

Background

ARFOR is a joint venture between Carmarthenshire, Ceredigion, Gwynedd and Anglesey Councils which seeks to use entrepreneurship and economic development to support the heartlands of the Welsh language and, thus, maintain the language.

Funded by the Welsh Government, the Arfor programme will be delivered across the region until March 2025.

What is the Enterprising Communities Fund?

Enterprising Communities is one of the strategic interventions delivered as part of Arfor.

The purpose of Enterprising Communities is to develop Welsh Language Spaces that offer a natural environment for people to work and socialise through the medium of Welsh

Targeting commercial, social and collaborative enterprises that aim to retain and increase local wealth in areas considered Welsh language heartlands of Anglesey, Gwynedd, Ceredigion and Carmarthenshire (ARFOR region).

The fund shall support projects that:

- Create opportunities to innovate and develop new enterprises in line with local resources, landscape and environment.
- Create or enhance modern employment opportunities (e.g., in the fields of media, the digital world, research, professional services).
- Keep wealth in the region (e.g., via areas such as producing and saving energy, supply chains in the foundational sectors).

Challenges for the ARFOR region

Successful projects will respond to the challenges set out below that are common across the ARFOR region:

JOBS

- The general opinion is that the jobs available within the ARFOR Region do not offer sufficient income to enable people to realise their aspirations (both in terms of pay and life-work balance).
- The lack of variety in jobs is a barrier to people and young families staying in or returning to their native communities.
- There is a gap between the skills available and the needs of employers.

THE LOCAL ECONOMY

- Communities and individuals need to take advantage of the region's unique socio-economic, environmental, cultural and linguistic opportunities and features.
- There is a need to add value to local produce.
- There is a need to take advantage on the foundational and circular economy sectors, by ensuring that more money circulates in the region.
- There is a need to respond to the risks of losing or of being at risk of losing key local resources and services in communities.

THE WELSH LANGUAGE

- Commercial and social enterprises need to contribute more to increasing the use of the Welsh language in order to add value to their goods / services and maintain a sense of place in the communities of the ARFOR Programme region.
- We will expect applicants to show how they would deliver the following outputs and outcomes of the ARFOR Programme in relation to the Welsh language.
 - Number of new/further development of Welsh language spaces
 - Number of jobs that require bilingual skills
 - Increased use of the Welsh language by the organisation
 - Innovative opportunities to increase the use and number of speakers of the Welsh language

This is an opportunity for you to offer a new way of responding to these challenges.

ARFOR Strategic Objectives

Project will need to demonstrate how they align with Arfor strategic objectives

1. **Create opportunities for young people and families (aged ≤ 35) to stay in or return to their native communities** – and supporting them to succeed locally via enterprise or career development and ensuring a livelihood that achieves their aspirations.
2. **Create enterprising communities within the Welsh-speaking heartland** – by supporting commercial and community enterprises that aim to retain and increase local wealth by utilising the unique identity and qualities of their areas.
3. **Maximise the benefit of activity through collaboration** – by establishing a learning mindset, by continuously doing and improving, learning from activity in individual areas and expanding it, tailored to local conditions.
4. **Strengthening the identity of communities that have a high concentration of Welsh speakers** – by supporting the use and visibility of the Welsh language, promoting a sense of place and local loyalty, as well as increasing awareness of what the region has in common.

Who is the Enterprising Communities Fund targeting?

The project targets enterprises that are eager to take advantage of the unique identity and qualities that are central to the communities of the ARFOR Region, and/or enterprises that aim to keep and increase local wealth.

The aim of the ARFOR Programme is to support businesses and enterprises from all sectors who aspire to grow and play a leading role in the economic growth of their native communities and the ARFOR Region.

The fund is open to the following:

- Social enterprises, cooperative enterprises and community groups – who have a commercial element to the business and activities and must be sustainable after the ARFOR Programme.
- Native businesses that are established and operational in Carmarthenshire
- Businesses outside the ARFOR Programme region but that are eager to expand or relocate to Carmarthenshire

What can the fund help you to do?

The project will provide financial support to enterprises to overcome the current economic challenges and develop.

