

Welsh Government Coastal Communities Fund - Round 6

Delivered by The National Lottery Community Fund



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

Dosbarthwyd gan
**CRONFA GYMUNEDOL Y
LOTERI GENEDLAETHOL**

Delivered by
**THE NATIONAL LOTTERY
COMMUNITY FUND**

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Part one: Coastal Communities Fund overview

In 2012 the UK Government and Welsh Government introduced the Coastal Communities Fund (CCF) to support economic development projects in coastal areas across the UK.

Round six

CCF Round six will have around £3.7 million available to fund projects that address the unique economic challenges of coastal areas in Wales. Grants between **£50,000 and £300,000** are available for a wide range of organisations and businesses which benefit coastal communities in Wales.

Programme aims and outcomes

CCF aims to support the economic development of coastal communities by promoting sustainable economic growth and the creation of jobs, so that people are better able to respond to the changing economic needs and opportunities of their area.

All projects funded through CCF are expected to deliver one of the following outcomes:

- **Coastal communities will experience regeneration and economic growth through projects that directly and/or indirectly create sustainable jobs and safeguard existing jobs**

or

- **Town centre areas in coastal communities will experience economic and social regeneration through projects that directly or indirectly create sustainable jobs and safeguard existing jobs, or address other local needs and priorities**

Applicants must demonstrate that their proposal fits with the broad economic and social impact priorities of the local area, directly or indirectly linking to wider economic visions and strategies, taking into account the specific needs and priorities of the local communities.

We are more likely to fund projects that can demonstrate a strong connection to the local economy and that are complementary to what others are doing in the area.

Funding principles

Market Opportunity - Projects must demonstrate how they will benefit local people and economies and make the most of the skills and experience of people and assets within a coastal community. Projects must also demonstrate that there is enough economic demand and that they will not displace existing jobs or activity.

Environment - We expect projects to be environmentally sustainable and to demonstrate this in their approach to creating jobs and economic growth. See the following web links to Welsh Government's guidance on best practice in the Well-being of Future Generations (Wales) Act: [Well-being of Future Generations \(Wales\) Act](#)

National Marine Plan - We also expect projects (where relevant) to consider the Welsh Government's National Marine Plan for the sustainable use of our seas and ensure that their proposals are in accordance with the plan. You can find out more about it here: [National Marine Plan](#)

Other funding - Projects should not request CCF funding where an existing or more appropriate funding stream is available, and which applicants are eligible to apply to. For example: [Welsh Government Regeneration funding](#), [Business Wales grant schemes](#), or Wales Co-op funding. If your project is more suited to The National Lottery Community Fund's People & Places funding programme, we may also refer you to consider that instead.

Covid-19 – Although we will assess your application with consideration to the changing context of Covid-19, and we encourage you to think about this whilst preparing your application, this fund cannot support income losses, ease cash-flow concerns, or cover un-met overhead or salary costs caused as a result of Covid-19. It will however consider applications from organisations which seek to adapt and grow their operations or realise new opportunities arising as a result of Covid-19. For more information about Covid-19 support for business and the third sector please access the following websites:

- [gov.uk/coronavirus/business-support](https://www.gov.uk/coronavirus/business-support)
- [gov.wales/coronavirus-covid-19-support-for-the-third-sector.html](https://www.gov.wales/coronavirus-covid-19-support-for-the-third-sector.html)

The projects we fund - We want to fund projects that are committed to equalities and the environment.

Equalities - Our equality principles include promoting accessibility, valuing cultural diversity, promoting participation, promoting equality of opportunity, promoting inclusive communities, and reducing disadvantage and exclusion. You can find out more about it here: tnlcommunityfund.org.uk/about/customer-service/equalities

Environment - The National Lottery Community Fund cares about our environment and is always striving to manage our environmental impact. We encourage and support projects and communities to do the same and we will expect you to take this into consideration in the development of your project. Learn more about how you can make your project or event more environmentally sustainable and perhaps save money at the same time by visiting: tnlcommunityfund.org.uk/funding/funding-guidance/reducing-your-environmental-footprint

Accessibility - Please contact us to discuss any communication needs you may have. Contact information is at the end of this guidance.

