Applying for LEADER Funding

How to complete the funding application form

Reference and title of your Project: *[Give your project a descriptive name, the RDP Officer will supply reference]*

Section 1: Information about your group or business *[We need contact and group details]*

Main Contact Details			
Name:	*[who is the project's main contact]*	Telephone Number:	*[their telephone number]*
Your role in the Group:	*[for example Secretary]*	Email address:	*[their email address]*
About your Group			
Group Name:	*[e.g. charity name or business name]*	When was it established?	*[estimate date if not known, and supply constitution if applicable]*
Your Group's main purpose:	*[e.g. community council, history group or manufacturer etc.,]*	Do you have a bank account?	*[yes or no]*

Section 2: About your project

2a			
	Project Post Code	Project Start Date	Project End Date
	[Where the project will take place, which may be an area. Only Service Centre and Rural wards in the Vale of Usk LAG region will be considered.	*[Estimate of start date]*	*[Estimate of end date, is there a deadline e.g. project launch date]*

Please give a detailed description of your project starting with its concise Aim.
Your project will be scored against the following criteria, so it is important to address these points where possible.

- Social inclusion and rural poverty (complete section 2h)
- Welsh language (complete section 2h)
- Consideration to responsible environmental issues (complete section 2h)
- Equal opportunities – minority groups, e.g. disabled, racial (complete section 2h)
- Gender balance (complete section 2h)
- Economic benefit to the rural areas, state how.
- Is the project likely to continue after the funding has ended (complete section 4)
- What is the value for money of the project (state how and also complete section 6)
- Is the project innovative? (complete section 2f)

Definition of Innovative: a new and different approach, not previously seen in the Vale of Usk region

2b	Please describe the objectives, benefits and priorities of your project Your project application will be scored against the criteria on the <u>Scoring Assessment Sheet</u> so it is advisable to mention as many of these that are relevant to your project and explain how they meet the criteria.
2c	How does the project meet the requirements of the Local Development Strategy and what evidence do you have of the need for it? (*please list sources, where possible and refer to the Logic Intervention Table*) E.g. a community plan or other areas that meet the <u>Logic Intervention Table examples</u>. (Links to L.I.T on the web-site)
2d	What feasibility/survey and planning work have you undertaken with regard to the proposed project? Please indicate if these are part of the proposed project. E.g. do you have a project plan or would you wish to include a plan as part of your funding application?
2e	Does this project have links to other projects and initiatives? (*please list and explain*) Please list any other local projects that might be loosely involved with the project and what their involvement might be.
2f	Describe how the project is innovative and has a similar project been successfully undertaken in any other area (*details, if possible*)? If you are aware of a similar project, please provide some information that supports the project viability.
2g	Are any of the Welsh Government strategies listed in the guidance notes covered by your project (please list) The following strategies form part of the Vale of Usk Local Development Strategy (LDS), more information is available in this document or please discuss with project officer. - Welsh Government Rural Communities – Rural Development Programme 2014-2020 - Building Resilient Communities: Tackling Poverty Action Plan – Welsh Government - Digital Inclusion– Welsh Government - Woodland for Wales Strategy – Welsh Government - Partnership for Growth – The Welsh Government Strategy for Tourism – 2013-2020 - Action Plan for Pollinators– Welsh Government - Food and Drink Action Plan – Welsh Government - Digital Wales – Welsh Government - One Wales, One Planet – Welsh Government - Energy Wales: A Low Carbon Transition – Welsh Government - Climate Change and Sustainable Energy Strategy - Vibrant and Viable Places – Welsh Government - Youth Entrepreneurship Strategy – An Action Plan for Wales, 2010-2015 - Future Well-being of Future Generations (Wales) Act 2015

2h	Does you project consider the following cross-cutting themes and economic benefits? *Link for information on Cross-Cutting Themes* Download Key Document.		
		(delete)	Explain how
	Equal opportunities and Gender Mainstreaming	YES / NO	Race Gender or disability
	Make provision for the use of the Welsh Language	YES / NO	Incorporation of the Welsh language and to what extent
	Tackling Poverty and Social Exclusion	YES / NO	Section 7 of CCThemes link above
	Sustainable Development	YES / NO	To what extent does your project consider environmental impacts
	Children's Rights Impact Assessment	YES / NO	Details can be found through this link
	Will your local economy benefit from the project?	YES / NO	e.g. increased visitor numbers to the area etc.,

2i	Please give details and supply evidence of all other sources of funding secured or being sought for the project. Is this project dependent upon finding additional funding? YES / NO		
	Source of funding	Amount	Date of decision
	E.g.: Heritage Lottery Funding		

