

**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 9th January 2023. We will not accept applications after this date.

**1. Applicant Details**

**Name of parent organisation:**

**Name of service / institution:**

**Main contact for the project:**

Name:

Address:

Email:

Telephone:

Service address, if different from main contact:

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)

**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.)

**2.3 Project timescale**

Start Date:

End Date:

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

**2.4 Project location**

Building name:

Address:

Please note any required permissions (planning permission, listed building consent, etc.) and confirm these are in place (please attach documentary evidence):

* 1. **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?

**Yes /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.***

* 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.

* + 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.

* 1. **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.

* 1. **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.

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:

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| --- | --- |
| **MILESTONE** | **TARGET DATE** |
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Please complete a Risk Assessment for your project:

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| --- | --- | --- | --- |
| **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?** |
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* 1. **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)**.

* 1. **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);

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

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

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.**

* 1. **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.

* 1. **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 theDepartment 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 (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| 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.

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 theDepartment 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 bytwo authorised signatories. I confirm that I am authorised to sign this application.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |