenshire.gov.uk">wswalters@carmarthenshire.gov.uk</a>
Report Author: Stuart Walters	Economic Development Manager	Tel No. 01269 590241 E Mail Address: <a href="mailto:swalters@carmarthenshire.gov.uk">swalters@carmarthenshire.gov.uk</a>

**Declaration of Personal Interest (if any):** None

**Dispensation Granted to Make Decision (if any):**N/A

**DECISION MADE:**

**Signed:**

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER LEADER**  
**19/2/2018**

**Carmarthenshire Business Start Up Fund &  
Carmarthenshire Business Growth Fund**

The aim of the Carmarthenshire Business Start Up Fund and Carmarthenshire Business Growth Fund will be to help create new enterprises throughout the county and to support local, existing businesses grow and prosper, both resulting in the creation of local jobs. The fund would also assist the Economic Development team to have a real impact on the local business economy and achieve outputs in accordance to the Authority's regeneration plans and Transformational Strategy.

The priority of the fund would be to support the creation of jobs and enterprises within the County.

The Carmarthenshire Business Start Up Fund will be awarded based on a maximum of 50% of eligible costs, in accordance to State Aid OR £5000 per job created whichever is least. The minimum grant will be £1000 and maximum grant award per business would be £10,000.

The Carmarthenshire Business Growth Fund will be awarded based on a maximum of 50% of eligible costs, in accordance to State Aid OR £5,000 per job created, whichever is the lesser. The minimum grant will be £1000 and the maximum grant award per business would be £10,000.

It is proposed that the fund should support local entrepreneurs and businesses with their start up and growth aspirations respectively, by providing a financial contribution towards capital expenditure projects such as the purchase of machinery, equipment, ITC, etc. and/or specialist revenue expenditure either to enable further capital investment projects and/or improve quality of product / service or a specific growth plan which may involve high revenue costs, such as Specialist / technical training (not necessarily accredited); relocation costs (if relocating to or within the County); commissioning of machinery/equipment; specialist software; specialist consultants, and quality assurance certification, etc.

Eligibility

- Start Up Fund – Groups or Individuals with a sound and viable business proposal to be located in the county.
- Growth Fund – Existing Micro, Small, Medium and Large Enterprises located in Carmarthenshire with a viable business growth project.

Application process

- Expression of interest form, application form, project plan and financial forecast submitted by applicant. Each application will be assessed and recommendations presented to Executive Board Member for consideration.

PI's delivered

The fund would help create a minimum of 15 new businesses and at least 100 jobs in the local economy during 2018/19 and beyond. The fund would also lever a minimum of £500,000 private sector investment as match funding.

Guidelines, expression of interest form and application form attached for information.

**DETAILED REPORT ATTACHED?**

**NO**



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doionline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## IMPLICATIONS

<p>I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :</p> <p>Signed: Wendy S Walters <span style="float: right;">Director Policy &amp; Regeneration</span></p>						
Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>
<p><b>Policy and Crime &amp; Disorder</b> - The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions the Well-being Objectives set by the Council.</p> <p>The Well-being Objective of <i>Creating more jobs and growth throughout the county</i> maximises our contribution to the seven Well-being Goals of the Act and demonstrate the five ways of working.</p> <p>The fund associated to this report directly meets Well-being objective 6 – Live Well: create more jobs and growth throughout the County.</p>						
<p><b>Legal-</b> There will be a need for support from legal services in forming the schemes grant offer conditions.</p>						
<p><b>Finance</b></p> <p>Budget of £500,000 (made of a mix of capital expenditure projects and specialist revenue expenditure).</p> <p>Funding to the value of £232k that was historically allocated to the business loan fund be reallocated to these new programmes and topped up with a further £268k from Economic Development Reserves.</p>						

## CONSULTATIONS

<p>I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below</p> <p>Signed: Wendy S Walters <span style="float: right;">Director of Regeneration and Policy</span></p>	
<p>1. Scrutiny Committee N/A</p> <p>2. Local Member(s) N/A</p> <p>3. Community / Town Council N/A</p> <p>4. Relevant Partners N/A</p> <p>5. Staff Side Representatives and other Organisations N/A</p>	
<p><b>Section 100D Local Government Act, 1972 – Access to Information</b></p> <p>List of Background Papers used in the preparation of this report:</p> <p><b>THERE ARE NONE</b></p>	



# CARMARTHENSHIRE BUSINESS FUNDS EXPRESSION OF INTEREST FORM

(THIS FORM IS FOR USE FOR THE CARMARTHENSHIRE START UP FUND AND BUSINESS GROWTH FUND)

## Applicants Details

Existing Business

Start Up Business  (trading less than 6 months)

Business Name			
Contact Name		Position in Business / Company	
Business Address			
Business Postcode		Tel No	
		Mobile	
E-mail:	Website:		
Business Sector <i>(Details on reverse)</i>			
Business Activity			
Number of Employees <i>(Existing/Proposed)</i>		Year Company established / Proposed start date	
Annual turnover / Projected Turnover			
Who are / will be your customers			
Who are / will be your competitors <i>(Please Specify)</i>			
What geographical area do / will you cover			

## Proposed Project

Please give an itemised summary (including costs) of the key capital items you will need to purchase or specialist revenue expenditure for your proposed project:

Item(s)	£

Proposed Project Start Date:

Approx Project Cost	£	<b>Grant requested</b> Start up (50% of eligible project costs or £2500 per job created which ever is lesser. Min £1000, max £10,000. Existing business – (50% of eligible project costs or £5000 per job created which ever is lesser. Min £1,000, max £10,000.	£
No of jobs to be created <i>(as a direct result of this project)</i>		<i>N.B - Start ups can include the jobs of the business owners if not already trading. If business is already trading, new jobs must be created</i>	

How will you be funding the remainder of the project costs:

Own Funds       Bank Loan/Overdraft       Other Borrowing

If you are receiving business advice from any agencies please provide details:  
 If you are invited to apply would you like advice and support with your application and supporting documents. Yes  No

How did you hear about this grant scheme?

**Project Details – please continue on a separate sheet if required**

What are the main salary ranges for proposed jobs:

£14,999 and below =

£15,000 to £19,999 =

£20,000 to £24,999 =

£25,000 to £34,999 =

£35,000 and above =

For EXISTING BUSINESSES please address the following questions:

- Does the proposed project introduce new products, services, markets or customers?
- How does the project contribute to business growth and/or efficiency gains?
- Does the project have the potential to stimulate further investment / growth?
- Does the project expect to increase turnover?

For BUSINESS START UPS please address the following questions:

- What market research has been carried out?
- What is the anticipated turnover?
- Are adequate funds in place to cover the initial project expenditure and match funding?
- Is there potential for growth, investment, job creation?
- What experience do key personnel have in the proposed business activity?

## Business Sectors

A wide range of business sectors are eligible including those shown below:

Please tick which Business sector applies to your business

	✓		✓
Advanced Materials & Manufacturing		Life Sciences	
Construction		Food & Drink	
Creative Industries		Tourism	
Energy & Environment		Retail	
Financial & Professional Services		Care	
Information Technology & Telecoms			

Other (please state):.....

**Please Note:**

If you are invited to proceed onto the next stage of the application process, it would be in your interest to return the completed application form with the supporting information (e.g. business plan/project plan template, financial management information, three year cash-flow forecasts and profit and loss) as soon as possible. **The fund is limited and each complete application will be assessed on a first come first served basis.**

**It should be noted that the Carmarthenshire Business Growth Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council. The Authority maintain the right to refuse any application**

**PLEASE RETURN TO:**

Economic Development Team  
 Carmarthenshire County Council  
 The Business Resource Centre  
 Parc Amanwy  
 Ammanford  
 Carmarthenshire  
 SA18 3EP

**Email:** TBC – proposed [businessfund@carmarthenshire.gov.uk](mailto:businessfund@carmarthenshire.gov.uk)  
**Tel No:** TBC  
**Fax:** TBC

**Date Completed:**

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# CARMARTHENSHIRE BUSINESS GROWTH FUND

## APPLICATION FORM



PLEASE ANSWER ALL QUESTIONS, AND TICK APPROPRIATE BOXES WHERE NECESSARY.  
INCOMPLETE FORMS CANNOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT

SECTION 1 – APPLICANT DETAILS		
Business/Company Name:		
Name & Address of Applicant	Name & Address of Business/Property to which application refers (if different)	
Postcode:	Postcode:	
Telephone No:	Telephone No:	
Fax No:	Fax No:	
Email:	Email:	
	Website:	
Will this be your only operating address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'no' please state any other business addresses:		
<i>If you will be operating your business from home you need to check if you require planning permission and if you need to register for business rates, please check with the Planning Department and the National Non Domestic Rates (NDR) department within your local council.</i>		
SECTION 2 – BUSINESS STRUCTURE		
What is the status of your business?		
Sole Trader <input type="checkbox"/>	Limited Company <input type="checkbox"/>	Social Enterprise <input type="checkbox"/>
Partnership <input type="checkbox"/>	Co-operative <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
Is the company part of a larger group? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If 'yes', please give details, including employee numbers, turnover:-		
Company registration no:-	Are you VAT registered? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please fill in VAT registration no:-		
What is the main activity of your business?		
Please indicate when the business was established: / /		

## SECTION 3 – PROJECT DETAILS

Please give a description of your project and what you intend to purchase?

What is the Proposed Start Date for your project?

What is the total project cost?

What is the total value of eligible capital and/or revenue expenditure within the project? £

*VAT ELEMENT WILL ONLY BE CONSIDERED FOR GRANT SUPPORT IN NON VAT REGISTERED COMPANIES*

**How much grant are you applying for?**

The grant is based on up to 50% of eligible capital and / or specialist revenue expenditure within an approved project or £5000 per job created, whichever is least with a maximum award of £10,000. The minimum grant will be £1,000

£

**Have you had assistance with this grant application, business plan or template from a business advisor**

If yes, who?

