

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

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Through the UK's Shared Prosperity Fund, it is intended to have several Key Funds by the end of June 2023. These funds will enable us to support organisations to develop projects and hold events within the Regeneration, Culture and Activity field, along with a fund to support businesses in the county. It will be possible to apply for funding to develop projects/hold events for completion by December 2024 via the funds. We hope to release further details about these funds during the next few weeks.

We are aware that a cluster of county events are held in May and June 2023, before the launch date of the new funds. In order to respond to this, the funds for 2023-24 events will be administrated in two parts.

PHASE 1: accept applications from events held in **May and June 2023 ONLY**. The form will need to be completed and returned digitally via e-mail to [digwyddiadau@gwynedd.llyw.cymru](mailto:digwyddiadau@gwynedd.llyw.cymru), **We accept applications as soon as possible for consideration and by the closing date of 22 May 2023.**

PHASE 2: the county support fund will be launched at the end of June 2023. If your project/event is held at any time from **1 July 2023** onwards, you will need to complete the application form that will be released in due course.

**Please note that we will not be able to consider any application for a project except for events held during May and June 2023 within the PHASE 1 timetable.**

We can consider any application that responds to the following aims and objectives:

**Revenue and capital fund, growth / new events and smaller events in Gwynedd 2023, 2024 associated conditions**

The applications will be assessed on their impact on Gwynedd communities, environmental sustainability, the language, culture and economic benefit.

**The successful applicant will need to adhere to the following conditions:**

- Support the principles of sustainable visiting.
- Support cultural, linguistic and environmental activities.
- Support activities that support the Slate Landscape of Northwest Wales World Heritage Site designation.
- Support activities that generate a buzz of activity in town centres e.g. Christmas events and events to promote local produce.
- Support special celebrations or activities to support latest investments e.g. Coast Path, the National Eisteddfod, infrastructure investments to support town centre events.
- Support applications from locations or providers to put on a series / programme of events.
- Support investments to make events more sustainable.  
e.g. use less plastic, reduce carbon footprint, reduce the use of fuel, strengthen recycling and reuse arrangements.
- Capital support to create more long-term provision to hold events - e.g. provide charging and connectivity infrastructure.

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**The following should be noted:**

- details of the economic and community benefits in your application, including details about potential local providers and suppliers with whom you will collaborate
- details about the number of attendees and/or competitors
- details of employment - jobs created and protected jobs
- details of volunteers and participation opportunities for Gwynedd residents and young people

**APPLICANT'S DETAILS**

1.	Primary organisation that is making the application	Provide the name of the organisation submitting the application
2.	Organisation's Address	Address of the organisation submitting the application
3.	What is the nature of your organisation?	<p>Any non-profit distributing organisation can apply for funding via the fund (with the exception of event organisers)</p> <p>To seek support via these funds, organisations must be located in Gwynedd and/or provide 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"> <li>• Your organisation cannot distribute profit (with the exception of event organisers)</li> <li>• Your organisation must have a legal and constitutional status</li> <li>• Your organisation must have a clear management structure</li> <li>• Your organisation must have a clear financial management system</li> <li>• It must have operational principles which adhere to legislation on employment, health and safety, equality for workers and volunteers</li> <li>• Show an understanding and commitment to equality in respect of access, language, culture, gender and ethnic matters</li> <li>• Possess aims and objectives that are in accord with the activities financed through this grant</li> <li>• Show that other groups and individuals in the area support the activity/scheme</li> <li>• It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme</li> <li>• That operational principles are in place, which correspond with legislation relating to the protection of children and vulnerable adults.</li> </ul> <p>Please note that we cannot accept applications from individuals to the fund.</p>
4.	Company / Charity Number	Note the organisation's company / charity number if relevant
5	Lead Contact Name	Note the name of the main contact operating on behalf of the organisation and Title of post within the organisation

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6.	Deputy Lead Contact Name	Name of deputy lead contact on behalf of the organisation and Title within the organisation
7.	Contact Telephone Number	Note a phone number we can use to contact you to discuss any matters relating to your application
8.	E-mail address	E-mail of main contact - all correspondence relating to your application will be sent to the e-mail address noted here
9.	Organisation's website address	Website of the organisation along with social media details e.g. Twitter, Facebook, Instagram
10.	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>
11.	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.
12.	What is the main activity and objectives of your organisation?	Describe the main activity and objectives of your group (up to 150 words)
13.	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.