The main focus will be on supporting the economy and in so doing, create good jobs*, supporting the Welsh language (increasing opportunities to use the language), and respond to the needs and aspirations of local people and communities. The focus is not solely on creating growth.

*** Definition of Good Jobs**

- Jobs that enable individuals to live in their communities
- Jobs that achieve career and enterprise aspirations
- Jobs that contribute to the prosperity of the local economy
- Salaries that are equal to or above the Living Wage

Here are some examples of possible projects:

- An opportunity to innovate and develop new enterprises in line with local resources, landscape and environment.
- Create or enhance modern employment opportunities (e.g., in the fields of media, the digital world, research, professional services).
- Keep wealth in the region (e.g., via areas such as producing and saving energy, supply chains in the foundational sectors).

And in so doing:

- Develop Welsh Language Spaces that offer a natural environment for people to work and socialise through the medium of Welsh.
- Create opportunities for the Welsh language to thrive, e.g., by creating jobs for Welsh speakers; offering Welsh lessons to staff; increasing the services offered through the medium of Welsh; increasing the visible use of the Welsh language or developing a new brand where Welsh is equally prominent or more prominent than English.

Essentially, the fund is seeking new and innovative projects that respond to the challenges set out above and the strategic objectives of the ARFOR Programme.

All projects must be completed by the end of December 2024.

Fund criteria

- Revenue and capital costs eligible
- Financial support to fund up to 70% of project costs.
- Support packages of between £5,000 and £30,000 are available.
- Minimum cost of £250 per eligible expenditure item.
- Support to develop and create Welsh language spaces – costs associated with rent, legal costs; decorating costs; furniture and fixings.
- Staff costs – to support a business to grow, develop new business opportunities or offer a new service.
- There is an expectation that new jobs would continue beyond the ARFOR programme funding period. Those recruited into new roles should be Welsh speakers or commit to learning Welsh as part of their role. Costs associated with Welsh language training or refresher courses are eligible.
- Training costs for new staff created through ARFOR Programme support or existing staff to meet the needs of the ARFOR Programme.
- Small-scale equipment.
- Capital costs
- Each Local Authority has the discretion to accept applications for specialist Vehicles. Applications for financial support for specialist vehicles will need to demonstrate how the vehicle will allow the business/organisation to develop in line with the programme guidelines. We will not fund Vehicles for everyday use.

The fund cannot support the following;

- Projects that already exist.
- Projects that have been funded by other Welsh Government funds.
- Pure research (the projects will need to be practical ones).
- It is not possible to use UK Levelling Up Fund monies as match-funding for Enterprising Communities, but it can be used to add value to any projects.

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- Grants are not considered for cash purchases.
 - Items purchased by leasing, hire purchase, finance leases/extended credit arrangements will not be considered for grant funding.
 - Items purchased with credit cards are eligible, but the applicant will need to show that the sum paid by the card associated with the item(s) in the grant application has been paid in full before claiming the grant.
 - No grant will be offered or paid if the business or applicant is in arrears regarding any payment to any of the local authorities that are involved in the project and its delivery.
 - Purchase of Domestic Property and/or Land
 - Residential/Domestic Accommodation
 - Repair, maintenance work and/or general business running costs
 - Equipment or services that need to be purchased in order to conform to Statutory Regulations
 - Recoverable VAT
 - Purchasing of assets under Hire Purchase (HP), Extended Credit Agreements or Lease agreements

Applicants will be required to:

- Commit to the principles of ARFOR, by signing an agreement of joint principles.
- Complete a linguistic assessment via the Welsh Language Commissioner's Cynnig Cymraeg (Welsh Offer) scheme.
- Commit to attending specific webinars e.g., Net Zero; Bilingualism
- Commit to reviewing and increasing the use of the Welsh Language.
- Commit to offering the Living Wage rates of the Living Wage Foundation.

Programme Outputs

Applicants will be expected to contribute to the following programme outputs

New enterprises receiving support	160
• Current enterprises receiving support	200
• Investment created	£2,250,000
• New product / service secured	250
• Jobs created	578
• Jobs safeguarded	178
• Participants in social enterprises	100
• Development of Welsh Language Spaces that offer a natural environment for people to work and socialise through the medium of Welsh.	
• Create opportunities for the Welsh language to prosper, e.g.,	
○ by creating jobs for Welsh speakers,	
○ offering Welsh lessons to staff,	
○ increasing the services offered through the medium of Welsh,	
○ increasing the visible use of the Welsh language or developing a new brand where the Welsh language is equally or more visible than English.	

