

PEMBROKESHIRE COUNTY COUNCIL

Enhancing Pembrokeshire Grant

Funding Criteria 2019-20



Pembrokeshire County Council is committed to bringing about real improvements in Pembrokeshire.

The Enhancing Pembrokeshire Grant forms part of the Council's regeneration programme.

1. What is the purpose of the Enhancing Pembrokeshire Grant?

The purpose of the Enhancing Pembrokeshire grant is to offset negative impacts of second home and long-term empty property ownership in Pembrokeshire communities. Funding is available for projects which address issues arising from second home ownership and which further one or more of the Council's corporate goals, structured around our five Well-being Objectives:

- Raising overall standards of achievement
- Healthy communities: Communities supported by affordable and appropriate housing; improving social care
- Increase the economy's productivity and address regeneration issues
- Safeguarding our environment
- Self-sustained and vibrant communities

In addition, projects should show the following:

- Support from the local community and partner organisations through appropriate consultation,
- They are well thought out, have clear financial plans and can be delivered
- They consider future sustainability
- They add value to existing activities and are complementary to other projects and initiatives
- Through consultation, that they meet current and future needs and opportunities in their communities
- They have given consideration how the project can benefit those who share protected characteristics¹

See Frequently Asked Questions for more information on where the money comes from and Appendix 1 for examples of eligible projects

¹* Protected characteristics are designated under the Equality Act 2010 and include people of different abilities, ages, ethnic backgrounds, genders and religions

2. How much funding is available and how is it allocated across the county?

In total, the Enhancing Pembrokeshire grant fund for April 2019 – March 2020 is £974,950. This has been split into two funding streams:

2.1 Community based projects

75% of the grant funding for April 2019 – March 2020 (**£731,212**) is within this stream. It has been divided up among Town / Community Council areas according to how many designated second homes there are.

A combined fund for communities with small numbers of second homes has been established. These communities can now apply for up to £5,000 to support their project.

If the intended project will benefit a particular town or community you should apply into this stream.

The amount of funding available in each Town/Community Council area is outlined in *Appendix 2*.

We will consider funding up to 80% of total eligible project costs.

2.2 Strategic projects

25% of the grant funding for April 2019-March 2020 (£243,738) is within this funding stream. However over allocations in 2018-19 means that there is **£131,688** available to distribute this year.

If your intended project will have benefits, which reach beyond a particular town or community, or is strategic in nature you should apply into this stream.

2.3 All projects

Organisations in receipt of grant funding must pay upfront for all project expenditure and claim the allocated funding from Pembrokeshire County Council.

All monies awarded through the Enhancing Pembrokeshire grant fund will need to be spent within an agreed timescale, which will be outlined in the Funding Agreement.

3. Who can apply for funding?

- Town and Community Councils
- Constituted voluntary and community groups
- Registered charities
- Not for profit organisations / social enterprises

- Local branches of national third sector organisations can bid using the parent body constitution but they must have their own bank account. We will also require confirmation that the parent body supports the application
- 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 grant monies should the application be successful

We are unable to accept applications from the following:

- Private sector organisations. Information about alternative sources of funding and assistance for private sector organisations is available from Business Wales <https://businesswales.gov.wales/> 03000 6 03000
- Applications on behalf of other organisations in the name of a professional fundraiser (exceptions may be made for Town and Community Councils applying on behalf of a community group)
- Individual beneficiaries

4. What can be funded?

Funding is available for capital and revenue costs.

4.1 Capital Costs

Funding for capital costs can include:

- Site investigation, clearance and preparation work
- New build and / or refurbishment costs including direct professional fees where necessary
- Landscaping and other environmental enhancement work
- Fixtures and fittings directly related to the project
- IT equipment where it is directly related to the project aims
- Mobile items and vehicles can only be supported in certain circumstances, usually if they form an integral part of a larger project and will be considered on a project by project basis

4.2 Revenue Costs

Funding for revenue costs can include:

- New staffing and salary costs but not redundancy costs
- Rent of new or additional accommodation
- Apportioned heating and lighting costs for new projects
- Phone, stationary and postage costs relating to the project
- Other office costs for new projects
- Marketing costs

4.3 Value Added Tax (VAT)

Capital costs – it is likely that VAT will need to be paid on capital expenditure. HM Revenue and Customs must be consulted and evidence of the advice received from them must be provided www.hmrc.gov.uk or 0300 200 3700.

Where VAT can be reclaimed the total project costs should reflect the net VAT figure, where VAT cannot be reclaimed then figures should include VAT.

Revenue costs – calculations of revenue costs in funding applications should include VAT except in the case of Town and Community Councils and other organisations eligible to claim back VAT.

4.4 Professional Consultancy Fees

Professional consultancy fees can be considered if the work is essential for the delivery of the project e.g. architectural and structural engineering fees. General project manager and professional fundraiser fees are not eligible.

5. What can't be funded?

Other activities, which can't be funded include:

- Those which conflict or adversely affect the aims, objectives or policy of Pembrokeshire County Council or any other associated company / organisation
- Those which a public body has a duty to provide
- Those which could be more appropriately funded from other sources e.g. small capital sports equipment from Sports Wales Community Chest funding, Community Arts Grants
- Those already being funded from another source
- Those which duplicate other projects being delivered locally
- Those which impact upon or adversely affect the sustainability of existing provision
- Those which have already been started cannot be considered however a different phase of a project can be
- Those for which contracts have been signed or orders placed before approval
- Normal operating costs or costs incurred in daily operation / routine repairs and maintenance costs / equipment
- Those which support core or existing staff
- The organisation's general employment activities / costs
- The organisation's health and safety obligations
- Feasibility studies
- Recoverable VAT costs
- Insurance
- Those which promote religious faith activities (although applications from religious organisations can be considered if the intended project benefits the wider community)

- Those which are party political
- Fundraising campaigns
- Trips and visits

6. How does the process work?

6.1 Expression of Interest

Contact the Regeneration Team on 01437 775536 to request an Expression of Interest form (EOI) and to access any support required. If information provided on the EOI indicates that the project is likely to be eligible, the Regeneration Team will invite the applicant to complete and submit a full application and provide essential supplementary documentation.

Completed EOI's must be submitted via email to enhancing.pembrokeshire@pembrokeshire.gov.uk

It is important that sufficient time is allowed for an application to be processed. Enhancing Pembrokeshire grant funding will not cover any costs incurred or committed prior to issuing of the formal Letter to Proceed.

6.2 Number of Applications

You can only make one application per project. Enhancing Pembrokeshire grant funding could potentially be used to fund different stages of a project, with a further application being made once a phase has been completed. The award of grant funding for one phase of a project does not guarantee that you will be awarded a grant for further phases.

If the organisation is looking at submitting applications for more than one scheme we will look closely at the capacity to manage multiple projects.

6.3 Submitting an Application

Applications must be submitted via email to enhancing.pembrokeshire@pembrokeshire.gov.uk and should include the scanned signature of relevant people in the organisation.

On submission of an application, an acknowledgement will be issued by the Regeneration Team. Regeneration Team officers will work with the organisation applying to ensure that all necessary information and documents are provided prior to the relevant panel meeting.

In some cases, advice may be sought from other appropriate officers from within the Council or partner organisations, or other relevant experts.

6.4 Assessing the Application

The Grant Panel made up of the Chair, one County Councillor from the Second Homes Working Group and four Cabinet Members will assess application reports, competitively against the criteria in Section 1. Recommendations from this Panel will be sent to Pembrokeshire County Council's Cabinet for approval.

The scoring system is as follows:

Criteria	Score
How a project addresses the negative impact of second homes and long-term empty properties	25
How a project contributes to five Well-being Objectives	25
Is the project supported by the community and informed through community consultation?	25
Project value for money and financial sustainability	10
Has matched funding be sought or secured	10
How the organisation is structured and managed	5

Where relevant, advice from other appropriate officers / experts will be presented to the panel for consideration.

Deadlines for applications for Grant Panels for 2019 – 20 are as follows:

Application deadline	Grant Panel Date	Cabinet Date
7 th May 2019	21 st June 2019	1 st July 2019
6 th August 2019	20 th September 2019	7 th October 2019
5 th November 2019	13 th December 2019	13 th January 2020
27 th January 2020	28 th February 2020	9 th March 2020

See Frequently Asked Questions for the general duties of the Grant Panel.

6.5 Successful or Unsuccessful?

Successful – all offers of grant funding will be subject to three stages:

- **Stage 1** – The Terms and Conditions of the offer must be signed by two members of the organisation and returned to Pembrokeshire County Council within 20 days
- **Stage 2** – Procurement Stage (where applicable). On receipt of the signed Terms and Conditions of offer, the Council will send a Project Procurement Form. This will need to be completed with all details of procurement e.g. tenders and quotes, and signed and returned
- **Stage 3** – Letter to Proceed, subject to all the relevant documents and quotes being in place

Property related projects – for projects in which properties are constructed or improved, the Council may seek to register an interest in the property being funded with the Land Registry. This may be as a restriction or legal charge, which means the Council will be informed of changes in the ownership of the property and of any potential effects on the terms and conditions on which the grant was awarded. If this applies to your organisation's project, further information will be provided in the grant terms and conditions within the offer letter. For information please see Appendix 3.

