

The following guidelines have been set to correspond with the questions included in the Gwynedd Key Fund Application Form

INTRODUCTION

As part of the UK's Shared Prosperity programme, approximately £20m has been earmarked for the county of Gwynedd with some of the funding committed to establish Funds to support projects in the field of Culture, Events and Healthy and Active Living.

Detailed advice is available on how to complete the application form in this document for the field of Culture only.

Similar guidelines are available for the Events and Healthy Living theme.

Contact Point to discuss your application

cronfacefnogidiwyllesiant@gwynedd.llyw.cymru

For applications in the Arts sector – Nest Thomas, Lynn Francis, Roland Evans

For applications in the Heritage sector – Ffion Strong, Corrina Zarach

Amounts you can apply for: £2,000, £5,000, £10,000

TIMETABLE

The opening date of funds is **6th November 2023**

The closing date to submit applications to the funds is **December 20th 2023**

We will aim to assess and approve applications by the end of **February 2024**

It will not be possible to fund any activity that has commenced before an offer letter has been signed and returned to CynGOR Gwynedd officers.

This is the second round to apply for the funds. We do not anticipate opening a third round.

WHO CAN APPLY?

Consideration will be given to award grants to those who comply with the application guidelines:

- Non-profit making establishments with a legal and constitutional status
- Registered charities
- Public bodies
- Companies limited by guarantee who do not distribute profit to their members
- Organisations / companies with a clear management structure and clear financial management systems
- Other appropriate organisations, on condition that these bodies have objectives which encompass the culture field
- Organisations / companies which run cultural centres in Gwynedd or who provide regular cultural activities throughout the year in the county
- Organisations / companies which contribute substantially to the priorities identified in the Gwynedd Arts Plan
- Partnership projects led by a lead partner

HOW TO SUBMIT YOUR APPLICATION?

We strongly advise you to discuss your application with the officers listed above before submission. Once you are ready to submit your application, you can submit your application via e-mail.

Remember to ensure that you also submit the supporting documents, which are listed within the detailed guidance, with your application. It will not be possible to process incomplete applications.

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WHAT IS POSSIBLE TO FUND?

We can consider applications for up to 80% of the project's total cost. In some cases, we can consider funding up to 100% of the costs of a project that:

- Support projects that will improve community engagement for all with our rich heritage and culture, create local pride, improve wellbeing and develop skills.
- Supports the people of Gwynedd to access, to enjoy and experience the arts - for the benefit of individuals, society, the economy and community.
- Support projects that would create a legacy and follow up to the Llyn and Eifionydd National Eisteddfod 2023.

(We invite applications for both revenue and capital)

Our definition of 'heritage' includes projects:

- Historic Buildings and Monuments
- Community Heritage – e.g a project which focuses on a local area in order to improve/restore/interpret the natural or built environment
- Cultures, traditions and memories – e.g. celebrating diverse cultures through arts/oral history projects, music
- Collections including Museums, Libraries and Archives
- Landscapes and natural heritage
- Industrial, Marine and Transport
- Language
- Gwynedd's rich cultural heritage - it's literary, poetry, musical traditions, art, drawing, performance legends and traditional tales.

Our definition of an Eisteddfod legacy includes:

- Projects that celebrate, pay tribute to and give continuity to the success and cultural activity of the National Eisteddfod of Llyn and Eifionydd 2023.

Eligible activities:

- Supporting the interpretation of Gwynedd's heritage and culture.
- Support people's engagement with their culture and heritage and special characteristics of Gwynedd.
- Support cultural projects that would provide a legacy and follow-up to the Llyn and Eifionydd National Eisteddfod 2023.
- Supporting Gwynedd's artistic buzz and cultural institutions (Strategic Grants for the Arts)
- Supporting community arts activity in Gwynedd (Community Art Grants)

Type of items that are not eligible to receive support:

- Maintenance costs of equipment and buildings
- Costs of holding activities that already exist.

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- Costs of employing staff in an existing role
- Activities that are held outside the boundaries of Gwynedd
- Applications from individuals or for-profit making companies to distribute it to the members
- Projects that have been funded by the first round of the SPF Fund.

Total SPF grant contribution and project period

We will consider applications for a SPF contribution between £2,000 and up to £10,000 for the period between March 2024 and December 2024. All activities must be completed by 31 December 2024.

Project selection process

The selection process of projects to be selected will be competitive and applicants are expected to complete **all** questions following the detailed guidelines.

Incomplete applications will not be considered for support from the fund.