Welsh Language - We expect that the services you provide will be available bilingually, in both English and Welsh, so you'll need to ensure that:

- you promote your project in Welsh and English and produce bilingual versions of all publicity materials, including publications and websites
- all posts paid for by our funding are advertised bilingually and you consider whether the post needs to be filled by a Welsh speaker
- you consider the linguistic nature of the community in which you'll be working.

Learn more about managing your project bilingually [here](#).

This guidance is also available in Welsh.

Part two: Eligibility

Who can apply?

For the purposes of CCF the definition of a coastal community is:

- Any settlement within three miles of the Welsh coast.

We may also accept applications from organisations whose services have a clear connection to local coastal economies, such as those whose employees predominantly reside in a coastal settlement, or those that directly support a number of suppliers or partner businesses in a coastal settlement.

The CCF definition of a town is:

- Any settlement with a population of more than 1,000 people, but less than 100,000.

Any applications addressing the town centre regeneration outcome must be located in a settlement that satisfies both of the above criteria.

We reserve the right to take final decisions on eligibility, consulting where appropriate with relevant government departments and other expert bodies. If you aren't sure whether your area is eligible, please see **Part eight: Contact details** for details of how to get in touch.

The following types of organisation can apply:

- Private sector companies
- Local authorities
- Other public sector bodies
- Charities
- Voluntary and community sector organisations
- Social enterprises, including co-operatives and community ownership initiatives

- Development agencies

Applicants must have a minimum of two unrelated members on their governing body, management committee or board of directors. There is no limit on the number of applications from any particular coastal community, however **an organisation can apply for only one project per funding round.** Projects which include activities in more than one coastal community are eligible to apply.

Partnership applications

We welcome applications from strong, cross-sector partnerships. A lead organisation should submit the application on behalf of the partnership and be accountable for the project delivery and the funding. A partnership agreement must be in place prior to the **full application deadline of noon on Thursday 29 October 2020.**

If any partners will provide goods or services for the project and will receive payment from CCF funding, we expect the lead organisation to follow its agreed procurement processes, show value for money and meet any relevant laws.

How developed do projects need to be?

Projects seeking funding in Round six will need to demonstrate their ability to start their project no later than 1 July 2021 and to fully spend any CCF funds by 30 June 2023.

Please read **Part five: Application, assessment and decision-making, and Part seven: What are the timescales?** for more detailed information.

Part three: What can I apply for?

You can apply for grants between **£50,000 and £300,000**.

Whilst funding from other sources is encouraged, it is not essential and CCF can be the sole funder of your project. Projects with finance from other sources should make sure that funding arrangements do not impact on the ability to deliver the project within CCF timescales. All other sources of funding must be secured by the **full application deadline of noon on Thursday 29 October 2020**.

Funding is available for both capital and revenue costs. Funding from CCF can typically be used to pay for:

- salaries that contribute to delivering the CCF outcome
- project delivery
- legal costs (including advice on State Aid to ensure grant compliance)
- training and skills development
- travel expenses
- rental of premises, fixtures and fittings
- a proportion of overheads directly related to CCF project delivery
- land and buildings (these may include purchase or lease of land, buildings, construction, refurbishment, survey costs, and related professional fees)
- equipment or vehicles.

Money from CCF cannot be used to pay for

- costs that have been incurred before a funding offer is made
- feasibility studies
- items that are not directly needed to deliver the proposed work

- travel outside of the UK
- funds to build up a reserve or surplus, whether distributable or not
- loan repayments
- contributions to general appeals
- political or religious activities
- activities that the government has responsibility for onward distribution of funds (such as using part of CCF funding to run a community grants scheme or provide awards to local businesses)
- income losses, easing of cash-flow concerns, cover un-met overhead or salary costs caused as a result of Covid-19.

State Aid

State Aid is a specific legal term arising from the European Union treaty which constitutes financial aid to organisations carrying out economic activity (whether or not for profit) which could distort competition. If our funding could give you an advantage over other organisations offering similar goods or services, or if the activities you want us to fund could affect trade between EU member states, then our funding might be considered to be 'State Aid'. Please note that after the 31 January 2020 there will be a transition period until the end of 2020, while the UK and EU negotiate additional arrangements in relation to state aid. The current rules on state aid continue to apply during the transition period.

