



Llywodraeth Cymru
Welsh Government

Welsh Government

**Transformation Capital Grant Programme 2024/25
Stage 2 Application Form**

Note

You must use this form to submit your Stage 2 application for the Transformation Capital Grant Programme. Please complete all sections of the form. **Incomplete forms will not be accepted.** Additional documentation may be submitted in support of your application where relevant to the project.

You should read the Application and Project Plan Template Guidance Notes before completing this form. You will also have been allocated a named adviser within Culture and Sport who is available to provide further advice and guidance.

The Project Plan (section 3 of the application form) is a standard template that has seven headings. Please refer to the Application and Project Plan Template Guidance Notes for the description of each section and evidence required.

The seven project plan headings are:

- Strategic Fit / Project Aim and Rationale
- Project Activity
- Project Management (including Risk Assessment)
- Value for Money
- Finance & Compliance
- Measuring Success
- Long Term Sustainability

The information provided will be assessed against the following rating criteria:

High
The applicant has provided robust and detailed responses against all of the evidence requirements
Medium
The applicant has provided satisfactory and detailed responses against most of the evidence requirements
Low
The applicant has provided potentially incomplete or insufficient responses against one or more of the evidence requirements
Minimal
The applicant has provided incomplete or insufficient responses against one or more of the evidence requirements

The quality threshold for Project Plans represents a rating of **Medium** across all seven headings. Please see the Guidance Notes for further information.

Send your completed Stage 2 application to culture@gov.wales by **5pm 26th January 2024**. We will not accept applications after this date.

1. Applicant Details

Name of parent organisation: Ceredigion County Council

Name of service / institution: Aberaeron Library

Main contact for the project:

Name: Ceredigion Official 1

Address: Canolfan Alun R. Edwards, Queen's Square, Aberystwyth, Ceredigion, SY23 2EB

Email

Telephone:

Service address, if different from main contact: Think you need to add Aberaeron library address here

Museums which require the support of a Mentor under the Museum Accreditation Standard must provide evidence from their mentor that they have been consulted and their advice has been followed.

1.1 Applicant's Status

Please tick appropriate box:

Charity/Third Sector

Public Sector

*If other, please specify here:

Company Number and / or Charity Number (if appropriate):

2. Project Overview

2.1 Project title (Please provide a short descriptive working title for your project)

Relocation of Aberaeron Library

2.2 Project description (maximum 250 words)

Please briefly but clearly describe what the project is about, what improvements will be made, why these are needed, and the intended outcomes of the work. (Further detail can be provided in the Project Plan in section 3.)

The relocation of Aberaeron library is targeting the long-term sustainability of the service

currently housed in part of a deteriorating listed building with poor energy and environmental services.

By relocating the library into our modern, efficient corporate headquarters we ensure:

- a) The library service is integrated with other services.
- b) The library service is operating with a low carbon footprint.
- c) The long term viability of the service is ensured.
- d) ~~By vacating the existing building, we allow it to be redeveloped and improved for reuse~~ redeveloped and improved for re-use rephrase this so links with opening sentence better. e.g. That the existing building can be
- e) There is increased space for an improved collection, especially children's resources.
- f) We can better support the town and surrounding communities.

The new space will offer a range of improvements which will be considered in more detail in further sections.

2.3 Project timescale

Start Date: 01/04/2024

End Date: 31/12/2025

I confirm that all grant funded project elements will commence after 1 April 2024

2.4 Project location

Building name: Neuadd Cyngor Ceredigion

Address: Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion, SA46 0PA

Please note any required permissions (planning permission, listed building consent, etc.) and confirm these are in place (please attach documentary evidence): State none required

2.5 To be completed by Third Sector organisations only

Grant payments to Third Sector organisations will normally be made in arrears, based on defrayed expenditure. Payment in advance will be considered only where evidence of need is established, as outlined below

Payments in advance

The Welsh Government policy is to make payments in arrears. However, it recognises that most Third Sector organisations do not hold large reserves and do not have the resources to undertake work and receive payment afterwards. Provision of funding for committed expenditure may be considered in advance of payment but only where evidence of need is clearly established.

In light of the above statements, does your organisation wish to apply for payment in advance?

