SHARED PROSPERITY FUND: NORTH WALES
STAGE 2 – APPLICATION GUIDANCE NOTES

- MAE'R DDOGFEN 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 or contact SharedProsperityNorthWales@gwynedd.llyw.cymru.

This guidance is applicable to all applicants that have been invited to submit a Stage 2 detailed project application. Applicants should read this guide prior to completing the Stage 2 application form.

Stage 2 – Application Form

Word counts are included for some questions. We encourage applicants to keep to these where possible and to answer the questions concisely.

Applicant Information

Lead Applicant Organisation Name	Please provide the name of the applicant organisation. In the case of joint bids, which involve more than one delivery organisation, please provide the details of the lead organisation.
Senior Responsible Officer	Please provide the name of the person who has the overall responsibility for the project and who has the authority to sign the application and other relevant documents within the organisation.
Contact telephone number	Please provide the telephone number of the senior responsible officer.
E-mail address	Please provide the email address of the senior responsible officer.
Project Manager	Please provide the name of the person with day-to-day responsibility for the project who we can contact during the Stage 2 process.
Position in organisation	Please provide the position of the project manager.
Contact telephone number	Please provide the telephone number of the project manager.
E-mail address	Please provide the email address of the project manager.
Type of organisation	Please select the category type of the organisation.
Private and Voluntary Sector Applicants	• Two most recent set of audited accounts, • An organisation constitution or similar governance documents, • Latest bank-statement within 3 months.

Company registration/Charity number (if applicable)	Please provide your company or charity registration number.
VAT registration number (if applicable)	Please provide your VAT registration number or confirm not registered for VAT. Please also confirm if there is any element of expenditure that has any irrecoverable VAT.
Please confirm you are happy for a credit check to be carried out	Please confirm if you are happy for reviewers to carry out a financial credit check to assess the applicants financial standing. Please note this will leave a soft footprint on the credit file.

Part 1 - Project Details	
[1a] Project Name	Please state the project name. This will be the name used for any future UKSPF reference, including promotional activities
[1b] Project Reference Number	Please state the project reference number. This has been issued with your invitation to submit a Stage 2 application form. Please state this number on all documents that relate to your Stage 2 application
[1c] Project Partners	If your project is a joint bid, please list all project partner organisations and clearly explain what their roles and responsibilities in the project will be
Please complete the **Annex A - Joint Bid Form** for every partner involved in the project. Annex A must be completed by the lead applicant and each project partner organisation and submitted with the Stage 2 application form.	
[1d] Please provide a detailed description of the proposed activities and services.	Please provide a detailed description of the proposed activities and services. The response should cover the following points: ***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 for the 6 headings)
[1e] Where in North Wales will the project be delivered?	Please provide the postcode the project will deliver. If the project covers more than one postcode area, provide the first 4 digits for all areas where the project will deliver

Part 2 – Project Impact	
[2a] Which beneficiary groups will the project seek to support?	Please describe in 500 words or less. Please be as concise as possible. Please specify the potential beneficiaries of the project. This could include beneficiaries from a specific geographical location or beneficiaries from specific target groups. The project must not just be for the benefit of the applicant organisation. The project must demonstrate a

	wider benefit for the county's or North Wales region's residents, businesses, communities, and the environment/ public realm.
[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.	Please describe in 500 words or less. Please be as concise as possible. Please set out the anticipated short-term and longer-term benefit of the project. Explain how the project will have a beneficial impact on potential beneficiaries and the wider community of the county or the North Wales region.
[2c] How will impacts (both positive and negative) benefits be measured and assessed?	Please describe in 500 words or less. Please be as concise as possible. Please explain how you will be able to assess the positive and negative impacts of the project. What mechanisms will you put in place that will enable you to measure these impacts?

Part 3 – Financial	
[3a] Please confirm that no funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the UKSPF prospectus.	Please confirm that no funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the UKSPF prospectus. • paid for lobbying, entertaining, petitioning, or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action • payments for activities of a party political or exclusively religious nature • VAT reclaimable from HMRC • gifts, or payments for gifts or donations • statutory fines, criminal fines or penalties • payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources • contingencies and contingent liabilities • dividends • bad debts, costs resulting from the deferral of payments to creditors, or winding up a company • expenses in respect of litigation, unfair dismissal or other compensation • costs incurred by individuals in setting up and contributing towards private pension schemes
[3b] Does the funding package include any match funding?	Please confirm whether any match funding will be provided. Confirmation in writing from the match funder stating the amount, any time limits, and a description of what the funding can be spent on must also be provided.