It is not yet known what state aid arrangements may apply after the end of the transition period, but all funded projects will be expected to fully comply with whatever state aid scheme is in place at the time of award. The Fund will endeavour to keep applicants updated as to any relevant changes to State Aid law, but please note that it is the applicant's responsibility to keep abreast of current legislation and ensure compliance.

We require applicants to self-evaluate how their project is compliant with European State Aid rules, taking specialist legal advice where necessary. This will be reviewed as part of our assessment process. Before any offer of funding is made, we will require that an agreed State Aid position, eligible under EU law, has been reached with us. Projects that include commercial elements, such as trading products or services on an open market, are much more likely to be considered State Aid. If your intended project has commercial elements, you must consider how you will comply with the EU's State Aid rules.

State Aid rules to protect competition within the fisheries, aquaculture and agriculture sectors are particularly strict. Only projects which do not confer any selective economic advantage can be considered in these sectors (such as conservation measures that do not directly benefit a business such as a lobster hatchery which seeks to stabilise or grow fisheries stocks).

If you have received any funding in the last three years that was classed as 'de minimis' State Aid, you must declare this when you apply to CCF and any offer of funding might need to be adjusted accordingly.

You will need to tell us how your project will comply with State Aid rules, based on any legal advice you've taken. You will need to provide details of:

- any specialist legal advice you've received about how State Aid legislation impacts on your project
- how our funding would affect your competitive or financial position in relation to other organisations providing similar goods or services
- which exemption route you intend to use to cover your project (if State Aid is relevant to your project)
- the amount of any funding you've received in the last three years that was classed as State Aid.

For more information about State Aid visit gov.uk/state-aid

The inability to comply with State Aid rules will mean we cannot award funding. You can include a sum of up to £3,000 in your project to fund or reimburse specialist legal advice which we will request to see if your application is successful. Please note this sum cannot be reimbursed for those applications which are unsuccessful.

Part four: Detailed guidance for capital projects

Land and buildings

We require capital projects applying to CCF to be at an advanced stage of development. For all capital projects involving land and buildings this means your project must be at RIBA Stage 4 by the **full application deadline of noon on Thursday 29 October 2020**. RIBA stages are a recognised plan of work formed by the Royal Institute of British Architects that describes the activities at each stage of a construction project. A project at RIBA Stage 4 [Technical Design Stage] will have a fully developed project brief, undertaken all relevant surveys and have a suitable level of design/ cost information. You can find out more at the [RIBA Plan of Work website](#)

Statutory consents

Projects involving land, buildings or other construction-related activity must have secured full Planning Consent (including any Listed Building and Conservation Area consents) and have any other relevant consents (such as Marine Licence, Crown Estates Consent, Harbour Licence etc) by **the full application deadline of noon on Thursday 29 October 2020**.

Lease/ownership

Assets to be developed with CCF funding must be owned or leased by the applicant or, in the case of partnership projects, an appropriate legal agreement put in place to pass on our terms and conditions. By the application deadline capital projects must have a valid freehold/heritable or leasehold title to any land/property to be used for the project. Where title is not yet held, evidence is required that a legally-binding contract is in place for the purchase/lease, and that the purchase/lease will be completed within three months if an offer of CCF funding is made.

For capital projects of up to £100,000, a lease of at least five years is required; over £100,000 but less than £300,000, a lease of at least 10 years. Leases must be assignable and without a break clause. For applications for a portfolio of capital projects with a collective value over £100,000, each lease must be 10 years.

Procurement

We recommend that you include a break clause in the contracts of the professional team you engage to develop your project, so that these contracts can be properly tendered if funding is awarded.

Capital timescales

Applicants will be expected to set out a programme of activities in their application that accurately reflects their project and intended timescales and how that fits with CCF timescales.

Capital projects with 100 per cent funding from CCF will need to reach Practical Completion by 31 March 2023 to allow final claims to be submitted and paid by the programme deadline of 30 June 2023.

For any capital projects with activity and other funding beyond 30 June 2023, all CCF spend must be completed and claimed by 30 June 2023 and you would need to be contractually committed via a building contract to completing the project with other funding.