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**In accordance with SPF programme guidelines, here are the main Interventions, Outputs and Outcomes that are relevant to the Enabling Our Culture Fund.**

<b>ENABLING OUR CULTURE AND WELL-BEING FUND</b>		
<b>Interventions</b>	<b>Indicative Outputs</b>	<b>Indicative Outcomes</b>
W6: Support for local arts, cultural, heritage and creative activities.	<ul style="list-style-type: none"> <li>• Number of potential entrepreneurs assisted to be business ready</li> <li>• Number of organisations receiving financial support other than grants</li> <li>• Number of organisations receiving grants</li> <li>• Number of organisations receiving non-financial support</li> <li>• Number of local events or activities supported</li> <li>• Number of volunteering opportunities supported</li> </ul>	<ul style="list-style-type: none"> <li>• Jobs created</li> <li>• Jobs safeguarded</li> <li>• Increased footfall</li> <li>• Increased visitor numbers</li> <li>• Improved engagement numbers</li> <li>• Improved perception of facilities/amenities</li> <li>• Number of community-led arts, cultural, heritage and creative programmes as a result of support</li> <li>• Improved perception of events</li> </ul>
W8: Funding for the development and promotion of wider campaigns and year-round experiences which encourage people to visit and explore the local area.	<ul style="list-style-type: none"> <li>• Number of organisations receiving financial support other than grants</li> <li>• Number of organisations receiving grants</li> <li>• Number of people reached</li> <li>• Number of organisations receiving non-financial support</li> </ul>	<ul style="list-style-type: none"> <li>• Increased footfall</li> <li>• Increased visitor numbers</li> <li>• Increased number of web searches for a place</li> <li>• Reduced vacancy rates</li> </ul>
W17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.	<ul style="list-style-type: none"> <li>• Number of businesses receiving grants</li> <li>• Number of businesses receiving financial support other than grants</li> <li>• Number of businesses receiving non-financial support</li> <li>• Number of tourism, culture or heritage assets created or improved</li> <li>• Number of people reached</li> <li>• Number of local events or activities supported</li> </ul>	<ul style="list-style-type: none"> <li>• Jobs created</li> <li>• Jobs safeguarded</li> <li>• Increased footfall</li> <li>• Increased visitor numbers</li> <li>• Increase in visitor spending</li> <li>• More investment</li> <li>• Improved perception of attractions</li> </ul>

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

14.	Project / Event Name	Note the name of the Project you want to be funded via the fund
15.	Project/event location	Note in which area the project will be operational, including the post code.
16.	Main Investment Priority	<p>Note how your application contributes towards the following objective</p> <p><b>The aim of the Fund is to</b></p> <p>Support the organisers of unique and growth events to hold quality events in Gwynedd to generate a flurry of activity. Support communities to generate a community buzz via local and community events based on the area's special culture and qualities.</p> <p><b>Small/Local</b> - small community events that attract audiences from the local catchment area in Gwynedd (e.g. festival/show/local Eisteddfod) - £1k-£2k (depending on its impact)</p> <p><b>Medium/County</b> - medium-sized events that attract audiences across Gwynedd and the region - £3k-£7k (depending on its impact)</p> <p><b>Major/National</b> - events of national importance that attract attendees and audiences across Wales/Britain - £5k-£10k (depending on its impact)</p>
17.	Type of application made	<p><b>An application can be made for revenue and capital of up to £10k</b> dependent on the nature and impact of the event. An application can be made for a proportion of the capital and revenue funding for your project/event.</p> <p>Small/Local - £1k-£2k Medium/County – £3k-£7k Major/National - £5k-£10k</p> <p><b>Note that the funds can fund 80% of the project/event cost, up to £10k. However, in exemptions we may consider funding applications up to 100%. Despite this, we encourage applications where match funding is in place and will ask you to provide a reason why you are applying for 100% of the project costs.</b></p>

