



INTRODUCTION

As part of the UK's Shared Prosperity programme, approximately £20m has been earmarked for the county of Gwynedd with some of the funding committed to establish Funds to support community projects.

£250,000 has been earmarked to support projects in the field of Healthy & Active. The fund will be administrated jointly between Cynkor Gwynedd and Byw'n Iach.

TIMETABLE

The opening date of funds for Round 3 is the 1st of March 2024.

The closing date to submit applications to the funds is 5pm on the 30th of April 2024.

We will aim to assess and approve applications by the end of May 2024.

It will not be possible to fund any activity that has commenced before an offer letter has been signed and returned to Cynkor Gwynedd officers.

At present, we do not anticipate that we will open a further round to apply for the funds. An additional round may be held should the demand in this round be low.

WHO CAN APPLY?

The fund is open to any not-for-profit organisation that complies with the application guidelines. E.g. community sports clubs, charities, social enterprises and voluntary organisations.

HOW TO SUBMIT YOUR APPLICATION?

We strongly advise you to discuss your application with the Byw'n Iach Partnerships Unit Manager before submission (Alun Jones alunjones2@bywniach.cymru)

Once you are ready to submit your application, you can submit your application via e-mail to cronfacefnogidywillesiant@gwynedd.llyw.cymru

Remember to ensure that you also submit the supporting documents, which are listed within the guidance, with your application. It will not be possible to process incomplete applications.

WHAT IS POSSIBLE TO FUND?

It is possible to apply for amounts between £3,000 up to £15,000, to fund a project in its entirety, or to partially fund a larger project. While it is possible to submit an application for 100% of the project costs, efforts to joint fund will be considered when scoring applications. When the grant contributes towards a larger project, the whole financial package is expected to be in place before a grant will be released from this fund.

Each application will be expected either to:

- create additional / new opportunities to be physically active in sports or fitness and well-being activities, or
- contribute towards the sustainability of organisations that provide the above opportunities



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Type of items that can be funded:

- Necessary expenditure to establish a new club or team or to extend the number of people who can participate in your activities
- Training to qualify volunteers who will broaden opportunities to be active
- Hire facilities to establish a new club or team or to extend the number of people who can participate in your activities
- Energy efficiency measures in sports facilities
- Invest in facilities to create additional opportunities including necessary feasibility work.
- Invest in projects that will create a regular income stream for the organisation, and therefore strengthen financial sustainability
- Upgrade facilities to create new inclusive opportunities
- Costs of holding an event that will encourage more people to be regularly active - BUT clear pathways need to be shown for people to continue to participate after the event.

Type of items that are not eligible:

- Maintenance costs of equipment and buildings.
- Costs of holding activities that already exist.
- The costs of employing staff in an existing role.

We are eager to see applications that create opportunities for groups with a low level of participation in the county at present, e.g. girls and women, disabled people, older people, people from ethnic minority backgrounds, people who live in rural areas.

There will be a need to show that the project contributes towards one or more of the following outputs:

- Number of facilities that are supported/created
- Number of tournaments/leagues/teams supported
- Participation levels in sports and recreational activities

HOW TO COMPLETE THE APPLICATION FORM

1.	From which fund are you applying?	Healthy Living Fund
2.	Primary organisation that is making the application	Provide the name of the organisation submitting the application
3.	Organisation's Address	Address of the organisation submitting the application

4.	What is the nature of your organisation?	<p>Any non-profit distributing organisation can apply for funding via the fund. To seek support via these funds, organisations must be located in Gwynedd and provide for Gwynedd residents.</p> <p>The following criteria must be met if you wish to apply for funding through the fund;</p> <ul style="list-style-type: none"> • Your organisation cannot distribute profit (with the exception of typical and strategic event organisers) • Your organisation must have a legal and constitutional status • Your organisation must have a clear management structure • Your organisation must have a clear financial management system • It must have operational principles which adhere to legislation on employment, health and safety, equality for workers and volunteers • Show an understanding and commitment to equality in respect of access, language, culture, gender and ethnic matters • Possess aims and objectives that are in accord with the activities financed through this grant • Show that other groups and individuals in the area support the activity/scheme • It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme • That principles of protecting vulnerable adults and children, in accordance with the legislation, are in operation. <p>Please note that we cannot accept applications from individuals to the fund.</p>
5.	Company / Charity Number	Note the organisation's company / charity number if relevant
6.	Lead Contact Name	Note the name of the main contact operating on behalf of the organisation and Post title within the organisation
7.	Deputy Lead Contact Name	Name of deputy lead contact on behalf of the organisation and Title within the organisation
8.	Contact Telephone Number	Note a phone number we can use to contact you to discuss any matters relating to your application

