- MAE'R FFURFLEN YMA HEFYD AR GAEL YN GYMRAEG -

Shared Prosperity Fund: North Wales is funded by the UK Government through the UK Shared Prosperity Fund. Cyngor Gwynedd is the lead body for Shared Prosperity Fund: North Wales on behalf of the region's local authorities.

For more information visit [www.SharedProsperityNorth.wales](http://www.SharedProsperityNorth.wales) or contact [SharedProsperityNorthWales@gwynedd.llyw.cymru](mailto:SharedProsperityNorthWales@gwynedd.llyw.cymru).

**This form is for applicants seeking funding from the UK Shared Prosperity Fund (UKSPF) in North Wales.** **Only applicants that have been invited to submit a Stage 2 detailed project application should complete this form.**

Applicants should refer to the Stage 2 Application Guidance Notes when completing this form.

Applicants should also complete:

* Annex A - Joint Bid Support Form (if applicable)
* Annex B - Project Information (mandatory)
* Annex C - Subsidy Control Form (mandatory)

The level of information provided in this form should be proportionate to the size and complexity of the project proposed.

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| **Applicant Information** | | | | |
| **Lead Organisation Name** |  | | | |
| **Senior Responsible Officer** |  | | | |
| Contact telephone number |  | | | |
| E-mail address |  | | | |
| **Project Manager** |  | | | |
| Position in organisation |  | | | |
| Contact telephone number |  | | | |
| E-mail address |  | | | |
| **Type of organisation** | | | | |
| Local Authority |  | HE Institution | |  |
| Private Sector Organisation |  | FE College | |  |
| Voluntary Sector Organisation |  | Other Public Sector | |  |
| **Private and Voluntary Sector Applicants only**  Please provide copies of your organisation’s latest accounts (minimum of 2 years), a copy of your constitution or similar governance document and latest bank-statement (dated within last 3 months). | | | | |
| **Company registration/Charity number** (if applicable) | |  | | |
| **VAT registration number** (if applicable) | |  | | |
| **Please confirm you are happy for a credit check to be carried out.** | | | Yes  No | |

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| **Part 1 - Project Details** | |
| **[1a] Project Name** |  |
| **[1b] Project Reference Number** |  |
| **[1c] Project Partners** | Is your project a joint bid? Yes  No |
| If yes, provide the names of all project partner organisations and explain their roles and responsibilities in the project. | |
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| Please provide an Annex A - Joint Bid Form for every partner involved in the project. | |
| **[1d] Please provide a detailed description of the proposed activities and services.**  Please provide a response to each of the following:   * ***what*** you propose to deliver * ***what*** the project seeks to achieve * ***how*** activities will be delivered to meet the intervention * ***who*** will deliver the activities * ***who*** the beneficiaries will be * ***where*** delivery will take place   (1500 words max) | |
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| **[1e] Where in North Wales will the project be delivered?**  Please provide specific details, including postcodes where applicable. | |
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| **Part 2 – Project Impact**  You are required to provide detailed information regarding project impact in Annex B. |
| For questions 2a-2e, please describe in 500 words or less. Please be as concise as possible. |
| **[2a] Which beneficiary groups will the project seek to support?** |
|  |
| **[2b] What will the project seek to achieve?**  Consider the short and longer-term benefits of the project, in relation to the beneficiary groups and the wider community. |
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| **[2c] How will impacts (both positive and negative) benefits be measured and assessed?** |
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| **Part 3 – Financial**  You are required to provide detailed financial information in Annex B. | |
| **[3a] Please confirm that no funds will be spent on items or activities excluded from UKSPF support, as set out in 7.5.1 of the UKSPF prospectus.** | Yes |
| **[3b] Does the funding package include any match funding?** | Yes  No |
| If the match funding has been secured, please provide letters of confirmation. | |
| **[3c] Describe how the overall budget has been estimated, what has been done to test that it is accurate and how any unexpected costs or price increases would be managed?** | |
|  | |
| **[3d] Please indicate how value for money will be achieved through the delivery of this project.** | |
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| **[3e] Does your project include staff costs?** | Yes  No |
| If yes, please provide an organisational chart and copies of job descriptions and paygrade details. You will need allocate spend against staff management and staff delivery costs separately within Annex B. | |

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| **Part 4 - Capital Projects ONLY** | |
| **[4a] Do you own or lease the property?** | Owner  Leaseholder |
| **If Leaseholder, please state the term of the lease.** | |
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| **Do you have the landlord’s permission for the capital works?** | Yes  No  Not applicable |
| If yes, please provide evidence of the permission. | |
| **[4b] Does your project require planning permission?** | Yes  No  Not applicable |
| **If yes, what is the status of the planning permission?** | Approved  Pending |
| **If pending, please state when the planning decision is expected.** | |
|  | |
| If approved, please provide a copy of the planning decision notice. | |
| **[4c] Do you require any other statutory consents?** | Yes  No  Not applicable |
| **If yes, please confirm the consent required and its status.** | |
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| Please provide a copy of all statutory consents approved to date. | |