Section 3: Delivering & managing your project

3a	What do you hope to achieve with this project and explain when you think the key steps will be achieved? Have you a project plan which describes who will be responsible for different elements of the project? Please explain if those involved have had experience of project management and give examples.
3b	What risks have you identified that might affect your project? Please mention risks that might arise.
3c	How do you intend to deal with these risks? (*support may be available if you require it*)

	Support is often available to address the risks, please advise if your group would like to receive help or training to enable you to deliver the project effectively.	
3d	Please submit a copy of your Group's constitution and explain what experience members of the group might have that will be of benefit to the project. Any relevant experience. If the project involves the recruitment of staff or the appointment of consultancy please explain how you plan to appoint a suitable person or select an appropriate consultant.	

Section 4: Long term impact of your project

4a	What do you expect to be the next steps for this project, and how will the project be sustained following this funding? *(We may be able to help you find capital funding)* Have you any thoughts about the long term viability of the project. How do you envisage funding it in the future? Do you need support finding additional funding? Please advise project officer.	
4b	How will you raise awareness of your project to your community and maintain the community interest in the future (if applicable)? What communication is there within your community? How will you involve them and keep them aware?	

Section 5: Financial information

5.1   Project Costs (*This section will be completed jointly with the project officer)*

Cost breakdown	How is this cost calculated. (*Please indicate where the cost is estimated. If you are able to reclaim the VAT paid please add costs without VAT*)	£
Room Hire	Will you have to pay for meeting rooms	
Consultancy	Do you need specialist input/support?	
Marketing & PR	How will you promote your project? Printing, advertising etc.?	
Procured Services	Will you need to pay for any services? Wifi, Web expert, accountant etc.?	
Purchased items <£10,000	Items under £10,000 that support the project could be eligible for funding but the items will remain the property of Monmouthshire County Council.	

Other Costs (please list)	Please list any other costs that are not covered in the sections above. This may include support costs of MonCC officers which can be discussed with us.	
Total Project Cost *(Do NOT include VAT if you are VAT registered). Please include your Match Funding total in this section* *(divide this by 4 to get the minimum match required*		
Match Funding *Must be a minimum of 20% of the total project cost. (Refer to Appendix 1)*		
Type	Provide details of your sources of match funding below	£
Cash Contribution	Source – can be all cash but cannot be from another European source	
In-kind funding you will provide	E.g. volunteer time, contributions etc. The match funding can be all in-kind, see Appendix 1.	
Total match funding		
LEADER Funding *Must be a maximum of 80% of the total project cost.*		
Funding Required	How much money do you want from us?	% of total project cost *(Maximum 80%)*	No more than 80%

5.2 Profile of Expenditure (This section will be completed jointly with the project officer)

Type of Expenditure	First Qtr. date	Second Qtr. date	Third Qtr. date	Fourth Qtr. date	Total
Do you envisage that the claims will be split over quarters? If yes estimate the amounts and if more than a year add additional dates.					

6.0 What will this project achieve in summary, these are called indicators. (This section will be completed jointly with the project officer)

6a	Indicator:- LD-CL.006. Number of information dissemination actions/promotional and/ or marketing activities to raise awareness of the LDS and/ or its projects. Definition:- The number of actions undertaken by the Local Action Group to raise awareness and explain the aim, objectives and activities undertaken via the Local Development Strategy to the rural population. The number of planned and targeted activities undertaken by the Local Action Group that promote the Local Development Strategy and its projects OR the production and distribution of materials aimed at marketing and promoting the Local Development Strategy and its projects.			
	Quantity		Brief details	Are you promoting or raising awareness of the Local Development strategy

6b	Indicator:- LD-CL.008. Number of participants supported. Definition:- Participants: number of people who attend an event to disseminate information, etc. Please note that the number on receipt of any kind of mail-shot associated with the dissemination of information (e.g. the distribution of a report summary) cannot be counted as participants.			
	Quantity		Brief details	Please use these figures in conjunction with Indicator 6a
6c	Indicator:- LD-Cl.001. Number of Feasibility Studies Definition:- Number of specific feasibility studies commissioned or undertaken through the programme to provide the background research for a specific problem or issue and the production of a comprehensive written appraisal of the issues, the alternative solutions, the financial costings, a detailed risk analysis and recommendations for the next steps. (refer to LEADER guidance Version 1 Sept 2015 paragraph 31). Available as a download from the web site			
	Quantity		Brief details	Please refer specifically to the LEADER Guidance linked to the website
6d	Indicator:- LD-CL.004. Number of pilot activities undertaken/ supported. Definition:- Number of pilot activities undertaken/ supported through the capacity building activities, broken down as defined in characteristics breakdown. Characteristics:- New approaches, new products, new processes, new services			
	Quantity		Brief details	
6e	Indicator:- LD-CL.007. Number of stakeholders engaged. Definition:- Stakeholder: Any group or individual who can affect or is affected by the achievement of the project objectives. These can be people, groups or entities that have a role and interest in the objectives and implementation of a project. They include the community whose situation the project or programme seeks to change. Engagement: Stakeholders who become actively involved in the project's implementation at any stage.			
	Quantity		Brief details	
6f	Indicator:- LD-CL.005. Community hubs. Definition:- The number of new community hubs that were formed as a direct result of this project.			