No

If you have answered 'yes' and your application is successful, a 'payment in advance' form will be issued to you. This should be completed and returned with the required evidence. The information and evidence that you provide will be assessed to determine whether we can make payments of grant awarded to you in advance.

3. Project Plan

Please read the Application and Project Plan Template Guidance Notes in the Stage 2 Application Guidance before completing this section.

Failure to provide information requirements stated within each section of the guidance will be reflected in the score allocated during assessment.

3.1 Strategic Fit with the Welsh Government Programme for Government (maximum 500 words)

Please set out how your proposal fits with the Welsh Government's Programme for Government, including how it will promote equalities and tackle the climate emergency. Please set out how you intend to monitor the carbon impact of your proposal.

Ceredigion's corporate strategy outlines four objectives with clear linkage to the program for government and future generations. This project is aimed to support all of our local priorities and many of the wider 10 well-being objectives from the programme for government.

Ceredigion's strategic plan to save on word count may be worth putting this in a table. There's some duplication with how this meets Ceredigion and WG objectives, so could have the outcome listed on left, then column for council and column for WG objective

- Boosting the Economy, Supporting Businesses and Enabling Employment
 - *Freeing up a key town centre property for re-development and better suited accommodation for businesses.*
- Creating Caring and Healthy Communities
 - *Integration with our Through Age and Wellbeing strategy and delivering a one stop location with support and signposting.*
- Providing the Best Start in Life and Enabling Learning at All Ages
 - *Improved links with local primary school, improved collection and dedicated children's area with better Welsh resources and improved training facilities.* How?
- Creating Sustainable, Green and Well-connected Communities
 - *Making use of district biomass heating and large solar PV installation as well as modern building design to reduce carbon footprint.* how will this be monitored?

The project targets all of Wales wellbeing objectives detailed below and the five ways of working

- Provide effective, high quality and sustainable healthcare
 - *Located alongside a new "Independent living showroom and training facility" the new facility will provide site reception and better support signposting and can offer dedicated learning resources based on collaborative working with the professionals.*
- Continue our long-term programme of education reform, and ensure educational inequalities narrow and standards rise.
 - *Improved collection and dedicated children's area with better Welsh resources and improved training facilities.*
- Protect, re-build and develop our services for vulnerable people.
 - *Improved library offering integrated with wider council services, customer service and better signposting. Located alongside Through Age Wellbeing Independent living showroom*
- Celebrate diversity and move to eliminate inequality in all of its forms.
 - *Ensuring a facility which is available to all, with disabled access, disabled parking, on a bus route with bus stop, disabled toilets and baby changing facilities.*
- Build an economy based on the principles of fair work, sustainability and the industries and services of the future.
 - *New maker space and improved digital resources and private bookable workrooms can support those working, developing and learning.*
- Push towards a million Welsh speakers, and enable our tourism, sports and arts industries to thrive.
 - *Continued strong support for the Welsh language in person, online and through our collection.*
- Build a stronger, greener economy as we make maximum progress towards decarbonisation.
 - *The core part of this project to ensure a long term, sustainable and environmentally friendly library, with ongoing plans to electrify our fleet and reduce our carbon footprint*
- Make our cities, towns and villages even better places in which to live and work.
 - *Freeing up a key town centre property for re-development and better suited accommodation for businesses.*
- Embed our response to the climate and nature emergency in everything we do.
 - *Removing the libraries requirement on oil heating, and diesel vehicles and benefiting from biomass heating, solar PV and modern LED lighting and best environmental building standards.*

The existing library sits in the centre of a large and inefficient building which for many years has had limited other use. Following COVID and changes to hybrid working the building is now empty bar the library which means the service cannot be sustainable long term and reuse of the wider space is unlikely without major renovations which would require long term closure of the library.

Long term

The existing layout limits options for an effective library collection space, training, or community facilities. The total cost managing, maintaining, and heating this building is not sustainable long term. Our aim is to deliver a new improved library which is low carbon and sustainable.

Integration

Co-located on the same site as a primary school, care home, police station, social housing and a new children's home, the library will be able to offer benefits to a range of citizens needs supporting education and include a dedicated children's collection. It will contain a customer services hub and offer a range of services creating and supporting a caring and healthy community and encouraging the best start in life.