The panel will score applications based on:

- The need for the activity
- Management Structure and Sustainability of the activity
- Outcomes and results of the activity
- How the activity corresponds to strategies
- Quality of the proposed activity
- The ability to implement within the timetable
- Costs of the activity and expenditure eligibility
- Any match funding attracted for the activity
- Presumed value for money
- Confirmation that relevant policies are in place - the Welsh language, equal opportunities, safeguarding etc.

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APPLICANT'S DETAILS

1.	From which fund are you applying?	Tick the relevant box
2.	Primary organisation that is making the application	Provide the name of the organisation submitting the application
3.	Organisation's Address	Address of the organisation submitting the application
4.	What is the nature of your organisation?	<p>Any non-profit distributing organisation can apply for funding via the fund.</p> <p>To seek support via these funds, organisations must be located in Gwynedd and provide activity and services for Gwynedd residents.</p> <p>The following criteria must be met if you wish to apply for funding through this fund:</p> <ul style="list-style-type: none"> • Your organisation cannot distribute profit (with the exception of significant and strategic event organisers) • Your organisation must have a legal and constitutional status • Your organisation must have a clear management structure • Your organisation must have a clear financial management system • It must have operational principles which adhere to legislation on employment, health and safety, equality for workers and volunteers • Show an understanding and commitment to equality in respect of access, language, culture, gender and ethnic matters • Possess aims and objectives that are in correspond to the activities financed through this grant • Show that other groups and individuals in the area support the activity/scheme • It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme • That operational principles are in place, which correspond with legislation relating to the protection of children and vulnerable adults. <p>Please note that we cannot accept applications from individuals to the fund.</p>
5.	Company / Charity Number	Note the organisation's company / charity number if applicable
6.	Lead Contact Name	Note the name of the main contact operating on behalf of the organisation and Post Title within the organisation
7.	Deputy Lead Contact Name	Name of deputy lead contact on behalf of the organisation and Title within the organisation

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8.	Contact Telephone Number	Note a phone number we can use to contact you to discuss any matters relating to your application
9.	E-mail address	E-mail of main contact - all correspondence relating to your application will be sent to the e-mail address noted here
10.	Organisation's website address	The organisation's website
11.	Does your organisation have a bank account in its name which requires two signatories to authorise Payments?	<p>All applications that are submitted must be in the name of an organisation with a bank account and constitution.</p> <p>If your group is a new organisation which is in the process of opening a bank account, but the account has not opened within the fund's timetable, it is possible for us to consider applications from another organisation within your community that supports your scheme. In this case, you will need to send evidence that your bank account is in the process of being opened, along with evidence of an agreement between your organisation and the organisation that will apply to the fund on your behalf.</p> <p>Please note that this agreement will not affect the ability of neither organisation to apply for a grant for a different scheme via the fund.</p>
12.	Does your group claim VAT?	If your organisation does not claim VAT, you may apply for a grant including the VAT costs. If your organisation claims VAT, it will not be possible to include items' VAT as part of your application.
13.	What is the main activity and objectives of your organisation?	Describe the main activity and objectives of your group (up to 150 words)
14.	If you work with children or vulnerable adults, note which steps are undertaken to safeguard them.	There should be a reference here to any policy or procedures in place by your organisation to safeguard children or vulnerable adults.

INFORMATION ABOUT THE PROJECT/EVENT YOU WANT TO BE FUNDED VIA THE FUND

15.	Project / Event Name	Note the name of the Project / Event you want to be funded via the fund
16.	Project / event location	Note in which area the project/event will be operational, including the post code
17.	Main Investment Priority	<p>The aim of the Culture Support Fund is to</p> <ul style="list-style-type: none"> Support projects that will improve community engagement for all with our rich heritage and culture, create local pride, improve well-being and develop skills.