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?	Please explain how the project budget has been calculated. This could include the provision of supplier quotes and estimates or example costs used from similar projects that have been delivered. What steps have you taken to ensure that the budget is accurate and realistic for what is to be delivered? Please describe how you will manage any unexpected costs or price increases. What measures will you put in place to respond to significant changes?
[3d] Please indicate how value for money will be achieved through the delivery of this project	Please explain how you will ensure the project achieves value for money. How will you minimise costs whilst seeking to maximise impacts and benefits?
[3e] Does your project include staff costs?	You will need to allocate spend against staff management and staff delivery costs separately within Annex B, but clearly show how they fit within the project.
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.	

Part 4 – CAPITAL PROJECTS ONLY	
[4a] Do you own or lease the property?	Please select from the options to confirm whether you are the owner of the property or if the property is leased.
If Leaseholder, please state the term of the lease.	If leased provide details of term of the lease? The term of lease should be of a minimum up to March 2035.
Do you have the landlord's permission for the capital works?	Confirm if you have the landlord's permission to carry out the capital works.
If yes, please provide evidence of the permission.	
[4b] Does your project require planning permission?	Please select from the options to confirm whether you require planning permission?
If yes, what is the status of the planning permission?	If yes, please select to confirm status.
If pending, please state when the planning decision is expected.	If planning approval is pending, 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?	Do you require any other statutory requirements? E.g., Building regulations?
If yes, please confirm the consent required and its status.	Please list all statutory consents and their current status.
Please provide a copy of all statutory consents approved to date.	

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, Public Contract Regulations 2015 and 2020 amendments	If applicable, please select to confirm procurement route undertaken will meet the regulations. See links for guidance: UK Shared Prosperity Fund: procurement,

	Public Contract Regulations 2015 2020 amendments

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.	Please describe the processes you will put in place to monitor and track project performance and project progress.
[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?	Please describe the accounting systems that you will implement to robustly record project expenditure and to ensure that the funding is only spent on UKSPF project activities. e.g., separate accounting systems. Please describe the performance monitoring systems that will be used to measure and to evidence outputs and outcomes.
[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.	Please describe what governance and assurance procedures will be followed to manage the project. What structures will be put in place e.g., project steering group? How will senior officers, board of directors, management committees etc. be involved in overseeing and influencing the project? Please describe how you will prevent and mitigate fraud or the misuse of the funding.
[6d] If this is a multi-partner project, how will the partnership be managed effectively?	Please describe how you will manage a multi-partner project. How will you coordinate project delivery? How will you ensure that all partners comply with the UKSPF funding requirements?
[6e] Please confirm that appropriate checks have been undertaken to ensure all partner organisations are appropriate and experienced, financially robust and have the necessary structures and procedures in place to receive UKSPF funds.	If applicable, please select to confirm due diligence checks have been undertaken on all project partners.
[6f] Please describe the due diligence undertaken on partner organisations.	Individual local authorities will carry out due diligence on the lead applicant organisation. It is the lead organisation's responsibility however to undertake similar checks on partner organisations to ensure that they are financially sound, have robust governance arrangements and operating procedures in place and have the required resources and expertise to deliver projects of this size and to manage funds of this nature.

SHARED PROSPERITY FUND: NORTH WALES
STAGE 2 – APPLICATION GUIDANCE NOTES

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: • Please describe how you will monitor the performance of the project. • Please describe how the project will be evaluated, in terms of how it was delivered and its impact on clients? • Please describe how the findings of the evaluation will be disseminated? Who will you share the results with? • Please state when the evaluation will be undertaken. Please specify start and finish dates. • The cost of the evaluation report is expected to be between 1 – 2% of funding Any monitoring and evaluation work to be paid by UKSPF needs to be completed by 31st December 2024. Further guidance can be found here: UK Shared Prosperity Fund: monitoring and evaluation
[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.	Please confirm using the tick box that all supporting evidence such as beneficiary records, before and after photographs, financial documentation etc. will be retained for a period of 10 years following your final grant payment.