The library service has developed to support local and national wellbeing objectives. Our customer services are delivered from libraries and integrate with a new Through Age Wellbeing model to better support communities and improve services for vulnerable people. We have moved our "social care front door" into the customer services team and trained face to face staff to allow much better conversations with citizens seeking help and to improve our signposting and early intervention offering.

Prevention

Determining the library was unsustainable in its current location and planning for this project

Involvement

We have carried out limited consultation with residents on how they wish to see our building used post covid and these proposals are largely backed by the responses. We are also drawing up consultation to see what future uses the redeveloped site can offer.

Collaboration

We will further integrate our face-to-face customer service staff and library staff into a single team capable of supporting citizens with library, literacy, social care, digital and council service enquiries to ensure all members of the community can be supported and sign posted.

We will also house regular community connect sessions and support wider schemes such as employment support, home improvement and assisted living technologies.

Through the co-location of services in our corporate headquarters we can create a modern, sustainable location offering a wide range of supporting services, educational opportunities, and early intervention support to benefit all our citizens.

We will also house a new Registrar office on one side and the independent living centre on the otherside, with the police station and council chamber the site and the carpark shared with the primary school the project will offer many collaborative council services.

Additional strategic aims

Aberaeron is a relatively affluent town and whilst the library supports the town of Aberaeron, it also the surrounding communities many of which are more deprived. With an area community school alongside and ample car parking and a bus stop we hope to better support the wider community and improve footfall to what we see in our other council libraries.

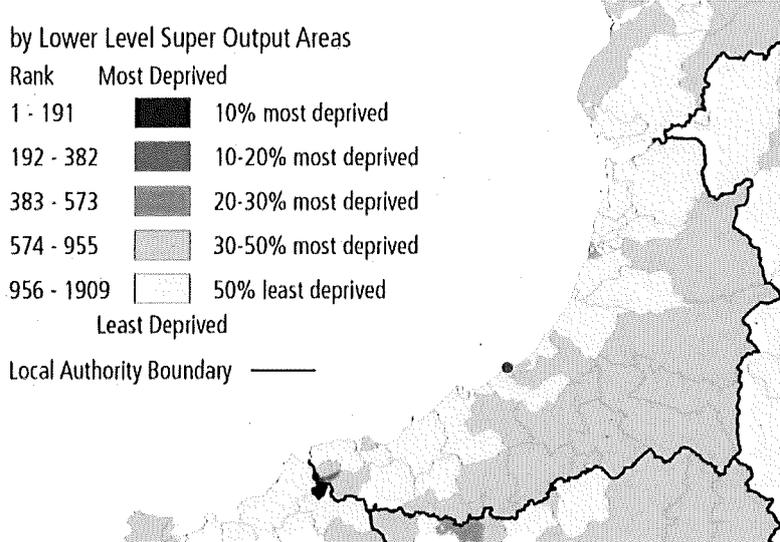


Figure 1 Ceredigion 2019 WIMD map

The new library will offer increased floor space to allow learning opportunities, a maker space with new technologies, an increased IT offering and dedicated work areas. It will also allow a larger and improved collection space and see the library at the heart the our council headquarters.

Our service provide a mobile library service to rural areas and this has been difficult to provide from existing locations due to parking restrictions. The new site will allow easy access for mobile library vans re-stocking and will also allow overnight parking with charging facilities to allow migration to an electric fleet.

We believe this project will support all of the well-being objectives laid out in the programme for government, as well as Ceredigion's 4 key strategic objectives and support delivery of the objectives for government. It will improve services to the community and will offer excellent value for money and deliver a sustainable future for the service.

word count?

3.1.1 Project Aim and Rationale (maximum 750 words)

Please explain the rationale for your project; the identified need it will meet; the community it will support; and how it will help deliver on local and national strategies. Please also list the objectives of the project.

Objective

The core objective of the project is to deliver a sustainable service, delivering significant carbon reductions whilst improving service provision for the whole community.

1. Reduce carbon footprint of library service through renewable energy, co-location, move to e-vehicles
2. Improve connections with local community ensuring longterm sustainability of service
3. Enhanced user space for childrens collection, makerspace and remote workers

The funding will be used to deliver internal building works that adjust the main reception and office space of our main council building to meet library service user needs with appropriate flooring and furniture to house additional collection and resource space.