Publicity and acknowledgements – all organisations in receipt of Enhancing Pembrokeshire grant funding must acknowledge Pembrokeshire County Council in all publicity and media generated about their successful project. Additional requirements for projects in receipt of capital funding will be outlined in the offer letter.

Unsuccessful – unsuccessful applicants will receive feedback and, if appropriate, invited to re-submit or provided with information on alternative funding sources. There is no right to appeal.

6.6 Project Delivery

The Regeneration Team can help your organisation to set up processes to ensure the project is successfully delivered and completed.

7. What information, in addition to a completed application form, will need to be provided?

In addition to a completed application form, all applications must be accompanied by:

- A copy of the organisation's governance document (e.g. constitution)
- Accounts and / or projected cash flow forecast / bank statements
- Policy / statement relating to the Equalities Act 2010
- Policy / statement relating to the Environment
- Policy / statement relating to Welsh Language
- Insurance certificates, schedule of cover including public liability
- Clear evidence of need provided through consultation
- Evidence of support for the project and, where applicable, future uses
- Evidence of competitive tendering i.e. 3 quotes

If the project involves working with children and / or vulnerable adults you must also provide a :

- Policy / statement relating to Safeguarding

If the project involves recruiting paid staff or volunteers you must also provide the following (please discuss with the Regeneration Team):

- A recruitment plan
- A job description

- Roles, responsibilities and pay scale
- Working patterns and timesheets
- Details of induction and training
- How staff will be supervised and managed
- Accountability and reporting structure
- Payment mechanism

When a project involves purchasing equipment, furniture, office consumables or employing the services of a professional (including building and renovation work) evidence of procurement will be required. This is to ensure that a fair and open process has been used.

The following may also be required (please discuss with the Regeneration Team):

- Bank Account Details
- Building Regulations
- Business Plan
- Conservation Consent
- Environmental Consent
- Highways Consent
- Landlord Consents
- Licences
- Listed Building Consent
- Maintenance arrangements
- Planning permission or evidence that planning has been sought
- Proof of ownership
- Quotations for work
- Signed lease agreements (these should have at least 15 years left to run)

8. How will successful applications be monitored?

8.1 Expected Results

Organisations in receipt of Enhancing Pembrokeshire grant funding will need to identify the expected results of the project (as applicable) the:

- Amount of match-funding from outside Pembrokeshire which is generated
- Number of new volunteers
- Number of new community assets developed
- Number of new services available
- Number of physical improvement schemes
- Number of environmental improvement schemes
- Number of events developed

8.2 Spot Checks / Site Visits

Organisation in receipt of Enhancing Pembrokeshire grant funding will be subject to spot checks / site visits in the five years following issuing of the Letter to Proceed. Spot checks / site visits will be undertaken by Pembrokeshire County Council.

8.3 End of Project Evaluation

Upon completion, we would like to know that the project has successfully achieved the benefits outlined in the application. The Regeneration Team will request an end of project evaluation. This should include photographs of your project at various stages of development.

8.4 Monitoring Letters

Organisations in receipt of Enhancing Pembrokeshire grant funding will receive a letter from Pembrokeshire County Council one year, three years and five years after completion of the funded project asking them to re-confirm:

- Asset retention
- Use and any restrictions of use of asset
- Change in the Lease Agreement (where applicable)
- Business status
- Results (8.1 above)
- Document retention and the requirement for organisations / groups in receipt of the grant to co-operate with reasonable requests for documents and other information relating to the project and visits, by Pembrokeshire County Council or any of its representatives
- Any applicable special conditions of grant

The organisation in receipt of the grant will be required to sign and return an acknowledgement slip, which will be sent to confirm that there haven't been any changes to the conditions on which funding was awarded.

9. Complaints, Compliments and Comments

As a Council we are determined to make the services we provide for you as effective as possible. We value your comments and want to work together to achieve this aim. We recognise it is important to learn from what you say, not only to deal with your particular issue, but to ensure that we improve our services.

You can submit a complaint, compliment or comment in a number of ways:

- Call our Customer Contact Centre on 01437 764551
- Visit the website at www.pembrokeshire.gov.uk

10. Disclaimer

The information in this document is intended for guidance in relation to the Enhancing Pembrokeshire grant. It is not suitable for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.