Outcomes (mid-term)

- Enterprises meeting the needs of residents and communities
- Enterprises are rooted in their communities
- Keeping wealth in communities
- Increasing the use of the Welsh language in communities
- Ensuring the prosperity and sustainability of our Welsh Language Communities
- Increase in the quality of jobs within enterprises

Effects (long-term)

- Reduction the wealth gap
- More varied economic foundations
- A more circular economy
- Increase in the vitality of communities
- Increase in the resilience and sustainability of communities
- Rate of Welsh speakers stabilises
- People can live, work and enjoy in the ARFOR Region

Submitting an application for support

The fund shall be open until the budget has been fully allocated.

Contact Arfor@cararthenshire.gov.uk to discuss your project with an officer and to request an application form.

The following documents will also be required to be submitted with completed applications:

Completed Application Form	
Beneficiaries Form	
Signed Principles of ARFOR Agreement	
Proof of Welsh Language Commissioner Language Assessment	
Business Plan	
Two years' past accounts (management accounts if available)	
3 year financial forecast (cash flow and profit and loss)	
Statutory permissions including planning permission, building regulations (if applicable)	
Lease agreement (if applicable)	
Proof of match-funding	
Acknowledgement of conflict of interest (if applicable)	
Job description(s) for each new role being created and/or supported by ARFOR (if applicable)	
Subsidy control declaration (found on website)	

Applications will be presented to a panel for consideration and scored in line with the information provided in the application form. **ANNEX A**

Successful applications will be presented to relevant Carmarthenshire County Council Cabinet Member for full approval

Approved applications will receive a grant offer letter and terms and conditions.

Procurement

When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.

The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. Successful applicants must adhere to the rules included at Annex B.

Failure to fully comply with the procurement thresholds will render the costs ineligible for assistance under this fund.

Welsh Language

The Welsh Language Standards Compliance Notice places a statutory requirement on the Council to ensure that the grants it awards have a positive effect on opportunities for persons to use Welsh, and on not treating Welsh less favourably than English;

To meet these requirements, you must make every effort to do the following:

- Operate bilingually publicly, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- Communicate bilingually with the public (emails, press releases, phone call letters)
- Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for Adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)
- Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards.
- ·Provide services in person or online in Welsh
- ·Demonstrate consideration of the linguistic nature of the geographical area in which it is intended to serve, and of how the work is going to have a positive impact on the number of speakers or the use of Welsh*

*This means that the applicant has a knowledge of the communities of Welsh speakers who may be affected by the provision; positively or negatively. The applicant will need to be aware of opportunities to increase the visibility of the Welsh language and promote everyone's use of Welsh; confident speakers as well as those who can speak only a little Welsh.

General Conditions

- No expenditure should be incurred before approval of funding as the funding cannot be awarded retrospectively.
- For applications the latest audited accounts are required or in the case of a new organisation / business an income and expenditure forecast for the next 12 months.
- Items purchased with credit cards are eligible but applicant will need to demonstrate that the amount on the credit card bill has been paid in full prior to grant claim
- **CASH purchases will not be considered for funding.**
- The applicant must accept the terms and conditions of the grant by signing the Notification of Approval and Terms & Conditions and returning within 14 days of receipt of the offer. Any variation to the Terms & Conditions set out in the Approval Letter must be requested & agreed.
- If relevant, applications must not be submitted until all required statutory consents (e.g. Planning Permission, Listed Building Consent, Building Regulation Approval, Environment Agency) have been secured in full.
- When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures outlined at the end of the guidance notes. Full guidance in relation to the procurement exercise applicants are required to undertake can be seen on **ANNEX B**. Failure to do so may deem the expenditure ineligible. Applicants are responsible for ensuring that they adhere to these procurement rules.
- If you are successful in your application, Carmarthenshire County Council, Gwynedd County Council as lead authority and/or Welsh Government reserve the right to publish the name of your company / organisation, the amount of funding you were awarded and a summary of your project.
- Successful applicants must demonstrate support from Carmarthenshire County Council and the Arfor programme, this includes any publicity including press releases in relation to the funded project.
- All applicants will be required to complete progress reports at timely intervals as well as an end of project report.
- All publicity will need to be undertaken bilingually and any translation costs should be factored into the project delivery and grant application costs.

