**Cynnal y Cardi Events Fund**

**April 2025 – January 2026**

**Applying to the UKSPF Cynnal y Cardi Events Fund**

The detail of the call, and the application process are available on the Ceredigion County Council’s website.

[Cynnal y Cardi Events Programme - Ceredigion County Council](https://www.ceredigion.gov.uk/business/funding-and-grants/cynnal-y-cardi-events-programme-fund/)

You are required to complete this application form and submit it electronically. We will not accept paper applications. Please e-mail your completed application form to [ce.cynnalycardi@ceredigion.gov.uk](mailto:ce.cynnalycardi@ceredigion.gov.uk)

**Event delivery and expenditure must not exceed JANUARY 31ST 2026.**

Please note that you must complete **all** sections of this form in full. This includes the completion of Annex A. If there are gaps in the form, or mistakes – this may result in a delay/rejection of your application.

The level of information provided should be proportionate to the size and complexity of the event proposed.

Please ensure that the application form is completed with accurate information. You will need to be confident that you can incur the spend and achieve outputs within the financial year of the programme. **There is limited scope for project slippages**.

**Top Tips:**

* Ensure that your proposal has clear evidence/rationale of need.
* Set out clearly the problem that you are trying to address and clearly justify the need for UKSPF Cynnal y Cardi Events fund to deliver your event
* Evidence that the event not duplicating any other existing activity – we need to see how you have considered this issue in detail.
* Additionality – set out clearly the need for the UKSPF Cynnal y Cardi Events fund to deliver the outputs.

## **How applications will be assessed**

Applications will be assessed against:

1. Event Proposal and Strategic Fit – against UKSPF Cynnal y Cardi Events fund and local/regional strategies and plans, impact of event on community
2. Deliverability – including milestones, risks, due diligence, experience
3. Efficiency and effectiveness – value for money, monitoring, evaluation and exit strategy.
4. Realistic Outputs/Outcomes
5. Applications that demonstrate developments and the introduction of new elements.

### **Section 1 – Lead Applicant Information**

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| **1.1 Lead Applicant Organisation** |  |
| **1.2 Application Main Contact** |  |
| **1.3 Application contact job title** |  |
| **1.4 Contact telephone number** |  |
| **1.5 Applicant Email address** |  |
| **1.6 Additional applicant contact name** |  |
| **1.7 Additional Email address** |  |
| **1.8 Organisation Registered address** |  |
| **1.9 Company or Charity Registration Number** |  |
| **1.10 Confirm the type of organisation** | ☐ Local Authority  ☐ Private sector  ☐ Voluntary sector  ☐ Social enterprise  ☐ Government department  ☐ University  ☐ FE College  ☐ Other (please specify below) |
| **1.11 VAT Registered?** | ☐ Yes ☐ No |
| **1.11a VAT Registration Number** |  |

**All applicants to confirm that:**

N.B. If you cannot fulfil these requirements, your application will be rejected.

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| --- | --- |
| 1.12a The event will be delivered by a constituted or corporate body that has ability or permission to receive public funds. | ☐ Yes |
| 1.12b You have submitted a fully completed application, including the annexes | ☐ Yes |
| 1.12c No Cynnal y Cardi funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the prospectus [UK Shared Prosperity Fund: prospectus - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#the-funds-parameters) | ☐ Yes |
| 1.12d You have read and will comply with all aspects of the Fund’s branding and publicity requirements [UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6) | ☐ Yes |
| 1.12e If you are not a public sector organisation, please confirm you have attached copies of the 2 most recent full financial year’s accounts and the current year’s management accounts for the lead applicant. If you do not have 2 financial year’s of accounts, please explain why | ☐ Yes ☐ No |
| 1.12f Please confirm that within the past 5 years your organisation or any person who has powers of representation, decision or control within the organisation, has not been convicted anywhere in the world of the offences listed below:   * Participation in a criminal organisation * Corruption * Fraud * Terrorist offences or links to terrorist activity * Money laundering or terrorist financing * Child labour or any form of trafficking human beings | ☐ Yes |

### **Section 2 – Grant Request and Funding Management**

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| **2.1 Funding Request** |  |
| **2.2 Match Funding (This should be no less than 30% of total event cost)** |  |
| **2.3 Have you completed the “Expenditure Profile” and “Funding Profile” tabs on Annex A?** |  |
| **2.4 Explain how you estimated the event budget** |  |
| **2.5 Describe what governance arrangements are in place to manage the funding and the activity(ies)** |  |
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### **Section 3 – Event Summary**

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| **3.1 Event Name** |  |
| **3.2 Event short description (200 words or less to include need & demand)** |  |
| **3.3 Proposed date for event activities (no later than 31.01.26)** |  |
| **3.4 Proposed event location. Has the event site been secured?** |  |
| **3.5 What is the experience of the applicant and partners (where applicable) in delivering this type of event?** |  |
| **3.6 Please set out the licenses and/or permission you need to put on this activity/event? Have these licenses/ permissions already been granted?** |  |

### **Section 4 - Event Details and Impact**

Be as concise as possible and limit your responses to less than 500 words per section

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| **4.1** **What are the specific activities that will be undertaken as part of the event?** | |
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| **4.2 Who will deliver the event (please clearly identify the role of any delivery partners)?** | |
|  | |
| **4.3 Please tell us how your activity/event proposal will:** | |
| **a. Support an increase in footfall (number of people) and dwell time (how long people spend time) in the area** | |
|  | |
| **b.** **Encourage a sense of pride amongst local people and improve engagement amongst local people** | |
|  | |
| **c.** **Bring benefits to Local Businesses / organisations** | |
|  | |
| **d.** **Positively support community wellbeing** | |
|  | |
| **e.** **Are there any other additional benefits that your activity/event will bring to the area** | |
|  | |
| **f.** **Would the event be able to proceed without Cynnal y Cardi funding?** | |
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| **4.4 What key challenges and opportunities will the event address as outlined in the Regional Investment Plan (**[**Mid Wales Regional Investment Plan for the UK Shared Prosperity Fund 2022-25 - English - Growing Mid Wales (gosshosted.com)**](https://growingenglish.powys1-prd.gosshosted.com/MidWalesRegionalPlan) | |
|  | |
| **4.5 How does the event align with and support the Ceredigion Economic Strategy (**[**boosting-ceredigions-economy-a-strategy-for-action.pdf**](https://www.ceredigion.gov.uk/media/8182/boosting-ceredigions-economy-a-strategy-for-action.pdf)**) and/or other local, regional or national strategies and/or existing programmes being delivered? Please give evidence.** | |
|  | |
| **4.6 What steps have you taken to ensure that your event will not duplicate existing provision?** | |
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| **4.7 Describe what need and demand you have for the event. What engagement have you undertaken with local stakeholders and the community to inform your application and what support do you have from them? Please include any letters of support if applicable.** | |
|  | |
| **4.8 What effects will the event have on the Welsh language, and are those positive or negative?** | |
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| 4.9 How will the event support the Government’s net zero ambitions or wider environmental considerations? You may wish to refer to the following: Net Zero Strategy: Build Back Greener - GOV.UK (www.gov.uk) / [Welsh Government Net Zero strategic plan | GOV.WALES](https://www.gov.wales/welsh-government-net-zero-strategic-plan) | |
|  | |
| **4.10** **Estimated number of attendees** | |
|  | |
| **4.11** **Cost of event to attendees, if applicable** | |
|  | |
| **4.12 Who will be responsible for developing, planning and running the activity/ event?**  **Please briefly outline below what roles/ responsibilities they will have:** | |
| **Named Person/ Organisation responsible** | **Role/ Responsibility (i.e. event planning, co-ordination, promotional activity, financial management, collection of outputs/ evidence, delivery of training)** |
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| **4.13 How will your activity/ event be promoted?**  **(Please note - copies of your promotional & communications material will need to be provided to Cynnal y Cardi, CCC as evidence for the grant award when a claim is submitted for payment)** | |
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### **Section 5 – Event and Risk Management**

Be as concise as possible and limit your response to less than 500 words within Annex 2



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| **5.1 Describe the process that will be used to monitor and manage the event’s risks.** |
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### **Section 6 - Procurement**

Be as concise as possible and limit your response to less than 250 words if you can.

