

This form is also available in Welsh/ Mae'r ffurflen hon ar gael yn Gymraeg

Welsh Church Fund

Criteria and Guidance Notes

Section 1

Introduction

Carmarthenshire County Council has established the following criteria in order to aid the administration of the Welsh Church Fund under section 19 of the Welsh Church Act 1914.

Eligible to apply

- Churches & Chapels
- Organisations
- Individuals
- Informally or formally constituted consortia working on a particular project can also apply. All the organisations involved in an informal consortium must be eligible in their own right and must provide a copy of their constitution or governing document. The application form should be completed by the lead organisation that will be legally responsible for the grant and will receive the funding, should the application be successful.

Organisations must be either Carmarthenshire based, or if of a national or regional character must be able to demonstrate that the money requested would be used for a specific Carmarthenshire based project.

Organisations must either:

- Be registered as a charity
- Hold certificates of chartable status
- Or have funds which are exempt from income tax

Applications for grant support from individuals towards a specific activity will be considered provided the applicant is resident in the County.

Eligible expenditure/Grant rate

Applicants can apply for grant support for the following purposes:

- Advancement of Education
- Libraries, museums, art galleries, etc.
- Relief of poverty
- Advancement of religion
- Other purposes beneficial to the Community

The degree of support to be offered will be at the absolute discretion of the County Council.

Generally the following eligible expenditure and grant rates apply:

Churches/Chapels

Applicants can apply for **capital costs** including repairs and renewals at 25% to a maximum of £3,000.

Village Halls and Community Facilities

Applicants can apply for **revenue and/or capital costs**, including repairs and renewals at 12.5% to a maximum of £3,000.

Organisations

Organisations can apply for **revenue and/or capital projects**, to a maximum of £3,000 at a 10% intervention rate.

Individuals

Applications will be considered from individuals for assistance towards a specific activity within the county, apprenticeship, or work placement, to a maximum of £150.00.

Other

Enhanced financial assistance of up to £10,000 may be awarded, if the overall cost of the project is in excess of £100,000.

A grant award of £100 is eligible for each person taking part in Operation Raleigh.

Grants will not be awarded to projects that have commenced prior to the Council receiving an application form.

You will be eligible to apply within each financial year once you have spent your grant and final claim has been approved.

Ineligible Expenditure

- No grant will be awarded towards work that is subject of an insurance claim.
- No grant will be made to an applicant where there is a statutory responsibility of another Committee or the Council to support such activities.
- No grant will be made to organisations/individuals whose proposals include the construction of licensed bar facilities.

Having regard to the limited finance available for the fund, no grant support will be made to the following:

- Councils who are eligible to precept in their own right
- Twinning Associations
- National Government funded bodies and Appeals in connection with the purpose for which such bodies are established

Application Process

Applicants must contact the Community Bureau on **01269 590216** or alternatively via e-mail CommunityBureau@carmarthenshire.gov.uk to register your project and request an Application Form.

We will accept Applications on a rolling basis.

Development Officer Support is available via the Community Bureau to develop your project and to complete an Application.

If you submit an Application via e-mail at CommunityBureau@carmarthenshire.gov.uk a hard signed and dated copy must also be submitted.

Applications for building and improvement works from **Chapels and Churches only** will be considered for work that has been carried out within six months from the date of application.

All projects must be delivered within Carmarthenshire.

General conditions

Carmarthenshire County Council reserves the right to request additional information at its discretion.

Carmarthenshire County Council reserves the right to vary the conditions of the scheme at any time.

Carmarthenshire County Council's decision will be final and is entitled to refuse any application without disclosing its reasons or purpose in doing so.

Carmarthenshire County Council reserves the right to publicise any grant support.

Carmarthenshire County Council reserves the right to withdraw or reclaim grant monies whereby the above conditions are not met.

What other information you need to provide:

You will need to provide the below essential information with your Application Form:

- Copy of Governance Document (e.g. Constitution)
- Accounts and/or Projected Cash-Flow Forecast/Bank Statements
- Equal Opportunity Policy
- Environmental Policy/Statement
- Welsh Language Policy
- ICT Policy
- Insurance Certificates, schedule of covers including Public Liability
- Evidence of Need Information
- Support Letters

Additional information where applicable:

- Business Plan
- Quotations for Work
- Proof of Ownership
- Signed Lease Agreements (leases should have at least 15 years left to run)

- Landlord Consents
- Maintenance Agreements
- Licences
- Bank Account Details
- Listed Building Consent
- Planning Permission
- Environmental Consent
- Conservation Consent
- Highways Consent
- Building Regulations
- Child Protection Policy
- Protection of Vulnerable Adults Policy

All submissions will be acknowledged by the Community Bureau.

If you are successful, an Offer Letter with the grant Terms and Conditions will be sent to you.

Once the grant offer Terms and Conditions have been returned and any procurement requirements and grant special conditions have been met, you will be sent your Letter to Proceed.

We will assist you to set up processes to manage the grant to ensure successful project delivery and completion, if required.

If your Application is unsuccessful we will give you feedback and suggest possible ways forward to secure alternative funding.

Procurement:

Requirement	Value (excluding VAT)	Procurement Process
All	up to £5,000	A minimum of 1 written Quotation <u>must</u> be obtained and retained. 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.
All	£5,000 and £25,000	A minimum of 3 written Quotations <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. A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

All	£25,000 and £75,000	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> • the same specification, • the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel. • the same closing date. <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p>
<p>Goods and Services</p> <p>(Goods are material items i.e. equipment, food, vehicles etc. Services are tasks undertaken by people i.e. consultancy services, translation services etc)</p>	£75,000 and £173,934	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 2 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted. <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 must contact 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 <u>may</u> be a requirement to advertise via Sell2Wales.</p>

Works (Works include landscaping, construction, building works etc)	£75,000 and £4,348,350	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 3 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same a specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted. <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 must contact the 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 <u>may</u> be a requirement to advertise via Sell2Wales.</p>
Goods and Services	Above £173,934	If a contract for Goods or Services is likely to exceed £173,934 the applicant must inform CCC to confirm whether contract will be subject to EU Public Procurement Directives.
Works	Above £4,348,350	If a contract for Works is likely to exceed £4,348,350 the applicant must inform CCC 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 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. This facility is available to you free of charge please email support@buy4wales.co.uk for further information.

- However you may feel that you are better able to identify potential suppliers who could provide the best overall offer.
- 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 CCC.

- If you have any queries as to how these procedures should be applied, you should contact the Community Bureau for clarification and further guidance.

Avoiding conflicts of interest in procurement

We recognise it is possible applicants or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and in a 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.
- That person or party with an interest should take no part whatsoever in any of the tender evaluation procedures.

Please contact the Community Bureau on 01269 590216 or CommunityBureau@carmarthenshire.gov.uk for further procurement guidance and information.

Decision Outcome

- Decision Outcome letters will be dispatched following Executive Board Members Meeting.
- All offers of financial assistance will be subject to three stages;
 - **Stage 1** - the Standard Terms and Conditions of the fund and any additional conditions recommended by the panel. The Terms and Conditions of the offer must be signed by two members of the organisation and returned to CCC within twenty days of the Offer Letter.
 - **Stage 2** – Procurement stage (where applicable, otherwise it's straight to Stage 3). On receipt of the signed Terms and Conditions a Project Procurement Form is sent. This will need to be completed with all details of procurement, e.g. tenders and quotes and signed and returned.
 - **Stage 3** - Subject to all the relevant documentation and quotes being in place, the organisations will be sent a Letter to Proceed.

It is important you allow sufficient time for an Application to be processed. The scheme cannot fund any costs incurred or committed to, prior to you receiving a formal Grant Offer.

Appeals

Applications which have been rejected have no right of appeal but feedback will be provided. We also welcome your feedback.

Retrospective Funding

CCC is a retrospective funder. Groups must pay upfront for all project expenditure and claim the allocated funding from Carmarthenshire County Council.

Complaints, Compliments and Comments procedure

As a Council we are determined to make the service we provide for you as effective as possible. We value your comments and want to work together to achieve this aim.

We recognise that it is important to learn from what you have to say, not only to deal with your particular issue, but also to ensure that we improve our services.

You can make a complaint, compliment or comment in a number of ways.

You can:

- Visit any of our Customer Services Centres (in Llanelli, Carmarthen or Ammanford)
- Complete the pre printed form in the 'Have your say' leaflet.
- Visit the website www.carmarthenshire.gov.uk
- Write a letter to, phone or e-mail the Customer Complaints Compliments and Comments Officer for the service you wish to complain about (contact details given in the 'Have your say' leaflet).
- Speak to your local County Councillor.

Welsh Language

The Community Bureau believes that the Welsh language should be treated no less favourably than the English language in Wales.

Digital Inclusion

Digital inclusion is about ensuring that people, both citizens and consumers, benefit directly from the rapid pace of technological change taking place in our society. This especially applies with people being able to use the internet in ways that enhance their lives and contribute to helping them overcome other disadvantages they might face.

Please return the completed form to:

Welsh Church Fund
Community Bureau
Carmarthenshire County Council
Business Resource Centre
Parc Amanwy
New Road
Ammanford
Carmarthenshire
SA18 3EP

Please contact the Community Bureau on 01269 590216 or
CommunityBureau@carmarthenshire.gov.uk for further information.