9.	E-mail address	E-mail of main contact - all correspondence relating to your application will be sent to the e-mail address noted here
10.	Organisation's website address	The organisation's website
11.	Does your organisation have a bank account in its name which requires two signatories to authorise Payments?	<p>All applications that are submitted must be in the name of an organisation with a bank account and constitution</p> <p>If your group is a new organisation which is in the process of opening a bank account, but the account has not opened within the fund's timetable, it is possible for us to consider applications from another organisation within your community that supports your scheme. In this case, you will need to send evidence that your bank account is in the process of being opened, along with evidence of an agreement between your organisation and the organisation that will apply to the fund on your behalf.</p> <p>Please note that this agreement will not affect the ability of neither organisation to apply for a grant for a different scheme via the fund.</p>
12.	Does your group claim VAT?	If your organisation does not claim VAT, you may apply for a grant including the VAT costs. If your organisation claims VAT, it will not be possible to include items' VAT as part of your application.
13.	What is the main activity and objectives of your organisation?	Describe the main activity and objectives of your group (up to 150 words)
14.	If you work with children or vulnerable adults, note which steps are undertaken to safeguard them.	There should be a reference here to any policy or procedures in place by your organisation to safeguard children or vulnerable adults.

INFORMATION ABOUT THE PROJECT YOU WANT TO BE FUNDED VIA THE FUND

15.	Project Name	Note the name of the Project you want to be funded via the fund
16.	Project location	Note in which area the project will be operational, including the post code

17.	Main Investment Priority	<p>The fund has been created to contribute towards the following SPF Intervention:</p> <p>W10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together.</p> <p>Explain how your project will contribute towards the above intervention</p> <p>We are eager to support projects that create opportunities for people facing obstacles to be active. Explain how your project will create new/better inclusive opportunities</p>
18.	Type of application made	£3,000 up to £15,000, to fund a project as a whole or a certain amount to fund part of a larger project
19.	Intervention Numbers	W10
20.	Indicative Outputs Targets	<p>The fund is expected to contribute towards the following outputs</p> <ul style="list-style-type: none"> • Number of facilities that are supported/created • Number of tournaments/leagues/teams supported • Participation levels in sports and recreational activities that received funding (based on registered players/teams) • Number of volunteers that will be part of the project <p>Note your target for each of the relevant Outputs above. There is no need to offer a target for each one.</p>
21.	Indicative Outcomes Targets	<p>The fund is expected to create the following result:</p> <ul style="list-style-type: none"> • More people using facilities and/or amenities <p>Explain how your project will contribute towards the above result.</p>
22.	Start Date of the Project/Event	The date you intend to start your project, should the application be successful, should be noted here
23.	End Date of the Project/Event	The date you expect to complete your project should be noted here. Please note that each scheme funded via the key funds must be completed by 31 December 2024, and it will not be possible to grant an extension after this date.

PROJECT'S MILESTONES

24.	List the milestones of your project/event, and note dates	<p>Set out your timeframe to complete all elements of your project, from the project start date to the project end date.</p> <p>You will be asked to ensure that clear milestones have been identified that demonstrate the programme and timetable for project implementation.</p> <p>The details you will note here will be considered as part of your application assessment process.</p>
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DESCRIPTION OF THE PROJECT

25.	Overview of your project (up to 500 words)	You should provide an overview of what your project will be and also refer to the activities, main aims and objectives of your project. Explain how your project will be sustainable at the end of the grant period or how it will lead to long-term development.
26.	Why is there a need for the project in your area? (up to 250 words)	You should refer here to any consultation work and provide evidence of the local need for this project
27.	Who will benefit from the project? (up to 150 words)	You should note here who will benefit from the project outside your organisation.