Part five: Application, assessment and decision-making

We will only accept one application per organisation.

There are two stages to the application process. The first is an email submission detailing your project idea, and the second is a full written application. Details of both stages are below.

Please note that CCF is a very popular funding programme and is extremely competitive, as such we are not able to support all of the great projects that apply. In the most recent round of CCF, we received approximately 170 initial applications, but the budget allowed only for 17 awards to be made.

Idea Stage

Before you submit your Idea email, please make sure you read ALL of these guidance notes together with the information available on [our CCF website](#):

- CCF round six guidance notes
- Guidance on measuring economic outcomes
- Standard terms and conditions of grant
- Additional terms and conditions of grant for capital grants (if relevant)
- Guide to our checks on your information
- Managing your project bilingually
- State aid scheme

You **MUST** also complete our **online eligibility checker** to ensure your organisation and project are eligible to apply. **Any applications which do not meet our minimum eligibility requirements, will not be assessed.** Here is the link to the CCF website, where you will find the online eligibility checker: [our CCF website](#):

If you are confident that your organisation and project are eligible for CCF funding and that both are a good match for the CCF programme aims and outcomes, please tell us about your idea, via email to this address: ccfwales@tnlcommunityfund.org.uk before **noon on Friday 2 October 2020**.

Please **DO NOT send attachments with your email**, you will have the opportunity to provide additional information if we invite you to submit a full application.

What we need to know

In your Idea email submission, please use the following headings to tell us about your project:

- **Contact Name, email address, telephone number**
- **Project Name**
- **Organisation Name**
- **Organisation Type**
- **Project & Organisation Eligibility**
- **Permissions & Consents**
- **Total project Costs & Amount Requested**
- **Where it will take place**
- **CCF Aims**
- **Project idea** (not more than 600 words)
- **How your project it meets the criteria** (not more than 600 words)

What to tell us under each of these headings:

- **Contact Name, email address, telephone number** – tell us the full name, email address and best contact telephone number for the person we should contact if we have any questions about your project idea
- **Project Name** – tell us the name of your project, you can change this later if you want to
- **Organisation Name** – tell us the full legal name of your organisation, as shown on your governing document
- **Organisation Type** – tell what type of organisation you are: Private sector incorporated, Private sector unincorporated, Charity, Community Interest Company or mutual society, Public sector, or other (please give details)?
- **Project & Organisation Eligibility**
* – please confirm that you have completed our online eligibility check, and that both your organisation and project are eligible to apply. **See Part two: Eligibility** and [our CCF website](#) more details
- **Permissions & Consents** * – if appropriate, please confirm that you will be able to meet our requirements around permissions and consents in time for the full application deadline of noon on Thursday 29 October 2020. **See Part four: Detailed guidance for capital projects** for more details
- **Total project Costs & Amount Requested** – tell us how much you anticipate your project will cost, and how much of this amount you are requesting from CCF

- **Where it will take place** - tell us the location / places in which your project will take place
- **CCF Aims** – Please state if your project will contribute to economic regeneration specifically in a coastal **Town Centre**
- **Project idea** (not more than 600 words) – tell us about your project idea, how you know it will work, and how it fits with the current work of your organisation
- **How your project meets the criteria** (not more than 600 words) – tell us how your project will meet the CCF aims and outcomes. **See Part one: Coastal Communities Fund overview** for more details.

* You will be asked to provide evidence of eligibility and any permissions and consents, if you are invited to submit a full application.

As part of the assessment process we may ask applicants to provide more information. This may be by email or via telephone.

We encourage you to submit your Idea email well in advance of the Idea stage deadline **of noon on Friday 2 October 2020** in case we need to contact you for any clarification information, and to ensure you maximise the amount of time you have to develop and write your full application, should we invite you to apply.

We will identify the projects that strongly fit the programme aims and outcomes and invite them to submit a full application. We aim to give you decisions on your Idea email within two weeks of your submission. We will send an email to notify you of our decision and provide details of how to complete and submit a full application. If we do not invite you submit a full application, we will tell you why, though detailed feedback may not be available due to the volume of applications we usually receive.

Full Application

The deadline for submitting the full application is noon on Thursday 29 October 2020.