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- If the eligible works expenditure is lower than anticipated in the grant offer, the grant will be reduced on a pro rata basis.

Payment Guidance

- The fund will operate on a retrospective basis
- The funding is paid direct into the bank account of the organisation / business on receipt of original or on-line printed bank statements and original invoices to confirm expenditure, evidence of compliant procurement processes undertaken, completed claim form, output evidence and progress reports.
- Grant may not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.
- The maximum funding contribution from the Enterprising Communities will be 75,000 at a rate of 70% of total projects costs. Match funding at a minimum of 30% of total project costs will need to be provided by the applicant.
- Request for funding are required to exceed 5,000.

Capital projects

The grant will be recovered should the organisation cease to trade, relocate or the property sold on within 5 years of award.

For properties constructed or improved as part of a grant scheme administered by CCC, the Authority will seek to register an interest in the grant-aided property with the Land Registry by either a Restriction or a Legal Charge as follows:

Restrictions to be placed with Land Registry for projects or schemes receiving grants directly from or via the authority of £25,000 & below for the period relevant to the funding programme under which the grant is being paid.

Legal Charges to be placed with Land Registry for projects or schemes receiving grants of £25,001 & above for the period relevant to the funding programme under which the grant is being paid.

This process will alert the authority to any change in the ownership of the property and of any potential consequence on the terms and conditions on which the grant was awarded. The grant recipient will be responsible for pursuing the removal of any Restriction or Legal Charge and any costs associated with the process, at the end of the period.

Claw back of grant funds

Funding shall be withheld and/ or, insofar as payment has been made, the grant recipient shall repay funding either in whole or in part, including if:

- there has been an overpayment of funding
- during its economic life, the project undergoes substantial change defined as being used for purposes other than those specified in the application or having a change of owner without notifying Carmarthenshire County Council.

The economic life is the period up to 5 years from date of the final payment of grant and repayment of funding will be required as follows:

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

The above are minimum repayment requirements.

The grant must be repaid in full on demand if:

- the applicant is found to have made any misrepresentation in connection with the application
- the applicant has breached the provision of condition above
- the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property

Annex A

Application assessment

Selection Criteria	Score	Weight
The number and value of jobs created and their impact on the area/sector	20	X 2
Opportunities for sector/business/movement development and growth including Business Plan Review	15	X 1.5
Wider economic impact	15	X 1.5
Does the project positively impact the sustainability of the Welsh within the organisation/business	10	X 1
Does the project positively impact the sustainability of the Welsh; wider benefit within the community and/or ARFOR region	10	X 1
Is the project likely to increase the visibility of the Welsh language in your business/community/region ARFOR?	10	X 1
Has the project completed a Language assessment with a Commissioner Welsh (5 for Yes / 0 for No)	5	X 0.5
Does the application set confidence that it will be complete by 31st December 2024	15	X 1.5
Rating of response		
Perfect & Fully Compliant Submission – response is very detailed and provides confidence in the applicant’s ability to fulfil all requirements.	10	
Excellent Submission – response is detailed and provides confidence in the applicant’s ability to fulfil requirements	9	
Very Good Submission – detailed credible and convincing response to the requirements	8	
Good Submission: credible response to the requirement	7	
Satisfactory Submission – adequate response to the requirements and programme objectives	6	
Average Submission – addresses some of the requirements but lacks detail in areas	5	
Acceptable Submission – the response falls short of requirements and is poorly explained but not sufficient to warrant rejection	4	
FAILURE TO MEET THE MINIMUM STANDARD IN ANY QUESTION WILL RESULT IN YOUR SUBMISSION BEING EXCLUDED FROM THE EVALUATION PROCESS		
Weak Submission – falls short of most of the requirements with weak or no explanation. Only addresses the requirements to a limited degree	3	
Poor Submission – scarcely meets the requirements and raises doubt as to the ability to develop an acceptable and beneficial project	2	
Unacceptable (Major issues) Submission either completely fails to address the criteria or fails to demonstrate any understanding/experience/credibility against the programme objectives.	1	
An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way	0	



