



Basic Services Community Key Fund Village Renewal & Development Key Fund

Terms & Conditions

Customer Reference Number

All successful applicants under either of these grant schemes must have a Customer Reference Number (CRN) allocated to them. This process will be undertaken once your grant has been approved and you must complete and return the form provided to you before any grant can be paid. The CRN must be quoted in all correspondence between us.

Claiming the Grant

All claims for grant awarded are paid in arrears. Original invoices must be provided, supported by payment details (cheque number, amount paid, date paid) or a receipt for payments made by methods other than cheques. **Please note that payment by credit card is not permissible.** You must also provide a photocopy of cheques used to pay for goods/services and original bank statements showing payments clearing your account for every invoice submitted.

If you wish to retain original invoices and bank statements, you must make arrangements with Caerphilly County Borough Council (the lead body) to enable them to certify any copies. Claims will not be processed until this certification has been undertaken and the appropriate grant claim form has been submitted.

All payments will be made to the grant applicant – no payments can be made to a third party such as a builder, contractor or supplier.

Please be aware that it is possible to submit staged payments for any grant award, or quarterly claims for salaries (for example). Claims will still need to be supported by the evidence described previously.

Claims where all the supporting documentation is in order are normally processed and paid within 7-10 days of receipt (following the certification process described above where applicable).

Confirmation of VAT status must be provided prior to any grant claims - notification on headed paper will be sufficient.

Petty Cash should only be used as a last resort. If petty cash is used, the required evidence will include a cash book, receipts (showing items purchased) and bank statements for the petty cash withdrawals and reimbursement to the cash book.

Revenue Funding

Where the grant is to be used to fund the employment of staff, you must be able to demonstrate an awareness of employment law and have clear arrangements for the processing of salaries and other expenses. Additionally, you must make appropriate arrangements for the funding of the staff posts after the grant period has expired.

Other Public Sector Finance

Assistance cannot be given in addition to a grant *on the same expenditure* from other public sources (such as other grants from the National Assembly for Wales and other European sources e.g. Convergence). *Different* elements of a project may be funded from other sources if the total does not exceed 100%.

This grant cannot be used as match funding for European bids.

List of Ineligible Expenditure

Please note that this list is not exhaustive.

- Overheads allocated using a standard or general apportionment rate
- Costs incurred prior to the date in your Offer Letter
- Contingencies
- Interest or service charges – arising on leases and hire purchase agreements
- Service charges arising on finance leases, hire purchase and credit arrangements
- Payments into private pension schemes
- Payments for gifts and donations
- Entertainments
- Reclaimable VAT
- Staff costs that are not directly attributable to project delivery
- Training that is mandatory under statutory provision
- Repairs and maintenance unless directly related to project delivery
- Stand alone civic sculptures
- Stand alone car parks
- Stand alone costs of works being carried out as a statutory requirement
- Discounts

Cost Increases

We will not pay any additional grant should the cost of the project increase. This grant scheme will not support any ongoing revenue consequences of a capital scheme.

Cash match funding requirements

All match funding for the project must be in the form of cash. In-kind match funding in the form of staff or volunteer time is not eligible as match funding for this grant scheme. Evidence must be provided of all cash match funding secured for the project. This could include copies of letters from other grant awarding bodies, statements from organisations confirming their financial contribution and statements from an authorised signatory from your own organisation confirming the funding is available and has been set aside for this purpose.

Procurement Rules

We expect the following procurement procedures (or equivalent) to be adopted according to the estimated total value of the project exclusive of VAT. Your decision must demonstrate best value and you must keep the estimates and quotes that support your decision and you must document how you reached the decision to award the contract to a given supplier. These records are part of your audit trail and must be kept along with the other documentation for the project.

| Estimated total value (including VAT) | Tender action required |
|---------------------------------------|--|
| Below £5,000 | One single quote from single supplier |
| £5,001 to £24,999 | Written quotes from a minimum of three suppliers |
| £25,000 and over | Written quotes from a minimum of three suppliers. Reason for decision to award contract must be documented and records retained. Prepare contract award evaluation criteria. Contract approved and awarded |

It is essential that the following processes are followed before a contract is agreed based on a single tender otherwise the grant award may be at risk.

Specific details that will justify why the single tender purchase is necessary must be documented and the applicant must demonstrate that they have undertaken a realistic evaluation of the likely suppliers so that they can demonstrate the restriction on the availability of competitive quotes.

The applicant must have prior written approval from us before going ahead with a single tender purchase that exceeds £25,000 (excluding VAT) – this could be the cost of a single piece of equipment or the total project value.

State Aid Rules

State Aid is a European Commission term for any public resource given selectively to an undertaking that could potentially affect competition and inter-community trade. In the award of any grant we will consider whether any assistance provided could constitute State Aid, and will inform the Welsh Government if applicable.

De Minimus

The De Minimus regulation covers small amounts of aid (“De Minimus” aid) within a predetermined threshold that do not count as State Aid and are therefore exempt from the notification requirements of the competition rules.

The total De Minimus aid granted to any one enterprise must not exceed €200,000 over any period of three fiscal years. The ceiling applies to transparent forms of aid, irrespective of the purpose for which it is awarded. Note: You will be informed in your offer letter of whether the De Minimus regulations apply to your project.

Non Take-up of Grant

We must be notified within three months of the specified commencement date, if the total or part of the grant offered will not be taken up.

Outstanding Statutory Procedures

The grant award is conditional on the provision, where appropriate, of confirmation that all outstanding statutory procedures (e.g. planning permission, building regulations) have been completed, or that they will be completed in time to allow the grant to be drawn down.