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		<ul style="list-style-type: none"> Support the people of Gwynedd to access, to enjoy and experience the arts - for the benefit of individuals, society, the economy and community. <p>Note how your application contributes towards at least one of the above objectives</p>
18.	Type of application made	<p>Note the type of application from the Fund (Revenue, Capital) The fund supports projects from £2,000 - £10,000</p> <p>INDIVIDUAL APPLICATIONS WILL BE LIMITED TO ONE OF THE ABOVE GRANT SCHEMES</p> <p>It will be normal for funds to consider grants up to 80%, of project costs, encouraging applications that can demonstrate at least 20% of matching funds. In special circumstances the fund will be able to consider applications up to 100%, where it can be proven that this is not possible.</p> <p>See question 11 in relation to VAT</p>
19.	Intervention Numbers	<p>The numbers and explanation of interventions have been noted below. Note here the intervention numbers that your project responds to - W4 (Enhanced support for existing cultural, historic and heritage organisations that make up the local cultural and heritage offer, including improvements to access to sites to counter the effects of isolation, particularly for older people and disabled people) or W6 (Support for local arts, cultural, heritage and creative activities.)</p>
20.	Indicative Outputs Targets	<p>The output targets for each intervention have been noted in the tables above. We recommend that you select between 3 and 5 output targets for each intervention, noting the output name and the proposed target total</p> <p>W4</p> <ul style="list-style-type: none"> Number of facilities that are supported/created Number of tourism, culture or heritage assets created or improved Number of event/participation programmes <p>W6</p> <ul style="list-style-type: none"> Number of local events or activities supported Number of volunteering opportunities supported
21.	Indicative Outcomes Targets	<p>The output targets for each intervention have been noted in the tables above. We recommend that you select between 3 and 5 output targets for each intervention, noting the output name and the proposed target total here are the Results</p> <p>W4</p> <ul style="list-style-type: none"> More visitors Increased footfall Improved perception of facilities/amenities Improved perception/experience of accessibility

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		<ul style="list-style-type: none"> • Improved affordability in terms of events/access <p>W6</p> <ul style="list-style-type: none"> • Jobs created • Increased footfall • Improved engagement numbers • Improved perception of facilities/amenities • Number of community-led arts, cultural, heritage and creative programmes as a result of support • Improved perception of events
22.	Start Date of the Project/Event	The date you intend to start your project, should the application be successful, should be noted here
23.	End Date of the Project/Event	The date you expect to complete your project should be noted here. Please note that each scheme funded via the key funds must be completed by 31 December 2024, and it will not be possible to grant an extension after this date.

PROJECT/EVENT'S MILESTONES

24.	List the milestones of your project/event, and note dates	<p>Set out your timeframe to complete all elements of your project, from the project start date to the project end date.</p> <p>You will be asked to ensure that clear milestones have been identified that demonstrate the programme and timetable for project implementation.</p> <p>The details you will note here will be considered as part of your application assessment process.</p>
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DESCRIPTION OF THE PROJECT/EVENT

25.	Overview of your project (up to 500 words)	You should provide an overview of what your project will be and also refer to the activities, main aims and objectives of your project.
26.	Why is there a need for the project in your area? (up to 250 words)	You should refer here to any consultation work and provide evidence of the local need for this project
27.	Who would benefit from the project? (up to 150 words)	You should note here who will benefit from the project outside your organisation.

REAL LIVING WAGE

The following guidelines have been set to correspond with the questions included in the Gwynedd Key Fund Application Form

28.	I / we confirm that any jobs created as a result of the grant will pay the Real Living Wage, and I /we will work towards a Living Wage accreditation	If relevant to your scheme, it should be noted that any grant salaries that are used to pay salaries will pay the living wage. Additionally, there will be a need to note when you will work to complete a living wage accreditation
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LOCAL PLANS AND STRATEGIES

29.a	Note how using the grant will intertwine with the objectives of the Gwynedd Plan 2023-2028.	You should note here how your scheme intertwines with the Gwynedd Plan 2023-28.
29.b	Note how the grant's use will implements the NI 2035 Area project.	You should note here how the grant's use will implement with major local issues that have been identified during the work of the Our Area 2025
29.c	Note how using the grant will intertwine with the objectives of the Gwynedd Arts Plan	Only if relevant to your scheme, you should note here how your scheme intertwines with the Gwynedd Arts Plan.
29.ch	Note how using the grant will intertwine with the objectives of the Gwynedd Arts Plan	Only if relevant to your scheme, you should note here how your scheme intertwines with the Gwynedd Events Guide Good Practice.
29.d	Note how using the grant will intertwine with the objectives of the Slate Landscape of Northwest Wales World Heritage Site Management Plan	Only if relevant to your scheme, you should note here how your scheme intertwines with the Welsh Slate World Heritage Site Management Plan.
29.dd	Note how using the grant will intertwine with the objectives of the Gwynedd and Eryri Sustainable Visitor Economy Plan 2035	Only if relevant to your scheme, you should note here how your scheme intertwines with the Gwynedd and Eryri Sustainable Visitor Economy Plan 2035.