Rationale

Aberaeron library is currently housed in the County Hall building. Originally built in 1848 as a market hall with a council chamber and courthouse above. The building is an awkward layout for a library and all other services have gradually been removed leaving the library as the sole users of a large, old building requiring significant investment to maintain and heat.

By relocating the library to modern, efficient, and sustainable location within our corporate headquarters we plan to free up the building for a major redevelopment project (funded and managed outside of this project) to bring a range of new businesses into the town centre as was the original market hall design.

Aberaeron library delivers services to the town of Aberaeron and the surrounding area with nearest main libraries in Aberystwyth, 16 miles to the north and Cardigan, 23 miles to the south and Lampeter, 16 miles to the east. As such community provision is also provided by a mobile library van which will be able to operate from the new site reducing travel and carbon impact from the current provision from Aberystwyth.

The reduced travel distances and onsite parking and charging facilities will allow us to look at moving to electric vehicles in the future further reducing our services carbon footprint in the coming years.

The new facility will then allow other significant benefits.

- **Joined up services.**

The new facility will sit at the heart of our corporate headquarters clearly showing the value of the library service to all visitors. It will be integrated with our customer service team and through age and wellbeing assisted living centre allowing greater join up of services and sign posting so that all citizens can be easily assisted and signposted.

- **Improved facilities.**

Our libraries have always acted as a citizen support service and this new space will allow us to extend their benefits with ICT facilities, digital support skills as well as community meeting rooms and training facilities.

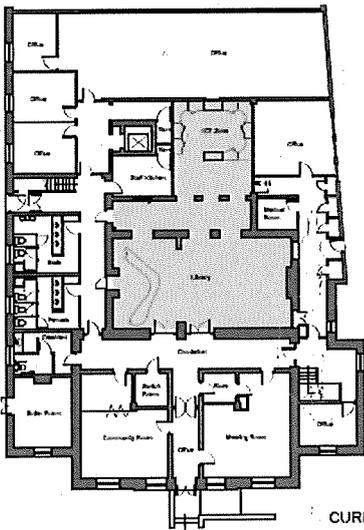
Dedicated work rooms will also support more advanced students, creators and researchers who need a warm and comfortable bookable work space with fast wifi for bring your own devices or bookable ICT equipment.

- **Improved Collection**

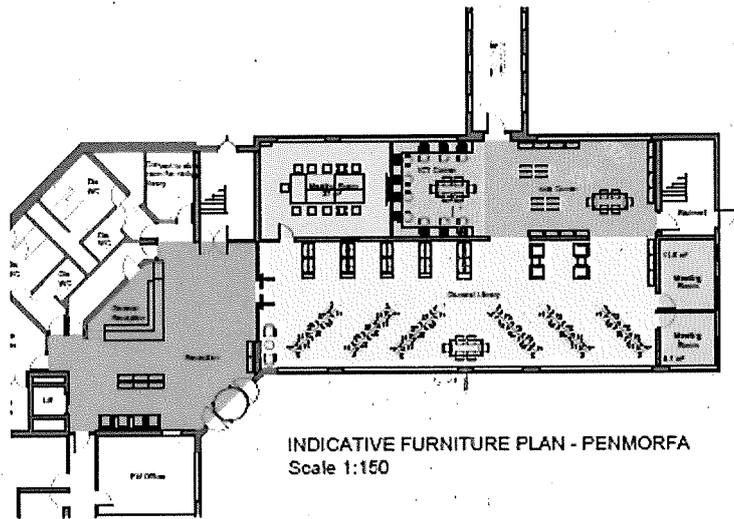
The additional space will allow an improved collection. This will include a dedicated children's collection and reading area.

The new facility will also house dedicated resources for digital learning lessons local schools will be encouraged to use the area with the support of educational advisors to ensure all school pupils in the area are confident and comfortable using their local library as a learning resource for life.

