



CEREDIGION COMMUNITY GRANT

Guidance for applicants:

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Section A: Ceredigion Community Grant Fund introduction

Overall aim:

- The purpose of the scheme is to increase the range of facilities, activities and opportunities within Ceredigion.
- In awarding grant funding we aim to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness in decision making, public accountability and avoidance of fraud or misuse of funds, reflecting the highest standards of public sector financial management.

Funding available:

- Both capital and policy grant funding is available through the Ceredigion Community Grant Fund.
- There will be one application window open each year for Capital Grants. A second opportunity to apply for Capital Grants will be at the discretion of the Assessment Panel.
- **Capital Grant**
Maximum capital grant available will be the lower of 50% of the project cost or the amount required to fund the project deficit, subject to a maximum of **£10,000**. Full eligibility criteria can be found in Section B.
- **Policy Grants**
Policy grants are financed via the Welsh Church Fund (WCF). The maximum grant available is:

<ul style="list-style-type: none"> • Gŵyl Fawr Aberteifi • Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan • Eisteddfod Teulu James Pantyfedwen, Pontrhydfendigaid 	£2,000
<ul style="list-style-type: none"> • Papurau Bro 	£500 p.a for the first 5 yrs of publication / £250 p.a. thereafter
<ul style="list-style-type: none"> • Local Eisteddfodau 	£250
<ul style="list-style-type: none"> • Local agricultural and / or horticultural shows 	£250
<ul style="list-style-type: none"> • Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs 	£500

<ul style="list-style-type: none"> • Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival 	£500
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Full eligibility criteria for Policy Grant funding can be found in Section C.

- The Council has a finite annual budget for Capital Grants so each grant will be assessed on its own merit by a Grant Assessment Panel. The panel's decision regarding award of grant is final.

Welsh Language:

- The Council has adopted the Welsh Language Standards to ensure that the Welsh and English languages are treated on the basis of equality, and that citizens should be able to use the Welsh language in all aspects of their lives if they wish to do so.
- In order to support this aim, successful grant applicants **should**:-
 - Produce all written and electronic material in connection with the organisation bilingually – e.g. signs, leaflets, posters, publications, advertisements, web pages, social media and any slogans.
 - Ensure public events or activities held in connection with the organisation treat the Welsh language no less favourably than the English language e.g. announcements from loudspeakers, Chairperson to ensure that those attending an event feel comfortable to be able to contribute in their preferred language.
 - Assist to provide opportunities for persons to use the Welsh Language.

Key features of the Ceredigion Community Grant:

- The Council will not under any circumstances consider applications for projects which have already commenced/been completed, or for events which have already taken place.
- Grants cannot be used for any purpose other than that stated on the application form.
- In all publicity associated with the scheme, reference should be made to the fact that a grant has been awarded by the Council.
- The applicant should be able to demonstrate widespread community support e.g. letter from the Community/Town Council or Ceredigion County Council. Local Member for the ward
- The Council will not assist the same project twice. However, separate phases, clearly identified in a project may qualify for assistance.

- You may only apply once in a financial year.
- Applicants should operate bilingually in dealing with the public.
- Applicants must ensure that all sections of the community are treated equally.
- Applications will not be accepted from organisations associated with political activity.
- Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.
- Applications for funding should be made on our application form and supported by all requested supporting documentation. Incomplete applications or applications that do not include all of the required documentation cannot be considered for funding.
- Organisations are responsible for obtaining Building Regulations approval, planning permission, and any other licences and permissions necessary for their project.

Section B: Capital Grant

Funding available

- Each application will be considered on its merits, but the maximum grant will be the lower of 50% of the project cost or the amount required to fund the project deficit, subject to a maximum of **£10,000**.
- Applicants **are** required to fund at least 10% of the project cost from their own resources, excluding assistance received from any public or non-public bodies, apart from any assistance received from the Community Fund (Lottery) e.g. The National Lottery Community Fund /or Sport Wales Grants, can be allowed to count as part of their own resources.
- If the resultant actual total expenditure is less than the estimated total project cost at grant award, the Council's grant may be reduced proportionately.
- The **£10,000** maximum applies per organisation within a single year. Therefore, if an organisation secures **£10,000** grant funding for a single project, no other applications will be considered from that organisation for any other projects within the same year.

Who can apply?

- The grants are available to Community Groups, Churches, Chapels or bonafide Voluntary Sports and Play Associations who wish to improve and increase the range of facilities, activities and opportunities within Ceredigion.
- Voluntary, non-profit making organisations, which are properly constituted will be eligible to apply for assistance. They should be based in or be responsible for projects based in the Ceredigion area.
- However, applications from organisations outside the County boundary will be considered where it can be demonstrated that there would be a benefit to the inhabitants of Ceredigion.

Eligible Projects

Grant applications must demonstrate that any proposed project meets at least one of the Objectives outlined in the latest Corporate Strategy. [Corporate Strategy 2022-2027 - Ceredigion County Council](#)

Eligible expenditure:

- Grants are available towards such things as:
 - The purchase and development of land.
 - The purchase of buildings.
 - The upgrading of existing facilities.
 - The purchase of equipment.

Ineligible expenditure:

- Costs which were committed or spent before the offer and acceptance of the grant.
- Costs to replace items.
- Repair, maintenance and decoration costs.
- The value of volunteer time (in kind contribution) will not be allowed as an eligible cost.
- 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, i.e. Awards to student's parent teachers' associations etc.
- No grant will be awarded to Twinning Associations

Equipment:

- Where second hand equipment is purchased the price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment.
- Any equipment purchased shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g. Health and Safety.

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.
- Original quotes/estimates must be attached to the application and at least 3 must be included per item. For applications with project costs of £100,000 or more there should be a competitively tendered process.
- Any grant provided will be based on the value of the lowest quote/estimate received.

- It is essential when asking for quotes and estimates to ensure that the gross cost is requested (i.e. including VAT if appropriate) or the very least to ask for the quote VAT inclusive or exclusive. Quotes will need to provide a full breakdown of costs and the company/directors of the company should not have an interest / shareholding in any of the companies supplying quotes/estimates for the grant application.
- 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 the Grant Officer for advice and/or clarification prior to proceeding.
- If you have any queries as to how these procedures should be applied, you should contact the Grant Officer for clarification and further guidance.

Section C: Policy Grant

Policy grants have a simplified application process. The maximum available is shown below. Policy grants will be paid as soon as possible after approval has been obtained.

<ul style="list-style-type: none">• Gŵyl Fawr Aberteifi• Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan• Eisteddfod Teulu James Pantyfedwen, Pontrhydfendigaid	£2,000
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<ul style="list-style-type: none">• Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival	£500

Who can apply?

Voluntary, non-profit making organisations, which are properly constituted will be eligible to apply for assistance providing they are responsible for the events or publications listed above.

Section D: Funding Requirements

The funding requirements below are relevant to both Capital & Policy Grant funding unless stated otherwise:

- Should any finance be forthcoming from any sources not previously declared, the Council must be informed immediately in writing and reserves the right to modify the grant proportionately.

Grant Claims

- All grant approvals will be subject to a set of standard terms and conditions.
- Should the application be successful, the grant funds will be paid directly into the bank account of the applicant on receipt of a completed claim form supported by bank statement(s) (online statements are acceptable providing the bank account number, sort code and bank name and logo are clearly legible) and invoices showing the **actual expenditure incurred**.
- Grant may not be offered or paid if the organisation or applicant is in arrears with any payment to Ceredigion County Council.
- After a grant has been awarded, claims for payment are to be made on the claim form provided and must be accompanied by paid invoices. Cheque stubs, photocopies of cheques, copies of bank transfers and statements will not suffice as proof of expenditure.
- Generally, the claim for payment of the grant should be submitted when the project has been completed. However, requests for interim payments for the larger grants will be considered. Projects may be inspected prior to the release of the grant.
- Should the applicant fail to meet the agreed outputs or account for incurred expenditure with legitimate receipts, the County Council reserve the right to take action against the applicant to recover a proportion of the awarded grant money.
- If the total expenditure is less than the estimated total project cost, the Council's grant may be reduced proportionately.
- All funding allocated within a financial year should be spent before the end of that year. You will be required to complete a report on how the funding was used during that financial year.
- The funding must be spent solely on those items deemed eligible for funding, if there is evidence that any part of the funding has been used for ineligible items then the setting will be required to repay that amount.