### Quote Checklist

Quotes up to £4,999 net – 1 quote

Value between £5,000 net - £24,999 net – 3 quotes

Value between £25,000 net - £74,999 net – 3 quotes

Value between £75,000 net and £173,934 net – minimum of 4 tenders sought with minimum of 2 returned (Goods & Services)

Value between £75,000 net and £4,348,350 net – minimum of 4 tenders sought with a minimum of 3 returned (Works)

**Note:** The grant will be assessed on the lowest quote for eligible expenditure only

**Please refer to the Procurement section of the Guidance Notes before completing the following**

**Item 1 of eligible expenditure (give details) –**

	Quote1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						



**Item 2 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 3 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 4 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 5 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

*(Use extra sheets if necessary)*

**Please provide details of preferred supplier for each item (You may chose your preferred supplier, however, the grant awarded will be based on the lowest quote)**

*Please refer to guidance note 11.*

Item	Supplier	Net £	VAT £	Gross £
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			

***NB. If you are purchasing second hand equipment, please refer to the Guidance Notes (no.7), Items purchased through lease purchase, hire purchase, extended credit will not be considered for grant funding.***

***Cash purchases will not be considered for grant payment..***

***Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill associated to the item(s) in the grant application has been paid in full prior to grant claim.***

**Please give details of the sources of finance below:**

Specify source	e.g. savings, business account etc	Amount	Status - secured / applied for / to be applied for
Own			
Bank Loan			
Bank Overdraft			
Other Borrowings			
Other Grants			

## SECTION 4 – EMPLOYMENT DETAILS

Whilst the main priority of the fund will be to support the creation of jobs within the County, consideration will be made to applications based on jobs safeguarded in exceptional circumstances, i.e. if the project is of key economic importance.

Please indicate the number of jobs that will be created or safeguarded **as a result of this grant application** being successful and the project proceeding. Projects creating direct employment will be expected to fulfil the levels indicated on the application forms. Failure to comply may result in the reclaim of the grant – applicants are therefore reminded to keep estimates to realistic levels.

	Immediately	Within 6months	6 – 12 months
Full-Time			
Part-Time			

Full Time = 30 hours or more      Part Time = less than 30 hours

**What are the job titles, salaries and proposed start dates of the jobs to be created?**

Job Titles	Salaries	Total Hours (Per Week)	Proposed Start Date

## SECTION 5 – TURNOVER

Annual Turnover:  
(as per last accounts)

£

Estimate of increased turnover per annum as a result of this grant:

£

## SECTION 6 – BUSINESS BANK DETAILS *(required for grant payment)*

Account Name:

Name and Address of Bank:

Bank Sort Code:      -      -

Bank Account Number:

**SECTION 7 – ADDITIONAL DETAILS**

**ENVIRONMENTAL SUSTAINABILITY**

Does your company have an Environmental Policy? **Yes**  **No**

**EQUAL OPPORTUNITIES**

Does your company have an Equal Opportunities Policy and Strategy including monitoring systems? **Yes**  **No**

**WELSH LANGUAGE & CULTURE**

Does your company have a Welsh Language Policy? **Yes**  **No**   
*Please note – you will be need to submit this policy with your application – Support is available for you to produce the policy.*

**EUROPEAN UNION/PUBLIC FUNDING**

Have you received any financial assistance from the EU or public body within the last three years? E.g. Objective 1, Welsh Assembly Government, other grants or funding? **Yes**  **No**

*If 'yes' please provide full details*

.....  
.....  
.....

**CARMARTHENSHIRE COUNTY COUNCIL FUNDING (IF APPLICABLE)**

Please list any grant funding you may have already received or are currently applying for from Carmarthenshire County Council, stating the name of the scheme or programme.

.....  
.....  
.....  
.....  
.....

## SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	<b>Completed Application Form</b>
	<b>Completed Project Plan</b> <i>(Template will be provided by Carmarthenshire County Council)</i>
	<b>2 years historical accounts (management accounts if available)</b>
	<b>3 years financial forecasts (cashflow and P&amp;L)</b>
	<b>Written Quotes (refer to guidance and terms and conditions documents)</b>
	<b>Welsh Language Policy</b>

THE PROPRIETOR, PARTNER, DIRECTOR OR A LEGAL REPRESENTATIVE  
FROM THE BUSINESS OR CO-OPERATIVE MUST COMPLETE THIS SECTION

SECTION 9 – PERSONAL DETAILS					
Full Name:					
Date of Birth:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Home Address:					
				Postcode:	
Telephone No:	Daytime:	Evening:			

<ul style="list-style-type: none"> <li>▪ <i>I/we authorise the Council to make any enquiries necessary to verify any information needed to determine my application. The information provided in this application may also be shared with colleagues in other departments and business support organisations in order to assess the application.</i></li> <li>▪ I/we declare that all the information given on the form is correct, to the best of my knowledge, and that the giving of a false declaration may result in action by the Council against the signatory for recovery of the grant plus costs, charges and expenses relating thereto.</li> <li>▪ I/we also confirm that I have full power and authority to act on behalf of the business/organisation that is making this application.</li> </ul>			
<b>Signed</b>		<b>Print Name</b>	
<b>Position in Company / Job Title</b>		<b>Date</b>	

*Any information provided will be treated in the strictest confidence but may be stored on computer and is therefore subject to the provisions of the Data Protection Act 1998*

**Please return this completed application form together with the relevant supporting information to:-**

**Post:** Economic Development Team, Carmarthenshire County Council,  
The Business Resource Centre, Parc Amanwy, Ammanford SA18 3EP

**Email:** [businessfund@carmarthenshire.gov.uk](mailto:businessfund@carmarthenshire.gov.uk)

# CARMARTHENSHIRE BUSINESS GROWTH FUND

## GUIDANCE AND TERMS & CONDITIONS



# **Carmarthenshire Business Growth Fund**

## **Guidance for applicants**

### **Introduction**

As part of their ongoing commitment to supporting economic development and businesses Carmarthenshire County council are delivering Carmarthenshire Business Growth Fund.