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.	If the project is to continue beyond 31st December 2024, please explain how this will be achieved. Please reference any future funding, any changes to delivery organisations, elements of the project that will continue or cease etc.
[8b] Do you plan to cease activities prior to 31st December 2024, if so, what exit strategy will you put in place?	If the project is to finish by 31st December 2024, please explain how any benefits and impacts will be sustained. Will there be any alternative projects implemented to continue the nature of the work carried out?

SHARED PROSPERITY FUND: NORTH WALES
STAGE 2 – APPLICATION GUIDANCE NOTES

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:

https://www.gov.uk/government/collections/subsidy-control-regime

Further guidance on Subsidy control can be found here: **Subsidy control | GOV.WALES**

[9a] Does the award of SPF funding to your organisation for the project involve the provision of subsidies?	Please confirm whether the award of UKSPF is classed as a subsidy to your project. All projects must consider how they will deliver in line with subsidy control as per UK Government guidance: https://www.gov.uk/government/collections/subsidy-control-regime
[9b] Will you be awarding a subsidy (e.g., grant, business advice) to third parties or beneficiaries?	Confirm whether any UKSPF monies that you distribute to third party organisations or beneficiaries is classed as a subsidy.
[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.	Refer to the guidance and explain how the subsidies are compliant with the UK's subsidy control regime, if applicable.
Please complete the **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.	Please explain how you will monitor activities to identify any subsidies and how you will report on this.

Part 10 - Welsh Language

[10a] Do you have a Welsh Language Policy?	Please select to confirm if you Welsh Language policy and describe how this will be applied to your project.
Please provide a copy of your Welsh Language Policy.	
[10b] Will your project be delivered in both English and Welsh?	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.

Part 11 – Net Zero

[11a] Please describe and explain any activity on the project that will support the UK Government and Welsh Governments Net Zero policy or wider environmental ambitions and what procedures are in place to monitor and report on this?	Please describe and explain any activity on the project that will support the UK Government and Welsh Governments Net Zero policy or wider environmental ambitions and what procedures are in place to monitor and report on this? It is recommended that an impact assessment should be completed.

Part 12 – Equalities	
[12a] Does your organisation have a written policy that prevents unlawful discrimination and promotes equal opportunities for all?	Please select to confirm if your organisation has a written policy. Please describe how staff are made aware of the policy.
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.	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. It is recommended that an impact assessment should be completed, and a copy provided with your Stage 2 application.
If applicable, please provide a copy of your Equality Impact Assessment for this project.	

Part 13 – Insurance	
[13a] Please confirm whether you already have or can commit to obtain the appropriate levels of Insurance cover.	You will need to confirm whether you have or will put in place appropriate levels of insurance cover and provide copies. It is important that appropriate levels of insurance are obtained to cover activity.
Please provide a copy of your Insurance Certificates.	

Part 14 – Branding and Publicity	
[14a] Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	• Applicants must read the branding and publicity requirements here and confirm they will comply. • Organisation in receipt of UKSPF will need to acknowledge the contribution from UK Government and the support provided by the relevant local authority(ies). • The following wording should be used on all publicity material's '[This project/Name of project] has received £[INSERT AMOUNT] from the UK Government through the UK Shared Prosperity Fund'.

Part 15 – Data Protection	
[15] Data Protection Statement	Please read how the council deals with your data.

Part 16 – Project Applicant Statement	
[16] Applicant declaration	Applicant must sign and date the application and note their position. This should be the Senior Responsible Owner for the project.

Applicants are also required to complete:
- Annex A - Joint Bid Support Form (if applicable)
- Annex B - Project Information (mandatory)
- Annex C - Subsidy Control Form (mandatory)

Annex A - Joint Bid Support Form

Please ensure that a separate form is completed and signed by every partner organisation specified in the application.

Partner organisations are required to explain what role that they will have in the project, for example project management, delivering specific activities, providing match funding, offering resources (staff, accommodation, professional expertise etc.).

Partner organisations are required to confirm if they are happy for reviewers to carry out a financial credit check to assess the applicants financial standing. Please note this will leave a soft footprint on the credit file.