Full application is by invitation only. We will ask you to complete an application form and provide relevant supporting information, which can include a pre-existing business plan. For projects involving land and buildings, significant additional information is required. See **Part four: Detailed guidance for capital projects**.

We expect to invite more projects to submit a full application than we are able to fund. There was extremely high demand for CCF funding in the first five rounds of the programme and a similar high interest is anticipated in Round six. Therefore, the full application stage will continue to be a competitive process.

Key information required - by the full application deadline of noon on Thursday 29 October 2020:

- Capital projects involving land and buildings are expected to be developed to RIBA Work Stage 4 with all consents and title secured by the full application deadline. We explain this in detail in **Part four: Detailed guidance for capital projects**
- All other required consents, permissions or licences must also be in place by the full application deadline
- Projects involving funding from other sources must be able to provide evidence that all other funding has been secured by the full application deadline.
- All projects must have a clear State Aid position, eligible under EU law, by the full application deadline.
- All projects involving partnerships, must have relevant partnership agreements in place, which outline the roles and responsibilities of each of the partners.

Any application which is incomplete or ineligible at the full application deadline of noon on Thursday 29 October 2020 will not be assessed.

Assessment

The key decision-making criteria will be how well the project meets the CCF aims and outcomes:

- support the economic development of coastal communities by promoting sustainable economic growth and the creation of jobs, so that people are better able to respond to the changing economic needs and opportunities of their area.

and

- Coastal communities will experience regeneration and economic growth through projects that directly and/or indirectly create sustainable jobs and safeguard existing jobs

or

- Town centre areas in coastal communities will experience economic and social regeneration through projects that directly or indirectly create sustainable jobs and safeguard existing jobs, or address other local needs and priorities

and

- whether the project will directly or indirectly create jobs, and/or sustain existing jobs, and promote economic growth
- whether the market opportunity for the project has been clearly demonstrated, without the need to displace existing jobs and activity
- how well the project connects with the local economy and benefits the local community
- how well the project supports the broader economic and social impact priorities of the local area

- how likely the project is to successfully deliver its intended outcomes
- how the benefits of the project will be sustained after CCF funding finishes
- whether the approach to creating jobs and growth is financially and environmentally sustainable
- whether the project represents comparatively good value for money
- whether the project can be successfully delivered, with outcomes met, and all funding claimed, within CCF timescales.

Our assessment will be based on the evidence you provide in your application, and on the key decision-making criteria above.

Decision-making

Applications are assessed by The National Lottery Community Fund (TNLCF) and recommendations made to the CCF Decision Panel. We may take advice from other government bodies and consult with other funders and agencies in making funding recommendations.

The CCF Decision Panel is made up of two TNLCF Wales Committee members, two Welsh Government officials, and independently recruited members. The Decision Panel makes recommendations to the appropriate Welsh Government Minister for final approval.

CCF budgets are determined annually from Crown Estate marine revenues. The amounts stated in these guidance notes are therefore indicative only.

Part six: If you are funded

What happens if you are awarded funding?

If your full application is successful, we will send you an offer letter which you will need to sign and send back to us to accept the funding and agree to our terms and conditions. We will also send you a Guide to your grant pack, including our terms and conditions, with the offer letter.

If you are awarded funding for capital costs, you will also need to agree to our additional terms and conditions for capital funding.

You can find the CCF terms and conditions of grant on [our website](#).

Starting your project

If you are awarded funding, you must accept our offer within one month of the date of the offer letter and will have to start the project and make a payment claim within a maximum of two months of accepting our offer, or before the 1 July 2021 (whichever is earlier). You need to be sure that you can do this. We will arrange a funding set-up telephone call with successful applicants to discuss our processes and requirements in more detail.

If you are not a public body or registered charity you will have to setup a separate and designated bank account for our funding.

Completing your project

You will have to spend all of your CCF funding by 30 June 2023. Any project costs falling beyond this date will need to be met from other funding. Capital projects with 100 per cent funding from CCF will need to reach Practical Completion by 31 March 2023 to allow final claims to be submitted and paid by the programme deadline of 30 June 2023. For any capital projects with activity and other funding beyond 30 June 2023, all CCF spend must be completed and claimed by 30 June 2023 and you would need to be contractually committed via a building contract to completing the project with other funding.