The aim of the fund is to support local businesses and Inward investors to grow and prosper, resulting directly in the creation of jobs throughout the County, thus improving the local economy.

The Fund will be a third party grant scheme, which will include support towards capital expenditure projects and specialist revenue expenditure.

### **The Offer**

- Grants available between £1000 and £10,000.
- Each grant award will be based on a maximum of £5000 per job created **OR** 50% of eligible costs whichever is the lesser.
- The minimum grant award is £1000 and maximum grant award per business is £10,000 (based on at least 2 jobs being created)
- The fund will support eligible businesses with their growth aspirations by providing a financial contribution towards capital expenditure projects and/or specialist revenue expenditure which will either enable further capital investment projects, improve quality of product / service or a specific growth plan which may involve high revenue costs.



## Eligibility

The Carmarthenshire Business Growth Fund is funded and delivered by Carmarthenshire County Council and as such is only available for application to new or existing businesses within the eligible sectors that are located in or planning to locate within Carmarthenshire.

Support is aimed primarily at existing businesses to be operating in or servicing the following growth and foundation sectors:

- Advanced Materials and Manufacturing;
- Construction;
- Creative Industries;
- Energy and Environment;
- Finance and Professional Services;
- Information Technology and Telecoms;
- Life Sciences;
- Food & Drink;
- Tourism
- Retail
- Care

Applications will however be considered on a case by case basis subject to their potential contribution and value to the local economy, e.g. creation of jobs in town centres, rural areas, link to key strategic projects, such Yr Egin and Llanelli Wellness Village.

The **following sectors however are ineligible for support**: - primary agriculture production, forestry, aquaculture, fishing and statutory services, e.g. health and education.

The Fund is available for businesses of all sizes which aim to implement their growth plans and must result in the creation of jobs. Applicants therefore must demonstrate their growth plans (and provide evidence where applicable) within the application process.

The proposed jobs must be created within 12 months of the final payment of grant. Monitoring of the jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

The grant will apply to capital and/or revenue expenditure within an approved project and can include:

Capital expenditure:

- Purchase of new or second hand equipment (machinery, specialist equipment, etc)
- IT and Telecom hardware if linked directly to the delivery of the project
- Premises improvement / minor works to modify and improve premises to increase capacity, improve efficiency, incorporate new processes. \*\* For property related grants, applicants must demonstrate that they own the premises or have the relevant consents from the landlord to undertake the works. If the premises is leased, applicants must have at least 5 years remaining of their lease period.

Specialist revenue expenditure:

- Specialist / technical training (not necessarily accredited)
- Commissioning / Installation of Machinery
- Specialist software
- Specialist Consultants (assessed on a case by case basis)
- Quality Assurance Certification (assessed on a case by case basis)
- Website development and e-commerce development

\*\* All websites associated to the grant must be produced bilingually.

Ineligible expenditure includes: -

- General revenue expenditure such as, staff costs or any other taxes, hire purchase/lease purchases,
- Repair, maintenance and decoration costs,
- General fixtures and fittings, furniture and general office equipment etc.
- Contingency fees and costs which were committed or spent before the offer and acceptance of the grant.
- Working capital costs such as rent, rates, administration, vehicles.
- Certificates and licences.
- Costs of work being carried out as a legal statutory requirement, inc. planning permission.
- Feasibility studies
- If the business is VAT registered, then VAT will be ineligible. VAT will be payable in cases of non VAT registered companies.
- No expenditure should be incurred before grant approval as the grants cannot be awarded retrospectively.
- Cash purchases will not be considered for grant payment.
- Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
- Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill has been paid in full prior to grant claim.

The purchase costs of second-hand equipment are eligible for grant under the following conditions:-

- The seller of the equipment shall provide a declaration stating its origin, and confirm that at no point during the previous seven years has it been purchased with the aid of national or European grants;
- The price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment, and
- The equipment shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g. Health and Safety

## **Application and Assessment**

Each applicant must complete and return the following:

- Application Form,
- Completed project plan (template provided by Carmarthenshire County Council)
- At least 2 years historical accounts and recent management accounts, if available.
- 3 years projected forecasts (cash flow and/or profit and loss)
- Welsh Language Policy

Applicants should return the completed application form and supporting documents to:

**Post:**

Economic Development Team  
Carmarthenshire County Council  
The Business Resource Centre  
Parc Amanwy  
Ammanford  
SA18 3EP

**Email:** [businessfund@carmarthenshire.gov.uk](mailto:businessfund@carmarthenshire.gov.uk)

It should be noted that the Carmarthenshire Business Growth Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council. Each application will be assessed by a panel made up of officers from the Authority prior to final approval by Executive Board Member for Regeneration.