Annex B - Project Information

Project Summary tab	Please enter lead applicant name Project name Partner names (if applicable) Start Date and End Date All other data will auto populate once you have completed all tabs below.
Delivery Plan and Milestones tab	For each milestone, please include the specific tasks, who will be responsible for these tasks (owner), start and finish dates and then plot the months during when these tasks will occur.
SPF Interventions tab	Please enter the name of the Authority and Project Name. Please specify all relevant interventions the project will address from the drop-down options. Applicants will be required to allocate outputs, outcomes, and expenditure within the other tabs against these selected interventions. Please ensure that selected interventions reflect the activities of the project.
SPF Outputs tab	Please complete the table specifying the outputs that you are seeking to achieve as a result of the project. **SPF Intervention -** Specify which SPF intervention the outputs you are claiming relates to. If an output is relevant to more than one intervention, please select a priority intervention for this purpose, or apportion the outputs against each intervention they relate to. **Output Indicator Description -** Specify which output indicators your project will achieve from the drop-down option. ***You will only be able to select outputs that are included within the UK Government SPF document. You cannot create your own indicators.*** **Output Target -** Please enter the value of outputs to be achieved against each county areas. Multi local authority projects are required to provide a breakdown of the target number of outputs that will be achieved in each county where the project will operate.

	Total - This total will auto calculate based on the target values entered against the relevant county areas.
	Unit of Measure - This will auto-populate.
	Evidence - List the type of evidence you will collect to support all the outputs you have listed.
	Rationale - Please explain how these outputs have been estimated.
	Please ensure that selected outputs reflect the activities of the project.
SPF Outcomes tab	Please complete the table specifying the outcomes that you are seeking to achieve as a result of the project.
	SPF Intervention - Specify which SPF intervention the outcome you are claiming relates to.
	If an outcome is relevant to more than one intervention, please select a priority intervention for this purpose, or apportion the output against each intervention they relate to.
	Outcome Indicator Description - Specify which outcome indicators your project will achieve from the drop-down option.
	You will only be able to select outcomes that are included within the UK Government SPF document. You cannot make up your own indicators.
	Outcome Target - Please enter the value of outcomes to be achieved against each county areas. Multi local authority projects are required to provide a breakdown of the target number of outcomes that will be achieved in each county where the project will operate.
	Total - This total will auto calculate based on the target values entered against the relevant authority areas.
	Unit of Measure - This will auto-populate
	Evidence - List the type of evidence you will collect to support all the outcomes you have listed.
	Rationale - Please explain how the outcomes have been estimated.
	Please ensure that selected outcomes reflect the activities of the project.
Funding Profile tab	Please complete the table. Please state the source of all funding for your project including the match funding that will be used as a contribution to the project. Only cash match funding will be accepted, in kind contributions will not be considered.
	If match funding has been applied for, but where a decision is pending, please specify the anticipated decision date.
	Any match funding with a longer-term decision date may not be considered as this creates uncertainty and risk around project deliverability.
	Please ensure that copies of any secured match funding are provided. These should include the amount, any time limit, and a description of what the funding can be spent on.

	Please also provide the amounts of the UKSPF request.
Expenditure Profile tab	Please specify an intervention number to allocate against each cost category from the drop down. The list is based on the information provided within the SPF intervention tab.

Where a cost heading covers more than one intervention, please specify a priority intervention or apportion the costs appropriately and not the relevant proportion against each intervention.

Column A Please select a cost heading from the drop-down in. A list of the cost headings can be found to the right of the spreadsheet (after column R).

The table below provides clarification on the type of costs expected against each category.

Cost Category	Described costs
Construction costs - contractor fees	Contractor fees relating construction works on development of a built asset.
Construction costs – materials	Material costs relating construction works on development of a built asset.
Consultancy costs	Specialist labour relating to project.
Evaluation costs	External costs relating to project evaluation.
Fixtures, fittings, and equipment	Tangible assets purchased for the project.
Grants to third parties and end beneficiaries	SPF grant paid beneficiaries supported by the project.
Legal and professional fees	Legal and professional fees relating to the project.
Marketing and publicity costs	Marketing and publicity costs relating to the project in line with publicity guidance.
Overheads	Overheads should cover items such as accommodation costs, postage, telephones, stationery etc.
Project delivery staff costs	Staff directly delivering the project.
Project management and administration	Staff that oversee and manage the delivery of the project and who administration support.
Support costs e.g., childcare, travel & subsistence	Costs relating to the beneficiaries being supported by the project.
Training costs	Training relating to beneficiaries being supported by the project.
Volunteer costs	Payment made to beneficiaries being supported by the project in relation to volunteering activities.
Other	Costs incurred not within prescribed list. Details must be clear within the cost description in Column B.