- Sustainability
- Improved collection space
 - Customer contact
 - Social Care
 - Maker space
 - Warm space
 - Learning zone / VR headsets / Dementia
 - Private research / study / work rooms
 - Childrens area
 - Wellbeing centre integration
 - Long term Wellbeing Centre (Cardigan, Lamp plans)
 - Electric charging Library fleet

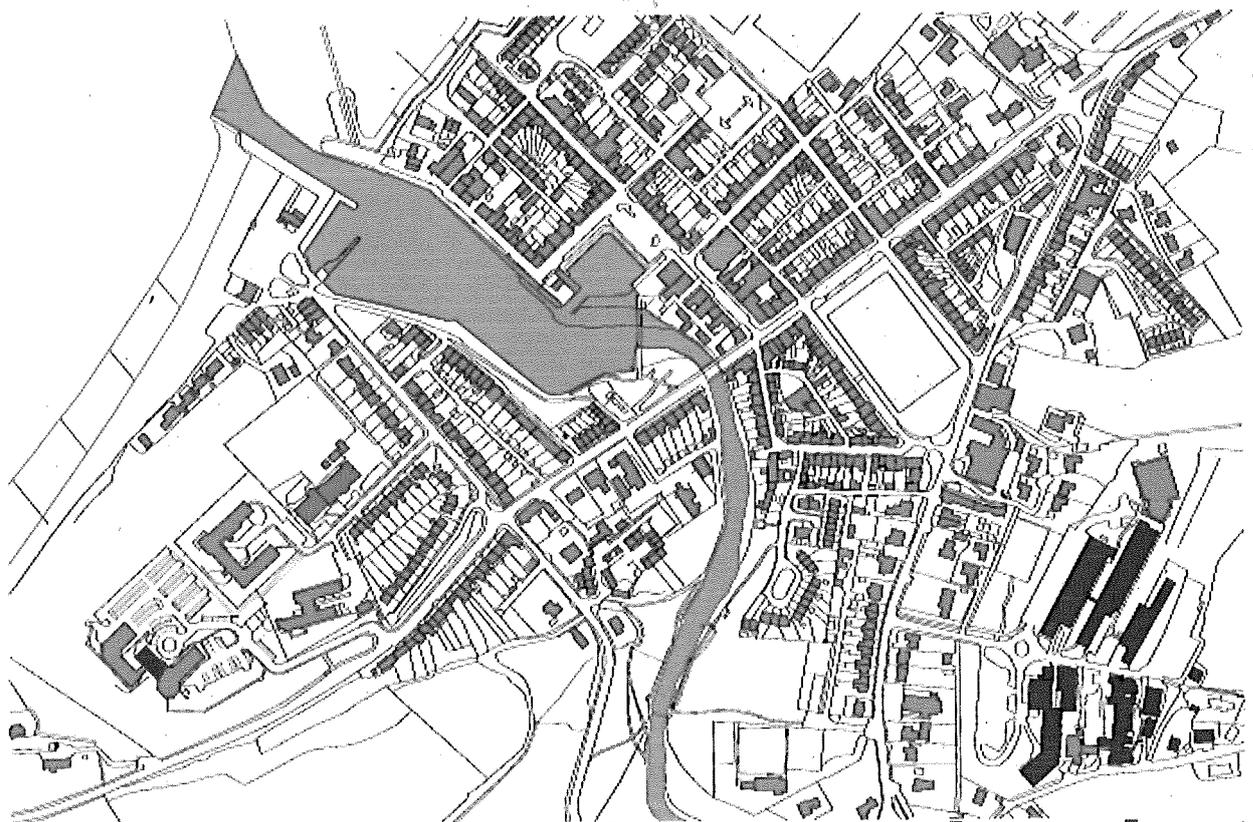
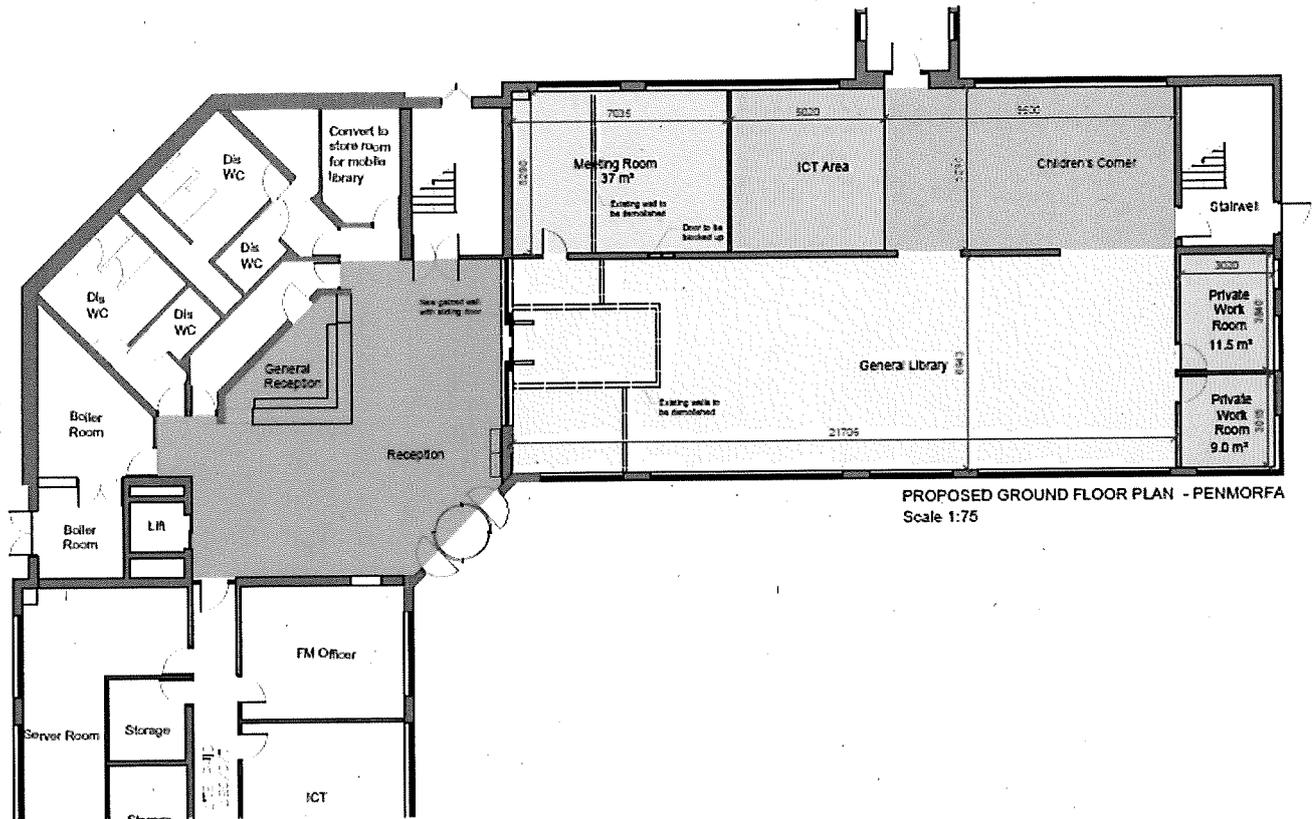