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| **Part 5 – Procurement**  You are required to provide detailed information regarding procurement in Annex B. | | |
| **[5a] Confirm that the procurement route undertaken will meet**  [UK Shared Prosperity Fund: procurement](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8),  [Public Contract Regulations 2015](https://www.legislation.gov.uk/uksi/2015/102/contents/made) **and** [2020 amendments](https://www.legislation.gov.uk/uksi/2020/1319/contents/made). | Yes  Not applicable |

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| **Part 6 – Project Management** | |
| Please limit your responses to each question to 750 words or less. Please be as concise as possible. | |
| **[6a] Please describe how you will successfully manage the project to ensure delivery timescales and expenditure remains on track and agreed Key Milestones are achieved.** | |
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| **[6b] Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and to evidence outputs and outcomes. How will you ensure that the funding is only used for UKSPF project activities?** | |
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| **[6c] Please describe what governance and assurance procedures will be put in place to manage the project and to prevent and mitigate fraud or the misuse of the funding.** | |
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| **[6d] If this is a multi-partner project, how will the partnership be managed effectively?** | |
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| **[6e] Please confirm that appropriate checks have been undertaken to ensure that all partner organisations are appropriate and experienced, financially robust and have the necessary structures and procedures in place to receive UKSPF funds.** | Yes  Not applicable |
| **[6f] Please describe the due diligence undertaken on partner organisations.** | |
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| **Part 7 – Evaluation** | |
| Please limit your responses to each question to 500 words or less. Please be as concise as possible. | |
| **[7a] It is important that projects are robustly evaluated, and that learning is shared with others.**  Please outline your approach to project evaluation, including:   * how the project performance will be monitored * how the project will be evaluated, in terms of how it was delivered and its impact on clients * how the findings of the evaluation will be disseminated * when the evaluation will be undertaken – i.e., when it will start and finish   **Any evaluation expenditure to be paid by UKSPF must be completed by 31st December 2024. The costs are expected to be between 1-2% of your total project costs.**  [UK Shared Prosperity Fund: Monitoring and Evaluation](https://gwynedd.urlsand.com/?u=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fuk-shared-prosperity-fund-monitoring-and-evaluation-4%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications-topic%26utm_source%3D704f04f4-1d60-40f3-827c-cc733aa235eb%26utm_content%3Dimmediately&e=4d4dc0db&h=a07b0a40&f=y&p=n) | |
|  | |
| **[7b] Please confirm that you will retain all relevant data on your project, including beneficiary data, and provide this on request to Gwynedd Council, or its partners, for monitoring or evaluation purposes. Please also confirm that you will retain all documents relating to the project for a period of 10 years following your final grant payment.** | Yes |

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| **Part 8 – Exit Strategy**  Currently the UK Shared Prosperity Fund in North Wales is operating to 31st December 2024. |
| Please limit your responses to each question to 500 words or less. Please be as concise as possible. |
| **[8a] If you plan to continue delivery of activities beyond 31st December 2024, please tell us how this will be funded and what activities are likely to continue.** |
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| **[8b] If you plan to cease activities prior to 31st December 2024, what exit strategy will you put in place?** |
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| **Part 9 – Subsidy Control** | |
| All applicants must establish if the direct award of UKSPF funds could constitute a subsidy.  If the applicant is providing a subsidy to others, all bids must also consider how they will deliver in line with subsidy control as per UK Government guidance: [UK Subsidy Control Regime - Gov.UK](https://www.gov.uk/government/collections/subsidy-control-regime)  Further guidance on Subsidy control can be found here: [Subsidy Control - Gov.Wales](https://www.gov.wales/subsidy-control) | |
| **[9a] Does the award of UKSPF funding to your organisation for the project involve the provision of subsidies?** | Yes  No |
| **[9b] Will you be awarding a subsidy (e.g., grant) to third parties or beneficiaries?** | Yes  No |
| **[9c] If yes to either of the above, explain how the subsidies are compliant with the UK’s subsidy control regime as set out in the guidance.** | |
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| Please complete and provide a copy of your Annex C – Subsidy Control Response. | |
| **[9d] Please describe the procedures that will be in place to report and monitor on any subsidies provided by the project.** | |
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| **Part 10 - Welsh Language** | |
| **[10a] Do you have a Welsh Language Policy?** | Yes  No |
| If yes, please describe how the policy will be applied to this project. | |
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| Please provide a copy of your Welsh Language Policy. | |
| **[10b] Will your project be delivered in both English and Welsh?** | Yes  No |
| If yes, please describe and explain the activity on the project and the impact on the Welsh Language and what procedures are in place to monitor and report on this. | |
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| **Part 11 – Net Zero** |
| **[11a] Please describe and explain any activity on the project that will support the UK Government and Welsh Government’s Net Zero policy or wider environmental ambitions. Also, what procedures are in place to monitor and report on this?** |
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| **Part 12 – Equalities** | |
| **[12a] Does your organisation have a written policy that prevents unlawful discrimination and promotes equal opportunities for all?** | Yes  No |
| If yes, describe how staff are made aware of the policy. E.g., staff trained regularly, upon induction. | |
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| Please provide a copy of your Equalities Policy. | |
| **[12b] Please describe and explain any activity on the project that will actively encourage equality against any of the protected characteristics and what procedures are in place to monitor and report on this.** | |
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| If applicable, please provide a copy of your Equality Impact Assessment for this project. | |