## **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. The procedures that we would expect applicants to adhere to are as follows:

## Third Party Procurement Rules

Requirement	Value (excluding VAT)	Procurement Process
All	up to £5,000	<p>A minimum of <b>1 written Quotation</b> <u>must</u> be obtained and retained.</p> <p>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.</p>
All	£5,000 and £25,000	<p>A minimum of <b>3 written Quotations</b> <u>must</u> be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.</p> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
All	£25,000 and £75,000	<p>A minimum of <b>3 written Quotations</b> <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> <li>• the same specification,</li> <li>• the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.</li> <li>• the same closing date.</li> </ul> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
Goods and Services	£75,000 and £173,934	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 2 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <p>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.</p> <p>** In the event that only one tender is received, you <b>must</b> 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 to advertise via Sell2Wales.</p>
Works	£75,000 and £4,348,350	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 3 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <p>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.</p> <p>** In the event that only one tender is received, you <b>must</b> 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 to advertise via Sell2Wales.</p>

<b>Goods and Services</b>	<b>Above £173,934</b>	If a contract for Goods or Services is likely to <b>exceed £173,934</b> the <b>applicant must inform the project manager</b> to determine whether the contract will be subject to EU Public Procurement Directives.
<b>Works</b>	<b>Above £4,348,350</b>	If a contract for Works is likely to <b>exceed £4,348,350</b> the <b>applicant must inform the project manager</b> to determine whether the contract will be subject to EU Public Procurement Directives.

\* It is possible for you to advertise on the National Procurement website, [www.Sell2Wales.co.uk](http://www.Sell2Wales.co.uk) if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

**N.B.**

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform Carmarthenshire County Council.**
- **If you have any queries as to how these procedures should be applied, you should contact Carmarthenshire County Council for clarification and further guidance.**

**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 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.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

## Procurement Terminology

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- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.
- **Evaluation:** a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
- **Evaluation Criteria:** A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is 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 specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **Sell2Wales:** is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please email [support@buy4wales.co.uk](mailto:support@buy4wales.co.uk) 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.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to 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 landscaping, construction, building works etc

## Do's and Don'ts of Tendering

### Do's

- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

### Don'ts

- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.
- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

## State Aid

The Carmarthenshire Business Growth fund is operated under De Minimis regulation of State Aid that allows small amounts of aid i.e. less than €200,000 over 3 consecutive fiscal years, to a single undertaking for a wide range of purposes.

For further details read <http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

## Post Completion - Terms & Conditions

It should be noted that the Carmarthenshire Business Growth Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council Executive Board Member.

The grant will be recovered should the business cease to trade, relocate or the property sold on within 5 years of award.

Should the application be successful, the grant money is paid direct into the bank account of the applicant business on receipt of **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure. It is strongly recommended that goods purchased in relation to the grant are purchased using the business bank account.

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 within **4 months** of the date of approval letter.

The job(s) associated to the projects must be achieved within 12 months of the final payment of grant. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

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 Approval Letter must be requested and agreed**

Cash purchases will not be considered for grant payment.

Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.

Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill associated to the item(s) in the grant application has been paid in full prior to grant claim.

Grant may not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

## SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	<b>Completed Application Form</b>
	<b>Completed Project Plan</b> ( <i>Template will be provided by Carmarthenshire County Council</i> )
	<b>2 years historical accounts (management accounts if available)</b>
	<b>3 years financial forecasts (cashflow and P&amp;L)</b>
	<b>Written Quotes (refer to guidance and terms and conditions documents)</b>
	<b>Welsh Language Policy</b>



# CARMARTHENSHIRE BUSINESS START UP FUND

## APPLICATION FORM



PLEASE ANSWER ALL QUESTIONS, AND TICK APPROPRIATE BOXES WHERE NECESSARY.  
INCOMPLETE FORMS CANNOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT

<b>SECTION 1 – APPLICANT DETAILS</b>	
Individual Name:	
Proposed Business Name:	
Name & Address of Applicant	Name & Address of Business/Property to which application refers (if different)
Postcode:	Postcode:
Telephone No:	Telephone No:
Fax No:	Fax No:
Email:	Email:
	Website:
Will this be your only operating address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'no' please state any other business addresses:	
If you will be operating your business from home you need to check if you require planning permission and if you need to register for business rates, please check with the Planning Department and the National Non Domestic Rates (NDR) department within your Carmarthenshire County Council.	
<b>SECTION 2 – BUSINESS STRUCTURE</b>	
What will the status be of your proposed business?	
Sole Trader <input type="checkbox"/>	Limited Company <input type="checkbox"/>
Partnership <input type="checkbox"/>	Co-operative <input type="checkbox"/>
	Social Enterprise <input type="checkbox"/>
	Other (please specify) <input type="checkbox"/>
Will your business be a part of a larger group / company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes', please give details, including employee numbers, turnover:-	
If you will be a Ltd Co and have already registered the company, please provide Company registration no:-	Will you be VAT registered at start of trading? Yes <input type="checkbox"/> No <input type="checkbox"/> If already registered, please fill in VAT registration no:-
What is the main activity of your proposed business?	