Change of Use, Relocation or Disposal of Grant Aided Assets

Capital assets purchased via this funding must be used for the purpose described in the project application, for a minimum of 5 years from the date of the final payment made to you. If any asset during the 5 years fixed period:

- a) undergoes a substantial modification that affects the nature or implementation conditions, or
- b) as a result of a change in the nature of ownership of an asset, or the disposal or relocation of the asset, there is a change to the use of the asset from that approved

Repayment of funding will be required as follows:

| Date of disposal of asset(s) | Amount to be repaid |
|-------------------------------------|------------------------------|
| Within 1 year | Funding to be repaid in full |
| Within 2 years | 80% of funding to be repaid |
| Within 3 years | 60% of funding to be repaid |
| Within 4 years | 40% of funding to be repaid |
| Within 5 years | 20% of funding to be repaid |
| After 5 years | No funding to be repaid |

Withholding and/or Repayment of Funding

We will withhold any or all of the funding and/or require all or part of the funding to be repaid if we consider that you have:

- a) Provided information in your funding application or in subsequent or supporting correspondence that is found to be substantially incorrect or incomplete
- b) Used funding awarded for purposes other than those described in your grant application, unless you inform us in writing in advance of these changes and have received permission from us
- c) Not informed us of a change that we consider to be substantial in the nature, scale of costs or timing of your project, or if there has been a change in any of the factors on which the original funding was calculated
- d) Not made satisfactory progress towards the completion of your project, or your project is not completed within one year of the commencement date contained in your offer letter
- e) Not made satisfactory progress towards meeting the project outputs detailed in your grant application
- f) Failed to take sufficient measures to investigate and resolve any irregularities with your project
- g) Not complied with any part of these terms & conditions

The Welsh Government or the European Commission may decide that the provision of funding constitutes unlawful State Aid. If this were to occur, we would require that any part of the funding already paid is repaid, and any remaining funding is withheld.

Any over-payment of funding must be repaid to Caerphilly County Borough Council (the lead body) on demand, or if you become aware that funding has been overpaid, whichever occurs first.

Inventory of Assets

You must inform us of the following information in relation to any assets purchased utilising grant funding:

- a) Date of purchase
- b) Description of asset
- c) Price paid less recoverable VAT
- d) Amount of grant funding paid
- e) Location of the title deeds (if appropriate)
- f) Serial or identification numbers
- g) Location of the asset
- h) Date of disposal (if applicable)
- i) Sales proceeds net of VAT

Inspection, Monitoring and Evaluation

Caerphilly County Borough Council, the Assembly Government, the Audit Commission, the National Audit Office, the Wales Audit Office, the European Commission, the European Court of Auditors or their representatives or auditors (both internal and external) shall have the right to:

- a) Inspect your project and to require such further information relating to your project as they think fit
- b) Be provided with the original documents relating to the project

A representative of Caerphilly County Borough Council will visit your organisation regularly to ensure that your project is progressing as required. Failure to comply with this monitoring framework will result with the offer of funding being withdrawn, and any payments made being reclaimed.

Accounting and Retention of Records

Separate files must be maintained by the applicant organisation for every project approved under this grant scheme. This file should contain copies of all application documentation submitted, approval letters, terms & conditions, invoices, bank statements monitoring forms and any other paperwork relating to the project.

These files must be retained **until 31st December 2025 at a minimum**, or a later date to be confirmed as appropriate. You must obtain the approval of the Welsh Government before destroying any documentation referred to above.

Insurance

We are not in any way liable for any claim involving property or activities for which assistance has been provided in whole or in part; responsibility for any such contingencies lies entirely with your organisation and you should be covered by satisfactory insurance policies for all eventualities.

Publicity

You should be aware that you are participating in a scheme which is part financed by the European Union through the Welsh Assembly Government, specifically Axis 3 of the Rural Development Plan for Wales.

Publicity shall include formal and informal announcements, press and journal articles, press releases, media interview (television and radio) and official launches and openings. Publications (such as booklets, leaflets and newsletters) and posters must include the European Union emblem, Welsh Government, Caerphilly County Borough Council and Caerffili Cwm a Mynydd logos.

Any information event including conferences, seminars, fairs and exhibitions supported by the grant scheme must display the European Union emblem, Welsh Government, Caerphilly County Borough Council and Caerffili Cwm a Mynydd logos in a prominent place (e.g. display/banner stands and literature and any other publicity material used).

The European Union emblem should be used in full colour wherever possible. A black and white version of the logo may be used in the event that any element of the logo becomes illegible or with prior approval. The European Union logo has no minimum or maximum size restriction, but it must be reproduced to a satisfactory quality when enlarged and fully legible when reduced.

On websites specifically the contribution made by EAFRD must be mentioned on the homepage and there must be a web link to the EU Commission's rural development page <http://ec.europa.eu/agriculture/rurdev/index.en.htm>

Some or all of the funds awarded may be reclaimed if the support of the European Community and other partners in this grant scheme is not acknowledged.

Copies of all publicity material must be submitted to us for information.

Welsh Language

In accordance with the Council's Welsh Language Policy, you must provide appropriate bilingual services to the public where appropriate.

Contact

For more information or if you have any queries, please contact Vicki Doyle, Business Enterprise Support Team, Caerphilly County Borough Council, Tredomen Business & Technology Centre, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7FN. Tel: 01443 866391 or e-mail doylevm@caerphilly.gov.uk