CURRENT LIBRARY
COUNTY HALL, ABERAERON
Scale 1:150



INDICATIVE FURNITURE PLAN - PENMORFA
Scale 1:150

Can these images be included as Appendix with larger better quality. Is hard to see detail. Would also be worth annotating to show increase in floor space with move which will enable flexibility for using space. If in appendix not in word count.



LOCATION PLAN
Scale 1:2500



Current Library Location
County Hall, Aberaeron

Proposed Library Location
Penmorfa, Aberaeron

Primary
School

Secondary
School

3.2 Project Activity (band A – max. 1000 words / band B max. 1500 words)

Please explain the service enhancements that will be achieved; how you intend to do it; the standards you will work to; and the timescales for the work.

See guidance doc for what you should put in here

3.3 Project Management (maximum 750 words)

Please provide details of project management arrangements, giving particular attention to the organisation's capacity to manage the project in addition to service delivery and other project commitments.

The project will be run using Prince methodology and overseen by our Corporate Project Management Panel (CPMP).

As a major project this will be given a dedicated project manager. The Corporate Lead Officer for Customer Contact, ICT and Digital will be named Senior Responsible Officer and a project delivery board will be created.

The Project has already been scrutinised by CPMP and our Leadership group.

The project delivery Teams will be made up from

- SRO – CLO Customer Contact, ICT and Digital Ceredigion Official 2
- Project manager (TBC)
- Property Services Ceredigion Official 3 and Ceredigion Official 4
- ICT - Ceredigion Official 5
- Procurement (TBC)
- Library Service - Ceredigion Official 1
- Library manager – Ceredigion Official 6
- Customer Contact - Ceredigion Official 7
- Finance Officer (TBC)

- Comms team – Ceredigion Official 8
- Similar projects, new schools, care home, CLIC
- Low impact to library service as separate build and swap over

Need details of skills and resources of project team. Do any of service improvements require upskilling of existing staff.