## SECTION 3 – PROJECT DETAILS

Please give a description of your project and what you intend to purchase?

**What is the Start Date / Proposed Start Date for your business?**

*Evidence will be required to prove the start date, i.e. HMRC registration, Bank Statement, First Invoice.*

**What is the total project cost?**

**What is the total value of eligible capital and/or revenue expenditure within the project?**

£

*VAT ELEMENT WILL ONLY BE CONSIDERED FOR GRANT SUPPORT  
IN NON VAT REGISTERED COMPANIES*

**How much grant are you applying for?**

The grant is based on up to 50% of eligible capital and / or specialist revenue expenditure within an approved project or £5000 per job created, whichever is least with a maximum award of £10,000. The minimum grant will be £1,000

£

**Have you had assistance with this grant application, business plan or template from a business advisor**

If yes, who?

## Quote Checklist

Quotes up to £4,999 net – 1 quote

Value between £5,000 net - £24,999 net – 3 quotes

Value between £25,000 net - £74,999 net – 3 quotes

Value between £75,000 net and £173,934 net – minimum of 4 tenders sought with minimum of 2 returned (Goods & Services)

Value between £75,000 net and £4,348,350 net – minimum of 4 tenders sought with a minimum of 3 returned (Works)

**Note:** The grant will be assessed on the lowest quote for eligible expenditure only

**Please refer to Procurement section of the Guidance Notes before completing the following**

### Item 1 of eligible expenditure (give details) –

	Quote1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 2 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 3 of eligible expenditure (give details) –**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 4 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

**Item 5 of eligible expenditure (give details) -**

	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5	Quote 6
Supplier Name:						
Net Amount:						
VAT:						
Gross Amount:						

*(Use extra sheets if necessary)*

**Please provide details of preferred supplier for each item (You may chose your preferred supplier, however, the grant awarded will be based on the lowest quote)**  
*Please refer to guidance document*

Item	Supplier	Net £	VAT £	Gross £
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			
Item:	Supplier:  Reason:			

***NB. If you are purchasing second hand equipment, please refer to the Guidance Document. Items purchased through lease purchase, hire purchase, extended credit will not be considered for grant funding.***

***Cash purchases will not be considered for grant payment.***

***Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill associated to the item(s) in the grant application has been paid in full prior to grant claim.***

**Please give details of the sources of finance below:**

Specify source	e.g. savings, business account etc	Amount	Status - secured / applied for / to be applied for
Own			
Bank Loan			
Bank Overdraft			
Other Borrowings			
Other Grants			

## SECTION 4 – EMPLOYMENT DETAILS

The main priority of the fund will be to support the creation of new enterprises and the associated jobs within the County,  
 Please indicate the number of jobs that will be created **as a result of this grant application** being successful and the project proceeding. Projects creating direct employment will be expected to fulfil the levels indicated on the application forms. Failure to comply may result in the reclaim of the grant – applicants are therefore reminded to keep estimates to realistic levels.

**Number of jobs to be created as a result of the grant:**

**Immediately**
**Within first 6 months**
**Within 6 – 12 months**

Full-Time			
Part-Time			

Full Time = 30 hours or more      Part Time = less than 30 hours

**What are the job titles, salaries and proposed start dates of the jobs to be created?**

Job Titles	Salaries	Total Hours (Per Week)	Proposed Start Date

## SECTION 5 – TURNOVER

Proposed Annual Turnover:  
 (as per financial forecast)

£

## SECTION 6 – BUSINESS BANK DETAILS *(required for grant payment)*

**Account Name:**  
**Name and Address of Bank:**

**Bank Sort Code:**      -   -      **Bank Account Number:**



**SECTION 7 – ADDITIONAL DETAILS**

**ENVIRONMENTAL SUSTAINABILITY**

Does your proposed business have an Environmental Policy? **Yes**  **No**

**EQUAL OPPORTUNITIES**

Does your proposed business have an Equal Opportunities Policy and Strategy including monitoring systems? **Yes**  **No**

**WELSH LANGUAGE & CULTURE**

Does your proposed business have a Welsh Language Policy? **Yes**  **No**   
*Please note – you will be need to submit this policy with your application – Support is available for you to produce the policy.*

**EUROPEAN UNION/PUBLIC FUNDING**

Have you received any financial assistance from the EU or public body within the last three years? E.g. Objective 1, Welsh Assembly Government, other grants or funding? **Yes**  **No**

*If 'yes' please provide full details*

.....  
.....  
.....

**CARMARTHENSHIRE COUNTY COUNCIL FUNDING (IF APPLICABLE)**

Please list any grant funding you may have already received or are currently applying for from Carmarthenshire County Council, stating the name of the scheme or programme.

.....  
.....  
.....  
.....  
.....

# SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	<b>Completed Application Form</b>
	<b>Business Plan</b>
	<b>3 years financial forecasts (cashflow and P&amp;L)</b>
	<b>Evidence of trading commencement date, e.g. HMRC registration, bank statements, first invoice, etc.</b>
	<b>Written Quotes (refer to guidance and terms and conditions documents)</b>
	<b>Welsh Language Policy</b>

THE PROPRIETOR, PARTNER, DIRECTOR OR A LEGAL REPRESENTATIVE FROM THE BUSINESS OR CO-OPERATIVE MUST COMPLETE THIS SECTION

SECTION 9 – PERSONAL DETAILS					
Full Name:					
Date of Birth:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Home Address:					
			Postcode:		
Telephone No:	Daytime:	Evening:			

<ul style="list-style-type: none"> <li>I/we authorise the Council to make any enquiries necessary to verify any information needed to determine my application. The information provided in this application may also be shared with colleagues in other departments and business support organisations in order to assess the application.</li> <li>I/we declare that all the information given on the form is correct, to the best of my knowledge, and that the giving of a false declaration may result in action by the Council against the signatory for recovery of the grant plus costs, charges and expenses relating thereto.</li> <li>I/we also confirm that I have full power and authority to act on behalf of the business/organisation that is making this application.</li> </ul>			
<b>Signed</b>		<b>Print Name</b>	
<b>Position in Company / Job Title</b>		<b>Date</b>	

Any information provided will be treated in the strictest confidence but may be stored on computer and is therefore subject to the provisions of the Data Protection Act 1998

Please return this completed application form together with the relevant supporting information to:-

**Post:** Economic Development Team, Carmarthenshire County Council,

The Business Resource Centre, Parc Amanwy, Ammanford SA18 3EP

**Email:** [businessfund@carmarthenshire.gov.uk](mailto:businessfund@carmarthenshire.gov.uk)

# CARMARTHENSHIRE BUSINESS START UP FUND

## GUIDANCE AND TERMS & CONDITIONS



# **Carmarthenshire Business Start Up Fund**

## **Guidance for applicants**

### **Introduction**

As part of their ongoing commitment to economic development and supporting businesses Carmarthenshire County council are delivering the Carmarthenshire Business Start Up Fund.

The aim of the Start Up Fund is to support the creation of new businesses in the county, resulting directly in the creation of jobs, thus improving the local economy.

The Fund will be a third party grant scheme, which will include support towards capital expenditure projects and specialist revenue expenditure.

### **The Offer**

- Grants available between £1,000 and £10,000.
- Each grant award will be based on a maximum of £5000 per job created **OR** 50% of eligible costs whichever is the lesser.
- The minimum grant award is £1000 and maximum grant award per business is £10,000 (i.e. £10,000 award will be based on at least 2 jobs being created)
- The fund will support new entrepreneurs with their business start up aspirations by providing financial contribution towards capital expenditure projects and/or specialist revenue expenditure, which will either enable further capital investment projects or a specific business start-up proposal which may involve high revenue costs.
- Each business can only apply for the Start Up Fund once but may apply for the Carmarthenshire Business Growth Fund for separate projects if they grow the business and create further jobs. The outcomes from the start up fund, i.e. commencement of trading and jobs created must be delivered before the application for the growth fund can be considered. At least 6 months must have lapsed from award of the start up fund before eligible to apply for a growth fund.

## **Eligibility**

The Carmarthenshire Business Start Up Fund is funded and delivered by Carmarthenshire County Council and as such is only available for application to groups or individuals with viable new businesses proposals to be located within Carmarthenshire and will be operating within or servicing one of the eligible sectors.

The fund is only available for pre start businesses (not yet trading) or businesses trading for less than 6 months. Evidence such as HMRC registration, bank statements, first invoice, etc. will be required to prove trading dates.

Support is aimed primarily at new businesses to be operating in or servicing the following growth and foundation sectors:

- Advanced Materials and Manufacturing;
- Construction;
- Creative Industries;
- Energy and Environment;
- Finance and Professional Services;
- Information Technology and Telecoms;
- Life Sciences;
- Food & Drink;
- Tourism
- Retail
- Care

Applications will however be considered on a case by case basis subject to their potential contribution and value to the local economy, e.g. creation of jobs in town centres, rural areas, link to key strategic projects, such Yr Egin and Llanelli Wellness Village.

The **following sectors however are ineligible for support**: - primary agriculture production, forestry, aquaculture, fishing and statutory services, e.g. health and education.

All expenditure associated to the grant must be completed within **4 months** of the date of approval letter. The proposed business and associated jobs must be created within 12 months of the final payment of grant. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

The grant will apply to capital and/or revenue expenditure within an approved project and can include:

Capital expenditure:

- Purchase of new or second hand equipment (machinery, specialist equipment, etc.)
- IT and Telecom hardware if linked directly to the delivery of the project
- Premises improvement / minor works to modify and improve premises to increase capacity, improve efficiency, incorporate new processes. \*\* For property related grants, applicants must demonstrate that they own the premises or have the relevant consents from the landlord to undertake the works. If the premises is leased, applicants must have at least 5 years remaining of their lease period.