	Quantity		Brief details	
6g	Indicator:- LD-CL.002. Number of networks established. Definition:- Number of formal networks that have been created as a direct result of this project and were not in existence prior to programme involvement. (Each network can be scored only once over the life of the approved LEADER programme)			
	Quantity		Brief details	
6h	Indicator:- LD-CL.003. Number of jobs safeguarded through supported projects. Definition:- Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).			
	Quantity		Brief details	
6i	Indicator:- R.24. Jobs created through this LEADER project Definition:- Total number of jobs created in FTE through support for implementation of operations under the LDS funded through the RDP under LEADER.			
	Quantity		Brief details	You cannot count a job created by the delivery of the project. For a job to be created the project must be completed and is continuing without further funding from the RDP.

7   The Rules and Regulations

7.1 Statutory requirements and permissions

Do you require:	
Landlord, landowner or lease holder consent	Is the project base owned by a third party
Planning permission	Does the project require any planning permissions before the project can start?
Building regulations	Does the project require building regulations approval before the project can start?
Licences	Local Council licences, e.g. food hygiene
Specific permission for continued general public access	If access is not a public right of way, permissive access must be in writing.

Any other statutory permission e.g. Natural Resources Wales consent etc.	
If yes please state:	

If yes to any of the above, please provide copies of the approval documentation with this application. If "no" where appropriate please provide written confirmation from the relevant authority that permission is not needed.

7.2 Data Protection and Publicity

The information provided on this application will be used in connection with the processing of the projects application and publicising, administration, evaluation and monitoring of the LEADER programme. To progress this application we may disclose the information we receive from you to others including public bodies and other Government Departments. To publicise, administer, monitor and evaluate the programme we may also disclose information to other Groups or consultants which we consider appropriate. The project description and details, if approved, may be used in various forms of publicity for the Vale of Usk LEADER programme, including being placed on the Vale of Usk web site. We will not however disclose personal details submitted as part of this application.

7.3 Signed and confirmed on behalf of the applicant.

I declare that to the best of my knowledge the factual information contained in this form is correct and complete. I understand that if I have given information that is incorrect or incomplete, the offer of any LEADER funding may be withheld and action taken against me or my Group. I also declare, unless otherwise stated in this application form, that I/the Group has not started activity or committed expenditure that relates to this project. If any information changes I will inform the Vale of Usk LAG project immediately.

Signed:	
Name:	
Position:	
Date:	

Check list:

☐ Have you attached a copy of the group's constitution (if applicable)

☐ Do you need support or training for project delivery?

☐ Do you need support finding additional funding?

PLEASE RETURN TO: rdpinfo@monmouthshire.gov.uk or to the relevant officer

Appendix 1. Additional Guidance for In Kind Match Funding *([Link to Welsh Government LEADER Guidance](#)), more detail is provided in the Application Guidance form.*

Contributions in kind in the form of:-

- Provision of works, goods, services, land and real estate for which no cash payment has been made (must comply with ESI rules – see Leader Guidance extract below)

- Equipment and Raw Materials may be provided to a project as a form of in kind match funding but the LAG must ensure that evidence is maintained about the value of the amount committed.

- Research or other professional work may be provided as a form of in kind match funding but the LAG must ensure evidence is maintained (see Leader Guidance)

MATCH FUNDING

For LEADER implementation activities and projects the contribution from the RDP will be no more than 80% of the total eligible project costs.   Therefore the LAGs must secure at least 20% of the total eligible project costs. This additional funding is defined as match funding within the context of the LEADER measure.

Match funding of at least 20% must be found for each individual activity or project that is supported by the LAG. When the LAG claims the RDP grant the Welsh Government will pay up to 80% of the declared total eligible project costs per claim. This means that the match funding must be provided for each project as it is being delivered. One project could provide more match funding than another but any differences must be managed by the LAG to ensure that when the claims are submitted the amount being claimed is correct.

Match funding may be provided in the form of either cash or in kind contributions from the public, private or third sectors. In kind contributions are services, items or products donated to the project by an individual or organisation where no cash transaction took place. All in kind contributions provided as match funding must relate to the delivery of a project or other LEADER activity.

Discounted sales of equipment and the discounted provision of services or advice are <u>not eligible</u> as in kind match funding.

Contributions in kind in the form of provision of works, goods, services, land and real estate for which no cash payment has been made are eligible provided that the eligibility rules of the European Structural and Investment Funds (ESI) and the programme are met and that all the following criteria are fulfilled:

(a) the public support paid to the operation which includes contributions in kind does not exceed the total eligible expenditure, excluding contributions in kind, at the end of the operation;

(b) the value attributed to contributions in kind does not exceed the costs generally accepted on the market in question;

(c) the value and the delivery of the contribution can be independently assessed and verified;

(d) in the case of provision of land or real estate, a cash payment, for the purposes of a lease agreement of a nominal amount per annum not exceeding a single unit of the currency of the Member State, may be made;

(e) in the case of contributions in kind in the form of unpaid work, the value of that work is determined by taking into account the verified time spent and the rate of remuneration for equivalent work.

Equipment and Raw Materials

Equipment and raw materials may be provided to a project as a form of in kind match funding but the LAG must ensure that evidence is maintained about the value of the amount that has been committed. This may be in the form of a published price list or catalogue showing the equipment or materials or, for more bespoke items, valuation from an independent qualified valuer.

Research or Professional Work

Research or other professional work may be provided to a project as a form of in kind match funding but the LAG must ensure that evidence is maintained about the value of the services that have been provided. This should include the following information as a minimum;

- A published tariff or rate list for the service provided should be available;
- Evidence should be available to prove that these figures are competitive with competitor prices;
- Timesheets or other records of the time contributed need to be maintained if the cost uses this basis.

Unpaid Voluntary Work

In the case of unpaid voluntary work[1] essential for the delivery of the LEADER project, the value of the work is determined taking into account the amount of time spent and the normal hourly or daily rate for the work carried out. The LEADER contribution to a project will not exceed the total eligible expenditure minus the in kind contribution. Additionally:

- Amounts claimed for this activity must be claimed at a rate commensurate with the nature of the work undertaken and not based on the usual salary or wage rate of the volunteer. If a volunteer does the same or similar duties as paid staff, the rate allowed for the volunteer will be the salary rate of the paid employee. In the absence of a comparative salary rate, acceptable rates are listed below.

- The inclusion of costs of more specialist and technical roles as in-kind match-funding would need to be agreed before the activity commenced. The project would be expected to keep clearly documented justification for the specialist and for the agreed salary rate used for the purposes of in-kind match-funding.

- Time sheets should be maintained to support the hours claimed towards the project and should be signed by the volunteer and employer.

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[1] Costs for staff deployed by an organisation on a project count as actual match funding (evidenced by salaries) not in kind match funding

- Only persons acting in a wholly voluntary capacity will be eligible. Where an employee of the project performs additional 'voluntary' duties these will not be eligible as in-kind match-funding.

Agreed notional costs to be used as acceptable rates for voluntary work

The rates below have been provided and confirmed by Welsh Government statisticians and are based on analyses using the 'Annual Survey of Hours and Earnings', (ASHE), which includes the latest data published 12 December 2013 (Please note that the rates are for the UK but exclude London and South East regions).

Job Title	SOC Code[2]	Hourly Rate (£)	Annual Rate (£)
Project Manager	2424	21.72	42,756
Project Researcher	2426	16.55	31,880
Project Coordinator	3539	14.94	28,944
Trainer	3563	14.26	27,775
Project Administrator	4159	10.13	19,812

Project Assessment and Risk

Projects where there are significant amounts of in kind match funding may be vulnerable to cash-flow difficulties should the amount or timing of the in kind activity or contribution vary or is not received in time. LAGs must ensure that they provide a full audit trail for all in kind match funding and any organisation or person who is providing such a contribution must also provide and keep the necessary records.

GRANT RATE

The maximum grant rate for activities or projects being supported by the LAG under the LEADER Implementation element is up to 100% of the actual incurred defrayed costs. However the maximum amount of grant paid (as cash) cannot exceed the actual cash costs incurred and defrayed.

For example, a project might have total costs of £16,432

The maximum amount of RDP grant that can be paid to that project by the LEADER measure is £13,145.60 which is 80% of the total project cost. But if the project was supported by in kind match funding of voluntary unpaid labour to the value of £6,000 then the actual costs incurred would be £10,432. In this situation the maximum RDP grant payable would be £10,432 (which represents a 63.5% grant rate based on the total project costs with the other 36.5% being the in kind match funding from the voluntary labour).