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| **Part 13 – Insurance** | |
| **[13a] Please confirm whether you already have or can commit to obtain the appropriate levels of Insurance cover.** | |
| Employers (Compulsory Liability) cover of at least £5m | Yes  No |
| Public Liability Insurance cover of at least £10m | Yes  No |
| Professional Indemnity Insurance cover of at least £10m | Yes  No |
| If yes, please provide a copy of each Insurance Certificate. | |

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| **Part 14 - Branding and Publicity** | |
| Guidance on the branding and publicity requirements for the UK Shared Prosperity Fund is set out:  [UK Shared Prosperity Fund - Branding and Publicity](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6) | |
| **[14a] Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.** | Yes |

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| **Part 15 – Data Protection** |
| For the purposes of Data Protection legislation, Gwynedd Council, as the lead authority for the UK Shared Prosperity Fund in North Wales, is the Data Controller for all personal data collected via this form and the additional information you provide as part of the application process.  The lawful basis for processing any personal information is Article 6(1)(e) of the UK GDPR, processing for a task carried out in the public interest or in the exercise of official authority vested in the controller.    The Council will use the information you provide to assess your UKSPF grant application. It may share the information with the other Local Authorities within North Wales, the UK Government, Welsh Government, 3rd Sector Organisations and any other relevant organisations, depending on the value of your application.  The information provided will also be the subject of various due diligence checks which are necessary to protect the use of public funds.  The Council will also use the information you provide during the administration of the UKSPF programme to monitor and evaluate the project/programme. The information will be kept for 7 years from the final payment of the grant.  Further information about how Gwynedd Council deals with your data is available here:  [UK Shared Prosperity Fund Privacy Notice](https://www.gwynedd.llyw.cymru/en/Council/Information/Datganiadau-Preifatrwydd-Gwasanaethau/UK-Shared-Prosperity-Fund-Privacy-Notice.aspx) |

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| **Part 16 - Project Applicant Statement** |
| I declare that I have the authority to represent the project applicant in making this application. I understand that acceptance of this application form by the relevant North Wales local authority does not in any way signify that the project is eligible for funding under the UK Shared Prosperity Fund or that any such funding has been approved towards it.  On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the relevant North Wales local authority that the project applicant has the legal authority to carry out the project and permission to receive public funds; and the information provided in this application is accurate.  I also confirm to the relevant North Wales local authority that:  I have informed all persons whose personal information I have provided to you, of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.  I confirm that within the past 5 years the applicant organisation or any person who has powers of representation, decision, or control within the organisation, has not been convicted anywhere in the world of the offences listed below:   * Participation in a criminal organisation * Corruption * Fraud * Terrorist offences or links to terrorist activity * Money laundering or terrorist financing * Modern Slavery * Child labour or any form of trafficking human beings   I confirm that I have and will not subject any individual to any form of employment discrimination.  I shall inform Gwynedd Council as the Lead Authority if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant*,* I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal.  That the UK Shared Prosperity Funding will not double fund any other funding received for the project within this application.  I confirm that the above-named applicant organisation will have all the necessary statutory powers and other relevant consents in place to ensure the planned timescales in the application can be realised.  I am aware that if the information given in this application turns out to be false or misleading, the relevant North Wales local authority or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.  I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.  I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support.  As Senior Responsible Owner for the above project application I hereby submit this request for approval to relevant North Wales local authority on behalf of the above-named applicant organisation and confirm that I have the necessary authority to do so.  For and on behalf of the lead project applicant:   |  |  |  |  | | --- | --- | --- | --- | | Name |  | | | | Position |  | Date |  | |