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		<p><b>In exceptional cases, applications over £10,000 may be considered depending on the nature of the activity, the anticipated outputs and outcomes.</b></p> <p>See question 11 in relation to VAT</p>
18.	SPF Fund Intervention Numbers	The numbers and explanation of interventions have been noted in the table above. Note here the intervention numbers that your project responds to - W6, W8 and W17
19.	SPF Indicative Outputs Targets	The output targets for each intervention have been noted in the tables above. We recommend that you select up to three output targets for each intervention, noting the output name and the proposed target total.
20.	SPF Indicative Outcomes Targets	The output targets for each intervention have been noted in the tables above. We recommend that you select up to three output targets for each intervention, noting the output name and the proposed target total.
21.	Start Date of the Project / Event	The date you intend to start your project / hold your event, should the application be successful, should be noted here
22.	End Date of the Project / Event	<p>The date you expect to complete your project/event should be noted here.</p> <p>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.</p>

**PROJECT'S MILESTONES**

23.	List the milestones of your project/event	Your timetable to complete all elements of your project/event should be noted here
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**DESCRIPTION OF THE PROJECT/EVENT**

24.	Overview of your project / event (up to 500 words)	<p>You should provide an overview of what your project/event will be and also refer to the activities, main aims and objectives of your project/event.</p> <p><b>The following should be noted here:</b></p> <ul style="list-style-type: none"> <li>• details of the economic and community benefits in your application, including details about local providers and suppliers with whom you will collaborate</li> <li>• details about the number of attendees and/or competitors</li> <li>• employment details - full-time/part-time jobs</li> <li>• details of volunteers and participation opportunities for Gwynedd residents and young people</li> </ul>
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25.	Why is there a need for the project/event 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/event
26.	Who would benefit from the project/event? (up to 150 words)	You should note here how Gwynedd communities would benefit from the project/event.

**REAL LIVING WAGE**

27.	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**

28.a	Note how using the grant will complement the objectives of the Gwynedd Plan 2023-2028.	You should note here how your scheme complements the <a href="#">Gwynedd Plan 2023-28</a> .
28.b	Note how using the grant will complement the Gwynedd Regeneration Framework and the Area Action Plans.	You should note here how your scheme complements the Gwynedd Regeneration Framework and your Area Action Plan. <a href="https://www.gwynedd.llyw.cymru/cy/Trigolion/Dweud-eich-Dweud/Canlyniadau/Canlyniadau-Ardal-Ni/Canlyniadau-Arolwg-Ardal-Ni-2035.aspx">https://www.gwynedd.llyw.cymru/cy/Trigolion/Dweud-eich-Dweud/Canlyniadau/Canlyniadau-Ardal-Ni/Canlyniadau-Arolwg-Ardal-Ni-2035.aspx</a>
28.c	Note how using the grant will complement the objectives of the Gwynedd Arts Plan	<b>Only if relevant</b> to your scheme, you should note here how your scheme complements the Gwynedd Arts Plan.
28.ch	Note how using the grant will complement the good practice of the Gwynedd Events Guide	You should note here how your scheme complements the good practice of the Gwynedd Events Guide. <a href="#">Llawlyfr-Cymraeg---Master-v2.pdf (llyw.cymru)</a>
28.d	Note how using the grant will complement the objectives of the Slate Landscape of Northwest Wales World Heritage Site Management Plan	<b>Only if relevant</b> to your scheme, you should note here how your scheme complements the <a href="#">Welsh Slate World Heritage Site Management Plan</a> .
28.dd	Note how using the grant will complement the objectives of the Gwynedd and Eryri Sustainable Visitor Economy Plan 2035	You should note here how your scheme complements the <a href="#">Gwynedd and Eryri Sustainable Visitor Economy Plan 2035</a> .