- You agree to repay funding to the Council on demand in the event of a breach by you of the terms under which the grant is awarded.
- Policy Grants will be paid as soon as possible after the grant has been approved

Timescales

- Where a Capital Grant is awarded, the Council will require projects to be completed before the end of the financial year in which the grant is approved.
- All claims for payment of grant should be submitted by no later than 1st March.
- If a grant has not been claimed in full during the year it was awarded the Council will consider requests to carry the funding forward only on an exceptional basis.
- Applications deadlines can be found on the website - <http://www.ceredigion.gov.uk/business/funding-grants/community-grants/> .

Monitoring

- Progress will be monitored as set out in a timescale agreed by the applicant and the Grant Officer. Progress will be monitored against the finances and outputs as agreed in the application. The applicant will be required to report progress against these.
- A full report to include photographic evidence of the activity (where applicable) should be submitted. A final report template will be provided.

Welsh Language

- Successful grant applicants are required to operate bilingually in all aspect of their work – as described in Section A
- Providers who have been awarded a grant under this Agreement are encouraged to have in place and operate a Progress Plan in line with the Welsh Language (Wales) Measure 2011. A framework to allow you to plan your use of the Welsh language with an emphasis on increasing that use over time. Please find guidance and template on the Welsh Language Commissioners website: [Guidance \(welshlanguagecommissioner.wales\)](http://www.welshlanguagecommissioner.wales)

Publicity

- In all publicity associated with the scheme, reference should be made to the fact that a grant has been awarded by the Council.

Part E: Application process

What do I need to do to apply?

- Before you apply to the fund you are advised to consider whether it is the most appropriate source of funding for your proposal.
- Applications are welcomed in Welsh or English. Applications submitted in either language will be treated equally.
- Capital Grant -
 - An application form must be completed and all information requested on the form must be supplied, as follows:
 - details and plans of the project;
 - a copy of the lease agreement if appropriate;
 - copies of three estimates for the project or for projects with total costs of £100,000 or more evidence of a competitively tendered process is required;
 - copies of the most recent bank (or other) statements showing the organisation's free and earmarked balances/reserves;
 - a copy of the latest annual financial accounts;
 - a copy of the organisation's constitution.
 - a copy of the project Risk Assessment - If contractors are carrying out the work of the project, please ask them for their risk assessment.
- Policy Grants -
 - An application form must be completed and all information requested on the form must be supplied, as follows:
 - copies of recent bank (or other) statements showing the amount of free and earmarked balances/reserves;
 - a copy of the latest annual financial accounts;
 - a copy of the constitution.
 - a copy of the project Risk Assessment
- Failure to provide full information may result in a delay in the Council considering the application.

When can I apply?

- Applications deadlines can be found on the website - <http://www.ceredigion.gov.uk/business/funding-grants/community-grants/> .
- There will be one application window open each year for Capital Grants. A second opportunity to apply will be at the discretion of the Assessment Panel.

How will applications be assessed?

- All applications will be considered by an Assessment Panel. Decisions made by the Assessment Panel will be final and subject to the funding available.

Application checklist

Capital Grant Only
Details and plans of the project, and proof of planning permission
Copies of three estimates for the project. For projects with total costs of £100,000 or more evidence of a competitively tendered process is required;
A copy of the lease agreement or title deed and permission from landlord
Copies of recent bank (or other) statements showing the organisation's balances/reserves;
A copy of the latest annual financial accounts;
A copy of the organisation's constitution;
Evidence of community support – a supporting letter from the local County Councillor / local Town/Community Council
Applicants will need to outline the ways in which the proposal encourages the development of the Welsh Language.
Letter confirming VAT position (if applicable)
Letter confirming match funding(if applicable)
Copy of the project Risk Assessment
Any other relevant information
Policy Grant Only
Copies of recent bank (or other) statements showing the organisation's balances/reserves;
A copy of the latest annual financial accounts;
A copy of the organisation's constitution;
Copy of the project Risk Assessment
A copy of the event's programme/schedule or copy of the Papur Bro
Any other relevant information