Please outline your rationale for the project management approach chosen.

Please detail the milestones for your project and the dates you expect to achieve them:

MILESTONE	TARGET DATE
Political & public engagement	01/03/24
Grant award	31/03/24
Project Team formed	08/04/24
Tender Spec Issued	30/04/24
Clear existing Space	30/08/24
Builders to start work	01/09/24
Building work complete	31/12/24
New Library / customer contact reception service to open	03/01/25
Furniture Install and ICT setup	28/02/25
Library stock and all service migrated (1 week migration TBC)	30/04/25

Need a date for when expecting to award contract as well as when work will start.
Clear existing space - does this refer to new location or old?

Think you need to include comms with users, or have a separate comms plan to support project timetable. You have put final date of 31/12/2025 so I think your project timetable needs to match this. Consider building in slippage to dates above e.g. what if you have to extend/re-tender? Is a week enough time to pack up and move a library, especially as you have new layout to go into? When the reception opens, will that be a limited service?

Please complete a Risk Assessment for your project:

What is the risk?	What is the likelihood of it happening? [High / Medium / Low]	What would the consequences be if it did happen?	What might avoid it happening or, how might the effect be reduced?

3.4 Value for Money

Please provide a detailed breakdown of costs for the grant-funded elements of your project using the Excel spreadsheet which was provided in the application pack. All costs should be exclusive of VAT unless you are unable to reclaim this element. If you are including VAT in any of the costs listed below please make this clear in the item description (e.g. building work (including VAT)). Include copies of written estimates from suppliers for all external costs with the application form.

Applications without estimates, or which are otherwise incomplete, will be rejected.

Please explain the basis for the proposed expenditure and how this provides value for money **(maximum 500 words)**.

Awaiting estimates

3.5 Finance & Compliance (band A – max. 500 words / band B max. 750 words)

Please provide details of how the wider project costs will be financed, including details of match funding and in-kind support:

The majority of match-funding should normally be confirmed before submission of the application (priority will be given to projects with confirmed funding);

Match funding 20% has been allocated and reserved.

Please outline your purchasing procedures / procurement process, for the grant-funded elements of your project:

Ceredigion Official 9

Please outline any previous funding received from the Welsh Government, or applications currently in progress, relevant to this project.

Not applicable

Please also complete the indicative Payment Schedule tab on the Project Finance spreadsheet provided in the application pack.

Please explain how you will deal with cost escalation and delay issues if they arise. Outline what activities in the application you would not continue with, or how you would source further funding to enable you to complete the whole project.

3.6 Measuring Success (maximum 500 words)

Please outline the expected outcomes of the project for people, communities and collections; provide details of how you will monitor, measure and evaluate these, including up to 3

SMART performance indicators that measure the completion and / or success of your project.

The new library will be larger, modern, light and welcoming. It will have excellent parking, with e/v charging and disabled access. It will have a biomass boiler, double glazing, cavity insulation and solar panels. Improving our sustainable credentials substantially. This will enable us to improve our services under WPLSCE 4,5, and 13. We can monitor the improvements and compare to the present building.

It will enable us to target groups with special requirements, and act as a first point of contact for our through Age Programme. The improved ICT offering will allow us to provide better support for digital skills, which will also enable us to hold more classes on a wider range of topics in a space that is specifically designed for the purpose. We will hold regular training sessions and story times, targeted at specific groups, and we can increase the number of attendees, sessions, and hopefully satisfied customers. All of these are quantifiable. Helping us with WPLSQI 4 and 5.

We are the only service within our current building, Penmorfa would allow us to link to wider service provision across customer support and social care, having a wider selection of partners in the building. Helping us with WPLSCE 10. With access to the car park, and the school drop off area and with an improved children's section we would hope to improve our visitor figures by 20% within the first 6 months of opening. We would also expect to see a 10% increase in the borrowing of Children's books within the first six months.

The enhanced space will allow us to provide a dedicated section for Health and Well-Being helping us with WPLSQI 4, and will allow us to properly showcase our collections, particularly on Dementia. We would provide a dedicated Health and well-being section and expect to see book loans in this section increase by 10% within the first six months. We would be able to offer book clubs, story times, and develop our support for Carers and dementia friendly services.