Only expenditure declared here, will be eligible to be claimed.

	Column B Please provide a more detailed description of the cost.
	Column C Enter the total costs (UKSPF and Match) against each expenditure line.
	Column E Defaults to 1 unit. If you require unit costs to be noted, please specify the number of units that make up the total project costs.
	Column K Please specify if your costs include VAT that is irrecoverable.
	Column G Please enter the UKSPF amount for each expenditure line.
	Column I The match funding will calculate automatically (Total project costs minus UKSPF grant).
	Columns L, M & N Please enter the total project expenditure for each financial year cost.
	Column O Will automatically calculate and should match the total in Column C.
	Column P Please use this to explain any irrecoverable VAT you will be claiming and to detail any assumptions made in respect of the costs.
SPF Financial Breakdown tab	Each North Wales local authority has been awarded a separate UKSPF allocation, broken down by Intervention, capital and revenue expenditure over the 3-year programme period.
	Multi local authority applications are required to provide a breakdown of the UKSPF requested in each county where the project will operate.
	Multi local authority applications are requested to apportion any overheads and management costs across all the counties in which they will be delivering activity.
	For example, an applicant organisation that is 100% located in Gwynedd but will be delivering 50% of activity in Conwy, 25% of activity in Gwynedd and 25% of activity in Denbighshire should apportion their overheads and management costs on the same basis.
	Please provide a breakdown of the UKSPF grant that you are requesting against the relevant county. For Multi LA applications you will need to show the proportion against each area.
	This should be broken down by:
	- UKSPF priority – This will auto populate once you have selected the relevant intervention - Intervention - UKSPF priority - Capital and revenue UKSPF - Financial year
Procurement Plan tab	Please complete the table providing the requested information for the various goods, services or works that will be provided under the project.
Risk Register tab	Please complete the spreadsheet identifying the key risks and the actions required to mitigate or reduce the risk.

v1.1

	The Risk Matrix at the bottom of the page shows the scores based on the likelihood and severity of certain events happening. Please use these scores as a guide to assist you with competing the Risk Register.
	This will need to be updated and returned with each claim submitted.

Annex C - Subsidy Control Form

All applicants are required to investigate and determine whether the receipt of UKSPF funding and the project activities are deemed to constitute a subsidy.

If a subsidy has been identified, please provide responses to the seven principles to identify whether the project is complying with the Subsidy Control regime.

It is crucial that applicants record and document their decisions and explanations. All supporting evidence to justify the response should be retained. This applies to both subsidies and non-subsidies as the decisions can be challenged.

Further information can be found at:

https://www.gov.uk/government/collections/subsidy-control-regime

SHARED PROSPERITY FUND: NORTH WALES
STAGE 2 – APPLICATION GUIDANCE NOTES

Stage 2 detailed project applications must be submitted via our online portal.
Applicants invited to submit a Stage 2 detailed project application will receive an e-mail invitation from the Shared Prosperity Fund: North Wales team containing the link to the online portal and the Project Reference Number. Only applications quoting a valid Project Reference Number and submitted via the online portal will be considered.

Applicants will be required to submit their application and all supplementary documents via the portal. Applicants are strongly advised to complete the Stage 2 – Application form, Annex A to C (as applicable) and gather all supplementary documents BEFORE starting the online submission process.

The online portal will prompt applicants to submit the following:
- Stage 2 Application Form
- Annex A - Joint Bid Support Form
- Annex B - Project Information
- Annex C - Subsidy Control Form
- Governance documents/legal constitution for third sector and voluntary organisations
- For all non-public sector applicants - Copies of the 2 most recent full financial years including the current year's management accounts for the lead applicant. Latest Bank statement (dated within last 3 months)
- Evidence of any match funding secured (if applicable)
- Job descriptions of staff expected to be appointed
- Organisational chart
- Lease/landlords permission
- Planning approval etc.
- Statutory consents
- Welsh Language Policy
- Equalities Policy
- Equality Impact Assessment
- Insurance certificates