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**THE WELSH LANGUAGE**

29.	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**

30.	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/event you are seeking funding for
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**EQUALITY**

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

35.	Total cost of the project	The exact cost of the project in its entirety should be noted here
36.	Grant total applied for via this fund	You should note how much funding you are applying for from this fund



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37.	Revenue or Capital	You should note here the total Revenue and Capital funding you are applying for from this fund
38.	Match Funding Source and Amount	If you have secured match funding for your project/event, note here the total match funding that has been secured and from where has the funding been secured.
39.	If you are seeking 100% of the cost of your project/event, note your rationale for this	When answering this question, you should refer to your scheme's value for money
40.	How have you procured your project/event?	You should note here how you have sought prices for your project/event 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/event and we suggest that you read them carefully. Please note that you will need to send every quotation you have received for the project/event with the application form.

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PROFFIL GWARIANT Y PROSIECT /DIGWYDDIADAU PROJECT EXPENDITURE PROFILE/EVENTS		Nodwch enw'r cyd arianwyr isod Please note match funders below					
Enw'r eitem a'r gost <i>Item and cost</i>		Enabling Our Culture Fund	Organisation/events contribution.... .....	Grant joint- funding details.... .....	..... .....	..... .....	Cyfanswm Total
1. E.G. PROMOTION AND MARKETING MATERIALS	£ 4,000	£3,200	£400 (Organisation funding towards the event)	£ 400 (Arts Council for Wales)			£4,000
2.	£						
3.	£						
4.	£						
5.	£						
6.	£						
Cyfanswm Total	£ 4,000	£3,200	£400	£400			£4,000



## SPF GWYNEDD KEY FUND : GUIDELINES



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## MANAGING GRANTS

### MANAGEMENT OF STATUTORY AUTHORITIES GRANTS

This grant is provided under the Minimum Financial Assistance (MFA) of the Subsidy Control Act (2022). The funding does not exceed £315,000 over a three-year fiscal period as 'Minimum Financial Assistance' (MFA), in accordance with the Subsidy Control Act (2022).

Therefore, in order to confirm that you are eligible to access this support, as set out in section 36(1) of the Subsidy Control Act (2022) you must declare the full amount of EU State Aid de Minimus/SAFA/SPEI/MFA support you have received in the last 36 months from the date on your offer letter for this grant.

Every business / organisation that seeks support must acknowledge the rules and ensure that the support provided under this scheme is no higher than the maximum support that can be given to an organisation under these regulations.

I declare that these are the sums of EU State Aid de Minimus/SAFA/SPEI/MFA support received by the organisation in the last three years (any grant offer letter will indicate what support has been given)

Year:	Year:	Year:	TOTAL
Sum:	Sum:	Sum:	
Funding Body / Bodies:	Funding Body / Bodies:	Funding Body / Bodies:	
Offer Letter Date:	Offer Letter Date:	Offer Letter Date:	

### DECLARATION - TO BE COMPLETED BY THE APPLICANT

I declare that the information I have provided is correct. I understand that I must repay any financial support provided, or that no future payments will be made, if it is found that this information is incorrect.

Name of Organisation \_\_\_\_\_  
 Name (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_  
 \_\_\_\_\_ Post \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

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## SUMMARY

### 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 scheme
- Bank statement heading including account details, sort code, Bank address
- Evidence of any other contributions towards the scheme (evidence of the scheme's match funding)
- Business Plan of the organisation (If relevant)
- Event Management Plan (If relevant)
- Welsh Language Policy
- Equality Policy
- Letters of Support and evidence of need
- 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)