Our southern mobile currently has no base, and is only able to collect reservations, new stock etc twice a month, when it isn't calling on its customers. Having a base in Penmorfa will enable it to have a daily catch up on reservations, new stock and stock rotation and be able to satisfy requests from its own collections, without effecting its daily rota. This will improve our use of stock across the county, and we will be able to satisfy reservations at a quicker rate.

This needs work. Needs to be more quantifiable. See examples in guidance document

3.7 Long Term Sustainability (maximum 500 words)

Please explain how the project will contribute to the sustainability and resilience of the service, and how the achievements of the project will be maintained and developed in the longer term (including details of communication strategies to promote the service following completion of your project).

Please confirm that you have enclosed or completed the following:

Supporting documentation (list below):	
Supplier information*	

Written estimates from ALL suppliers*	
Confirmation of relevant permissions*	
Confirmation of match funding*	

*** N.B. Evidence in these areas must be provided or your application will be rejected.**

4. Declaration and Understanding

Public Sector organisations should complete and submit the declaration at 4a below. Third and Private Sector organisations should complete the declaration at 4b.

4a Public Sector - Declaration and Understanding -

Please confirm that your organisation has the power to enter into, and to perform the activities for which funding is being applied for.

YES NO

Please confirm that no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform the activities for which funding is being applied for?

YES NO

Please confirm that you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your organisation (both current and prospective) or which ought to be provided to any person who is considering providing grant to you?

YES NO

Please confirm that you have agreed the staffing estimates/resources required in order to deliver the actions required under the funding and that you are confident that they are realistic and achievable.

YES NO

If you have answered **NO** to any of the above, please give details on a separate piece of paper. This does not necessarily affect your chances of obtaining grant funding.

Please read this carefully before signing

I am content for information supplied in this application, including the declaration and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

I understand that if I give any information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information that I have given on this application form is correct and complete. I also declare that, except as

otherwise stated on this form, I have not started the project which forms the basis of this application, and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release giving brief details of the project and amount of grant award.

I understand the Department may use data collected to investigate cases of alleged fraudulent use.

I understand that applications must be signed by an authorised signatory. I confirm that I am authorised to sign this application.

Signed	
Date	
Name (<i>block capitals</i>)	
Position in organisation	
Telephone	
Email	

Signed	
Date	
Name (<i>block capitals</i>)	
Position in organisation	
Telephone	
Email	

4b. Charity/Third/Private Sector - Declaration and Understanding -

Have you, or any other senior officer or trustee of the organisation, ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or been the proprietor, partner or director of a business subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?

YES NO

Have you, or any other senior officer or trustee of the organisation, ever been bankrupt or subject to an arrangement with creditors?

YES NO

Have you, or any other senior officer or trustee of the organisation, ever been a proprietor, partner or director of a business subject to any formal insolvency procedure such as Receivership, Liquidation, Administration or was subject to an arrangement with its creditors?

YES NO

Have you, or any other senior officer or trustee of the organisation, ever been a proprietor, partner or director of a business requested to repay a grant under any Government scheme? This includes any company requested to repay grant while subject to any insolvency procedure where the director/company secretary knew or ought reasonably to have expected that any request to pay grant could be made?

YES NO

Have you or any other senior officer or trustee ever been disqualified from acting as a charity trustee or have an unspent conviction relating to any offence involving deception or dishonesty?

YES NO

If you have answered **YES** to any of the above, please give details on a separate piece of paper. This does not necessarily affect your chances of obtaining grant funding.

Please read this carefully before signing

I am content for information supplied in this application, including the declaration and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

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otherwise stated on this form, I have not started the project which forms the basis of this application and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release giving brief details of the project and amount of grant award.

I understand the Department may use personal data collected to investigate cases of alleged fraudulent use.

I confirm that, under the governing document, the organisation has the legal power to run the project.

Applications must be signed by two authorised signatories. I confirm that I am authorised to sign this application.

Signed	
Date	
Name (<i>block capitals</i>)	
Position in organisation	
Telephone	
Email	

Signed	
Date	
Name (<i>block capitals</i>)	
Position in organisation	
Telephone	
Email	