THE WELSH LANGUAGE

30.	Does your organisation have a Welsh Language Policy or Statement?	If not, outline how you will use the grant to ensure bilingual services for the public? This may include your services (and meetings) on a face-to-face level or over the phone, printed material, signage and web pages.
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NET ZERO

31.	How does the proposal support the wider environmental Zero Net policies or ambitions of the UK Government and Welsh Government? (150 words)	The answer to this question should be specific to the project you are seeking funding for
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EQUALITY

32.	Describe how you have considered the equality impacts of your	The answer to this question should be specific to the project you are seeking funding for
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	proposal, the relevant affected groups based on the protected characteristics, and any measures you are proposing in response to these impacts. (150 words)	
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APPLICANT EXPERIENCE AND CAPACITY

3.	What experience has your organisation got in delivering the type, size and scale of this project activity (up to 200 words)?	Reference should be made here to examples of similar or similar-sized projects that have been delivered by your organisation in the past
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FINANCIAL

34.	Total cost of the project	The exact cost of the project in its entirety should be noted here
35.	Grant total applied for via this fund	You should note how much funding you are applying for from this fund
36.	Match Funding Source and Amount	If you have secured match funding for your project, note here the total match funding that has been secured and from where has the funding been secured

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37.	If you are seeking 100% of the cost of your project, note your rationale for this	When answering this question, you should refer to your scheme's value for money
38.	How have you procured your project?	You should note here how you have sought prices for your project and explain why you intend to use one company over another, showing the value for money. In addition to the guidelines, we have also provided details and good practice to seek quotations for your project, and we suggest that you read them carefully. Please note that you will need to send every quotation you have received for the project with the application form.



CRONFA ALLWEDDOL SPF GWYNEDD : CANLLAWIAU DIWYLLIANT



Mae'r canllawiau isod wedi eu gosod i gyd-fynd gyda cwestiynau sydd wedi eu cynnwys yn Ffurflen Gais Gronfa Allweddol Gwynedd

PROFFIL GWARIANT Y PROSIECT 2023-24 PROJECT EXPENDITURE PROFILE 2023-24		Nodwch enw'r cyd arianwyr isod Please note match funders below					
Enw'r eitem a'r gost <i>Item and cost</i>		Y Gronfa hon This Fund	Cyfanswm <i>Total</i>
1.	£						
2.	£						
3.	£						
4.	£						
5.	£						
6.	£						
Cyfanswm <i>Total</i>	£						



CRONFA ALLWEDDOL SPF GWYNEDD : CANLLAWIAU DIWYLLIANT



Mae'r canllawiau isod wedi eu gosod i gyd-fynd gyda cwestiynau sydd wedi eu cynnwys yn Ffurflen Gais Gronfa Allweddol Gwynedd

PROFFIL GWARIANT Y PROSIECT 2024 (Hyd at Rhagfyr) PROJECT EXPENDITURE PROFILE 2024 (Up to December)		Nodwch enw'r cyd arianwyr isod Please note match funders below					
Enw'r eitem a'r gost <i>Item and cost</i>		Y Gronfa hon This Fund	Cyfanswm <i>Total</i>
1.	£						
2.	£						
3.	£						
4.	£						
5.	£						
6.	£						
Cyfanswm <i>Total</i>	£						

Mae'r canllawiau isod wedi eu gosod i gyd-fynd gyda cwestiynau sydd wedi eu cynnwys yn Ffurflen Gais Gronfa Allweddol Gwynedd

SUBSIDY CONTROL

Applicants are required to ensure full compliance with UK subsidy regulations		
39.	Does any aspect of the project involve Commercial activity	Please indicate if the activity that will be funded through this fund is a commercial activity
40.	If it is, briefly explain what the commercial activity is	If you specify Yes to question 40 please explain what exactly the commercial activity is (200 words)

Mae'r canllawiau isod wedi eu gosod i gyd-fynd gyda cwestiynau sydd wedi eu cynnwys yn Ffurflen Gais Gronfa Allweddol Gwynedd

SUMMARY

WHAT NEEDS TO BE SUBMITTED WITH THE APPLICATION?

- WHAT NEEDS TO BE SUBMITTED WITH THE APPLICATION?
- All applicants must return the following items:
- Application Form
- Signed and dated copy of the Organisation's Constitution
- Evidence of estimates / quotations for costs of the project
- Bank statement including account details, sort code, Bank address
- Evidence of any other contributions towards the scheme (evidence of the scheme's match funding)
- Business Plan or other suitable information showing that the project is viable
- Event Management Plan (If relevant)
- Welsh Language Policy
- Equality Policy
- At least 3 letters of support and any other evidence that can support your application
- Evidence of any legal interest in property (lease or deeds), if applicable
- Evidence of planning permission or written evidence from the relevant authority confirming that planning permission is not required (if relevant)
- Evidence of Building Regulations Approval or written evidence from the relevant authority confirming that Building Regulations Approval is not required (if relevant)



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.