Annex B Third Party Procurement guidelines

Do's	Don'ts
<ul style="list-style-type: none"> ensure that any potential conflicts of interest are declared at the earliest opportunity. 	<ul style="list-style-type: none"> Don't skew the specification to eliminate or to discriminate against suppliers i.e. limit the specification to a specific brand.
<ul style="list-style-type: none"> comply with the appropriate rules 	<ul style="list-style-type: none"> Don't change the scope of the specification once distributed.
<ul style="list-style-type: none"> ensure that the specification is precise and not in excess of the requirements. 	<ul style="list-style-type: none"> Don't change the evaluation criteria during the process.
<ul style="list-style-type: none"> ensure that the Evaluation Criteria is directly relevant to the subject of the contract 	<ul style="list-style-type: none"> Don't give companies too short notice to quote.
<ul style="list-style-type: none"> complete and retain full records for future reference and audit purposes 	<ul style="list-style-type: none"> Don't enter too much detail verbally with suppliers regarding specific questions. The same information must be provided to all suppliers to ensure the process is fair
<ul style="list-style-type: none"> ensure that quotes/tenders are evaluated on a 'like for like' basis. 	<ul style="list-style-type: none"> Don't reveal prices to potential suppliers.
<ul style="list-style-type: none"> ensure that you treat suppliers in an open, transparent, and non-discriminatory manner. 	<ul style="list-style-type: none"> Don't breach confidentiality.
<ul style="list-style-type: none"> allow sufficient time for companies to quote 	<ul style="list-style-type: none"> Don't open quotes/tenders in advance of the deadline.
<ul style="list-style-type: none"> ensure the value of the Goods/Works or Service is estimated accurately at the start of the process to apply the correct procurement process. The aggregated value must be used where applicable. 	<ul style="list-style-type: none"> Don't consider submissions received after the deadline.

Annex B		<u>Third Party Grant Procurement Rules</u>
Requirement	Value	Procurement Process
All	up to £4,999	<p>A minimum of 1 written Quotation <u>must</u> be obtained and retained.</p> <p>Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.</p> <p>Applicants are requested to 'Think Carmarthenshire First' when seeking quotations for the purchase of Goods/Services. Please therefore, explore the market place to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase. Applicants may be required to demonstrate such quotations have been sought.</p>
All	£5,000 and £24,999	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.</p> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</p> <p>Applicants are requested to 'Think Carmarthenshire First' when seeking quotations for the purchase of Goods/Services. Please therefore, explore the market place to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase. Applicants may be required to demonstrate such quotations have been sought.</p>

All	£25,000 and £74,999	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> • the same specification, • the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel. • the same closing date. <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded for audit purposes.</p> <p>**In the event that only one quotation is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case-by-case basis. In circumstances where it is evident that more than one quotation could be sought, there may be a requirement to advertise via Sell2Wales -</p> <p>https://www.sell2wales.gov.wales</p>
<p>NB - spend thresholds of £75K and under are exclusive of VAT</p>		
<p>* When calculating the estimated value of the contract in order to determine whether the full UK Public Contracts Regulations may apply, the contract value estimation (for these values only – not below) must be <u>inclusive</u> of VAT as of the 1 January 2022. This is as a result of the UK's independent membership of the GPA (Government Procurement Agreement).</p>		

*** When calculating the estimated value of the contract in order to determine whether the full UK regulations apply, the contract value estimation (for these values only – not below) must be inclusive of VAT as of the 1 January 2022. This is as a result of the UK's independent membership of the GPA (Government Procurement Agreement).**

Important Guidance

Advertising via Sell2Wales

* It is possible for you to advertise on the National Procurement website, <https://www.sell2wales.gov.wales> if you are in a situation where you have difficulty in identifying the minimum number of suppliers required and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

This facility is available to you free of charge, please visit the Sell2Wales website: <https://www.sell2wales.gov.wales> and contact the website helpline on 0800 222 9004 for further information.

Seeking Quotations/Tenders

For spend above £5,000 it is essential that the quotes/tenders are sought from appropriate suppliers for the goods, works or services required. In circumstances where it is evident that unsuitable quotes/tenders have been sought, there may be a requirement to advertise via Sell2Wales.

Other Funders

If a project involves any other or additional funding streams, these Third-Party Grant Procurement Rules must be followed as a minimum for the total estimated spend of the requirement.

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process. Appropriate measures to prevent identify and remedy any conflicts of interest must be carried out.

If an applicant / developer or any person connected with them directly or indirectly, has a financial, economic, political, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure:

- that applicant / developer, or any other person or party with an interest must declare that interest in writing to the Project officer who will offer advice accordingly.
- specifications and evaluation criteria must not be biased or tailored to favour one solution or any one party over another.

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- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures to ensure that the process is fair to all. It is acknowledged that the grant applicant may be required to provide the final approval.
 - every stage of the procedure must be recorded formally.
 - If the contract would normally be subject to a single tender procedure, it is recommended that the sponsor should seek written quotes from at least two other suppliers (i.e. following the procedure set out above for contracts between £5000 and £25,000)

The purpose of these guidelines is to ensure that there is fairness in the spending of public money and that the integrity of the applicant is not compromised.

Changes to the specification or contract

If any changes are required to the specification after seeking quotes/tenders which affects the original scope of the requirement, a new procurement exercise may need to be undertaken to ensure that best value for money has been achieved. This may occur where there are unforeseen additions to the original requirement, where tenders are received in excess of the available budget, where funding levels change etc. The grant applicant must inform the Project officer who will offer advice accordingly.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform the project manager.**
- **If you have any queries as to how these procedures should be applied, you should contact the project manager for clarification and further guidance.**

Procurement Definitions

Title	Description
Aggregation	Adding together the value of separate contracts for the same supply, service or works.
Contract	<p>A Contract for the purposes of these Rules shall be any agreement (whether in writing) between the grant applicant and one or more other parties for: -</p> <ul style="list-style-type: none"> • the sale of goods or materials. • the supply of goods or materials. • the execution of works • the provision of services (including accommodation and facilities).
Competitive Source	an independent provider bidding against another independent provider
Goods	are material items i.e. equipment, food, vehicles etc
Public Contracts Regulations 2015	are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold whereby an official Tender Exercise in accordance with the Public Contracts Regulations 2015 should be undertaken.
Evaluation	a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
Evaluation Criteria	A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.

Evaluation Panel	It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
Sell2Wales	is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please visit the Sell2Wales website https://www.sell2wales.gov.wales and contact the website helpline on 0800 222 9004 for further information.
Services	tasks undertaken by people i.e. consultancy services, translation services etc
Specification	this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document. The description of the goods, works or services required must not refer to a specific make, brand, or source.
Tender/Quote	is the document compiled by a potential supplier in response to an invitation to quote/tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
Works	include landscaping, construction, building works etc

Annex C

Examples of provision in accordance with the Welsh Language Standards:

In the table below is a list of examples of commitments that the applicant could make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate may suggest other commitments. They will be expected to consider the relevance of the below to the work they want to achieve through the grant and commit to as much as possible in line with the size of the turnover of the organisation, and the size of the funding application. Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

1.The organisation

We will map the organisation's current capacity to deliver in Welsh	
We will strive to increase the organisation's capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh	
We will ensure that we have arrangements in place to provide materials in Welsh	
We will consider Welsh language provision from the outset, when planning the provision	
We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do / We are working with the Welsh Language Commissioner on the Welsh Offer	
We are a Welsh medium organisation that administer and deliver through the medium of Welsh	

2.Public engagement

We will communicate general message with the public bilingually	
We will offer to communicate in Welsh with individuals and then communicate with them in the language they require	
We will provide our activity in Welsh	
We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English	
If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations	
We will promote the Welsh elements of our provision	

3.Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language	
We will offer Welsh language provision rather than waiting for someone to request it	
We will be engaging with Welsh-speaking communities (geographical or otherwise)	
We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision	
We will ensure the use of Welsh in all our provision including by those who are less fluent	
Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills	
We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)	

4 .Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first	
We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available	
We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh	
We will promote the Welsh language in all activity	
Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh	
We will create a Welsh or bilingual identity for my project / service.	