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| **6.1 Will the event’s activities involve procurement? i.e. Quotes for services, purchasing and hiring etc.** |
| Yes ☐ No ☐ |
| **If yes, detail how the contracts will be procured.**  All procurement needs to comply with the UK Public Contract Regulations [UK Shared Prosperity Fund: procurement (8) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-procurement-8) . In addition to your organisations’ Standing Orders/Financial regulations. If your organisation does not have any policies relating to procurement, you will be asked to follow the relevant guidance from Ceredigion Council”. |
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Competitive quotes for items / services are required as a minimum according to the following thresholds:

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| --- | --- | --- |
| **Estimated Item Value** | **Total Value of goods or service(s)** | **Procurement Process** |
| £0 - £4,999 | One written quote  Consideration of local suppliers must be part of the process | Written confirmation from suppliers which can include web pages advertisements, receipts, e-procurement order etc.  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. |
| £5,000 - £24,999 | A minimum of 4 quotations to be sought and at least 2 received. Consideration of local suppliers must be part of the process. | Formal written quotation.  Sell2wales Quick Quotes to be considered. |
| £25,000 - £106,046  (Goods & Services) | A minimum of 5 quotations to be sought and at least 3 received  Consideration of local suppliers must be part of the process. | Either a) Formal written quotation. Sell2wales Quick Quotes to be considered.  Or b) A full tender process conducted through [eTenderWales](file:///C:\Users\nicksm.CEREDIGION\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\QZ69SZJ3\eTenderWales) |

### **Section 7 – Monitoring & Evaluation**

The UKSPF Monitoring and Evaluation Strategy can be accessed here: [Evaluation Strategy](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-evaluation/ukspf-evaluation-strategy)

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| **7.1 Confirm that you will retain all relevant data on your event, including beneficiary data, and provide this on request to the County Council, for monitoring or evaluation purposes.** |
| Yes ☐ |
| **7.2 If you intend to carry out an evaluation of your activity(ies), please describe any plans you have to evaluate its delivery and its impact on your intended beneficiaries.** |
|  |
| *The personal data provided in the application form will be processed in accordance with the requirements of the UKGDPR and as set out in the privacy notice accompanying this form. Ceredigion County Council is the Lead Authority for the UK Shared Prosperity Fund. In discharging that role, the information and data pertaining to projects in Ceredigion will be shared with the Lead Authority, as required. This will include the creation of an electronic and / or paper record of your application and subsequent financial claim and monitoring evidence to enable the application to be processed and implemented.*  *Personal data will be held and may be shared with Local Partnership Organisations and Advisors, Internal Ceredigion County Council Service areas, UK Government Departments for the purposes of audit, research, meeting statutory obligations and, where appropriate, for the prevention and detection of fraud.*  *Information about you will not be given to anyone else or used for other purposes unless permitted by law. The information will be kept securely and will be kept no longer than necessary.* |

### **Section 8 – Exit Strategy**

Please limit your response to 500 words or less. Be as concise as possible.

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| **8.1 Please outline your exit strategy i.e. how will the event continue in the future once this funding has come to an end. Consider what, if any, activities will continue and how these will be funded.** |
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### **Section 9 - Event Applicant Statement**

As Senior Responsible Owner for the above event I hereby submit this request for consideration on behalf of the above-named applicant organisation and confirm that I have the necessary authority to do so.

I confirm that the above-named applicant organisation will have all the necessary statutory powers and other relevant consents in place to ensure the planned timescales in the application can be realised.

For and on behalf of the Lead Applicant Organisation:

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant job title / officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form by email to [ce.cynnalycardi@ceredigion.gov.uk](mailto:ce.cynnalycardi@ceredigion.gov.uk)