Monitoring your project

We will expect you to monitor your activities and progress towards achieving your project's outcomes during the life of the funding, and we may ask you to supply limited monitoring information on an ongoing basis. We also encourage you to monitor the overall performance of your project. Please see the CCF guidance on measuring economic outcomes on [our website](#).

We'll ask you to send us information on a regular basis so that we can find out about your project's progress, what difference CCF money has made and to ensure that it's being well spent. When we review your progress, we may ask you for extra information on particular areas. It is therefore important that your primary contact has a good understanding of how your project is progressing.

Projects that CCF funds will need to provide us with the following monitoring information:

- Once your funding is awarded, we will ask you to confirm what monitoring systems you have put in place and whether these are in line with your original application.
- We will send you an annual monitoring form at the end of each project year where we will ask you to report on the progress of your project and provide an account of your budget for that year.
- At the end of your project we will ask you to report on your progress in the final year as well as the overall success of the project.
- We will also ask you to report on your project's progress against the CCF outcome indicators at the end of each financial year (31 March). At various points throughout the life of the funding, we may contact you to discuss project progress, milestones and any challenges and to pick up any issues detailed within your most recent report.
- We may make arrangements to visit you to look at your project management and monitoring systems.
- We may also ask you to provide information on the delivery and outcomes of your project for use in evaluating the CCF funding programme.

Your project partners (if applicable) should be aware of our reporting requirements. You and your partners should have budgeted enough resources for reporting to us when we need you to.

Evaluating your project and sharing learning

If you are awarded funding, we want to be confident that your project makes a difference and identifies opportunities for improvement. It is important for your organisation to understand why certain approaches do, or do not work, to identify good practice, and to analyse how certain outcomes are being achieved. As such, evaluation forms an important part of business planning and management. We strongly encourage you to develop your own evaluation and dissemination plans, as well as collecting the routine information you need to satisfy our monitoring requirements.

You may want your project staff to carry out self-evaluation activities, or to get support and advice from other agencies or consultants. We are happy for you to budget for this within your application under 'Monitoring, evaluation and learning', as long as your plans are in proportion to the size of your project.

Public announcement and acknowledgement

We are required by law to tell the wider public about the grants that we make and, as part of this process, we may want to publicise your project. However, when doing this we would make sure that confidentiality is not compromised.

All CCF funded projects will be required to acknowledge the contribution of the CCF to their project in any publicity or media material, and to include the bilingual CCF Logo on any construction site signage as well as on their own web site.

Good governance

Governance means the way your lead organisation and partnership are set up and run. It is about the procedures, policies, documents and management arrangements you have for the way you administer and control your organisations, including their finances and delivery of what they have been set up to achieve. We have published a Guide to our checks on your information which also introduces you to our risk analysis process, which you can access [here](#):

GDPR - In line with GDPR requirements, we will need your permission to share your details with other organisations. To find out what personal data we collect and how we use this data, visit: tnlcommunityfund.org.uk/about/customer-service/data-protection

Part seven: What are the timescales?

16 June 2020	Open for submission of Idea emails
Noon on Friday 2 October 2020	Deadline for submission of Idea emails*
Noon on Thursday 29 October 2020	Full application deadline
End of March 2021	Round six funding awards announced
1 July 2021	Deadline for starting projects
30 June 2023	Final payment of CCF grants

(*We aim to give you decisions on your Idea email within two weeks of your submission. We will send an email to notify you of our decision and provide details of how to complete and submit a full application.)

We encourage you to submit your Idea email well in advance of the Idea stage deadline of noon on **Friday 2 October 2020** in case we need to contact you for any clarification information, and to ensure you maximise the amount of time you have to develop and write your full application, should we invite you to apply.

Part eight: Contact details

For further information please email us at:

ccfwales@tnlcommunityfund.org.uk

or call us on 029 2168 0214.

Additional information and guidance can be found on our website:

- Online eligibility checker
- CCF guidance on measuring economic outcomes
- Standard terms and conditions of grant
- Additional terms and conditions for capital grants
- Guide to our checks on your information
- Managing your project bilingually
- State aid scheme