REAL LIVING WAGE

28.	I / we confirm that any jobs created as a result of the grant will pay the Real Living Wage, and I /we will work towards a Living Wage accreditation	If relevant to your scheme, it should be noted that any grant salaries that are used to pay salaries will pay the living wage. Additionally, there will be a need to note when you will work to complete a living wage accreditation
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LOCAL PLANS AND STRATEGIES

29.a	Note how using the grant will intertwine with the objectives of the Gwynedd Plan 2023-2028.	You should note here how your scheme intertwines with the Gwynedd Plan 2023-28 .
29.b	Note how the grant's use will implement the NI 2035 Area project.	You should note here how the grant's use will implement with major local issues that have been identified during the work of the Our Area 2025
29.d	Note how using the grant will complement the objectives of the Gwynedd Arts Plan	Only if relevant to your scheme, you should note here how your scheme complements the Gwynedd Arts Plan
29.e	Note how using the grant will complement the objectives of the Slate Landscape of Northwest Wales World Heritage Site Management Plan	Only if relevant to your scheme, you should note here how your scheme complements the Slate Landscape Management Plan

29.f	Note how using the grant will intertwine complement Gwynedd and Eryri Sustainable Visitor Economy Plan 2035	Only if relevant to your scheme, you should note here how your scheme complements the Gwynedd and Eryri Sustainable Visitor Economy Plan 2035
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THE WELSH LANGUAGE

30.	Does your organisation have a Welsh Language Policy or Statement?	If not, outline how you will use the grant to ensure bilingual services for the public? This may include your services (and meetings) on a face-to-face level or over the phone, printed material, signage and web pages.
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NET ZERO

31.	How does the proposal support the wider environmental Zero Net policies or ambitions of the UK Government and Welsh Government? (150 words)	The answer to this question should be specific to the project you are seeking funding for
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EQUALITY

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

33.	What experience has your organisation got in delivering the type, size and scale of this project activity (up to 200 words)?	Reference should be made here to examples of similar or similar-sized projects that have been delivered by your organisation in the past
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FINANCIAL

34.	Total cost of the project	The exact cost of the project in its entirety should be noted here
35.	Grant total applied for via this fund	You should note how much funding you are applying for from this fund
36.	Match Funding Source and Amount	If you have secured match funding for your project, note here the total match funding that has been secured and from where has the funding been secured.
37.	If you are seeking 100% of the cost of your project, note your rationale for this	When answering this question, you should refer to your scheme's value for money and why it is not possible for you to contribute towards the cost.
38.	How have you procured your project?	You should note here how you have sought prices for your project and explain why you intend to use one company over another, showing the value for money. In addition to the guidelines, we have also provided details and good practice to seek quotations for your project, and we suggest that you read them carefully. Please note that you will need to send every quotation you have received for the project with the application form.



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PROFFIL GWARIANT Y PROSIECT 2023-24 PROJECT EXPENDITURE PROFILE 2023-24		Nodwch enw'r cyd arianwyr isod Please note match funders below			
Enw'r eitem a'r gost <i>Item and cost</i>		Y Gronfa Hon This Fund			Cyfanswm <i>Total</i>
			
			
1.	£				
2.	£				
3.	£				
4.	£				
5.	£				
6.	£				
Cyfanswm <i>Total</i>		£			



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PROFFIL GWARIANT Y PROSIECT 24/25 (Hyd at Ragfyr 2024) PROJECT EXPENDITURE PROFILE 24/25 (Up to December 2024)		Nodwch enw'r cyd arianwyr isod Please note match funders below			
Enw'r eitem a'r gost <i>Item and cost</i>		Y Gronfa Hon This Fund			Cyfanswm <i>Total</i>
			
			
1.	£				
2.	£				
3.	£				
4.	£				
5.	£				
6.	£				
Cyfanswm <i>Total</i>		£			

SUBSIDY CONTROL

Applicants are required to ensure full compliance with UK subsidy regulations		
39.	Does any aspect of the project involve Commercial activity	Please indicate if the activity that will be funded through this fund is a commercial activity
40.	If it is, briefly explain what the commercial activity is	If you specify Yes to question 40 please explain what exactly the commercial activity is (200 words)

CHECKLIST

WHAT NEEDS TO BE SUBMITTED WITH THE APPLICATION?

- All applicants must return the following items:
- Application Form
- Signed and dated copy of the Organisation's Constitution
- Evidence of estimates / quotations for costs of the project
- Bank statement including account details, sort code, Bank address
- Evidence of any other contributions towards the scheme (evidence of the scheme's match funding)
- Business Plan or other suitable information showing that the project is viable
- Event Management Plan (If relevant)
- Welsh Language Policy
- Equality Policy
- At least 3 letters of support from those who will benefit from the project, and any other evidence that can support your application e.g survey, opinion of residents through social media etc.
- Evidence of any legal interest in property (lease or deeds), if applicable
- Evidence of planning permission or written evidence from the relevant authority confirming that planning permission is not required (if relevant)
- Evidence of Building Regulations Approval or written evidence from the relevant authority confirming that Building Regulations Approval is not required (if relevant)



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.