Specialist revenue expenditure:

- Specialist / technical training (not necessarily accredited)
- Commissioning / Installation of Machinery
- Specialist software
- Specialist Consultants (assessed on a case by case basis)
- Quality Assurance Certification (assessed on a case by case basis)
- Website development and e-commerce development.

\*\* websites associated to the grant must be produced bilingually.

Ineligible expenditure includes: -

- General revenue expenditure such as, staff costs or any other taxes, hire purchase/lease purchases,
- Repair, maintenance and decoration costs,
- General fixtures and fittings, furniture and general office equipment etc.
- Contingency fees and costs which were committed or spent before the offer and acceptance of the grant.
- Working capital costs such as rent, rates, administration, vehicles.
- Certificates and licences.
- Costs of work being carried out as a legal statutory requirement, inc. planning permission.
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- If the business is VAT registered, then VAT will be ineligible. VAT will be payable in cases of non VAT registered companies.
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- The equipment shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g. Health and Safety

## **Application and Assessment**

Each applicant must complete and return the following:

- Application Form,
- Business plan
- 3 years projected forecasts (cash flow and/or profit and loss)
- Evidence of trading commencement date, e.g. HMRC registration, bank statements, first invoice, etc
- Welsh Language Policy

Applicants should return the completed application form and supporting documents to:

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### 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. The procedures that we would expect applicants to adhere to are as follows:

## Third Party Procurement Rules

Requirement	Value (excluding VAT)	Procurement Process
All	up to £5,000	<p>A minimum of <b>1 written Quotation</b> <u>must</u> be obtained and retained.</p> <p>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.</p>
All	£5,000 and £25,000	<p>A minimum of <b>3 written Quotations</b> <u>must</u> be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.</p> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
All	£25,000 and £75,000	<p>A minimum of <b>3 written Quotations</b> <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> <li>• the same specification,</li> <li>• the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.</li> <li>• the same closing date.</li> </ul> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
Goods and Services	£75,000 and £173,934	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 2 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <p>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.</p> <p>** In the event that only one tender is received, you <u>must</u> 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 to advertise via Sell2Wales.</p>
Works	£75,000 and £4,348,350	<p>A minimum of <b>4 tenders</b> <u>must</u> be sought from competitive sources*, with a <b>minimum of 3 tenders to be received**</b>.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> <li>• the same specification of requirements,</li> <li>• an outline of the evaluation criteria against which the contract will be awarded and</li> <li>• the same closing date for receipt of tenders, after which no submissions will be accepted.</li> </ul> <p>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.</p> <p>** In the event that only one tender is received, you <u>must</u> 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 to advertise via Sell2Wales.</p>



<b>Goods and Services</b>	<b>Above £173,934</b>	If a contract for Goods or Services is likely to <b>exceed £173,934</b> the <b>applicant must inform the project manager</b> to determine whether the contract will be subject to EU Public Procurement Directives.
<b>Works</b>	<b>Above £4,348,350</b>	If a contract for Works is likely to <b>exceed £4,348,350</b> the <b>applicant must inform the project manager</b> to determine whether the contract will be subject to EU Public Procurement Directives.

\* It is possible for you to advertise on the National Procurement website, [www.Sell2Wales.co.uk](http://www.Sell2Wales.co.uk) if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

## **N.B.**

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform Carmarthenshire County Council**
- **If you have any queries as to how these procedures should be applied, you should contact Carmarthenshire County Council for clarification and further guidance.**

## **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 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.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

## Procurement Terminology

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- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.
- **Evaluation:** a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
- **Evaluation Criteria:** A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is 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 specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **Sell2Wales:** is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please email [support@buy4wales.co.uk](mailto:support@buy4wales.co.uk) 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.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to 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 landscaping, construction, building works etc

## Do's and Don'ts of Tendering

### Do's

- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

### Don'ts

- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.
- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

## State Aid

The Carmarthenshire Business Start Up Fund is operated under De Minimis regulation of State Aid that allows small amounts of aid i.e. less than €200,000 over 3 consecutive fiscal years, to a single undertaking for a wide range of purposes.

For further details read <http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

## Post Completion - Terms & Conditions

It should be noted that the Carmarthenshire Business Start Up Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council Executive Board Member.

The grant will be recovered should the business cease to trade, relocate or the property sold on within 5 years of award or if the creation of business or jobs are not achieved within the specified period.

Should the application be successful, the grant money is paid direct into the bank account of the applicant business on receipt of **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure. It is strongly recommended that goods purchased in relation to the grant are purchased using the business bank account.

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 within **4 months** of the date of approval letter.

The job(s) associated to the projects must be achieved within 12 months of the final payment of grant. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

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 Approval Letter must be requested and agreed**

Cash purchases will not be considered for grant payment.

Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.

Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill associated to the item(s) in the grant application has been paid in full prior to grant claim.

Grant may not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

## SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	<b>Completed Application Form</b>
	<b>Business Plan</b>
	<b>3 years financial forecasts (cashflow and P&amp;L)</b>
	<b>Written Quotes (refer to guidance and terms and conditions documents)</b>
	<b>Evidence of trading commencement date, e.g. HMRC registration, bank statements, first invoice, etc.</b>
	<b>Welsh Language Policy</b>

# Agenda Item 5

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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