



cyfle i greu chance to create

Scheme Information Guide

This information guide explains the **cyfle i greu chance to create** scheme.

Section 1

Introduces to the aims of **cyfle i greu chance to create** and outlines of who is eligible to apply for support from the scheme.

Section 2

Description of what type of projects can be supported and the criteria against which they will be assessed.

Section 3

Description of the funding support available.

Section 4

Explanation of the application process, how to make an application and how it will be dealt with.

Section 1

What is **cyfle i greu chance to create**?

cyfle i greu chance to create is a delegated grant scheme designed to support new and innovative arts or creative industry projects with a strong commercial or business focus. Additionally, **cyfle i greu chance to create** aims to support projects which can demonstrate additional community benefit by stimulating wider local economic and cultural activity.

cyfle i greu chance to create is funded through the Rural Development Plan for Wales and will only support projects based in Powys.

This scheme will be managed and delivered by Powys County Council's Arts Development Service in close collaboration with Powys Arts Forum.

The scheme will be operated on a first come, first served basis. Applications will be accepted from end of September 2008 until 31st July 2010, subject to the availability of funds.

Who can apply to **cyfle i greu chance to create**?

The grant scheme is open to individuals, groups, micro enterprises (businesses employing no more than ten full time members of staff) public sector and voluntary sector organisations operating from Powys.

Those eligible to apply may submit more than one application but no more than one during any twelve month period. The scheme will be competitive and each individual application will be assessed entirely on its own merits.

cyfle i greu chance to create is a time limited scheme, therefore all applicants should ensure there is sufficient time to complete multiple projects.

Section 2

What will cyfle i greu chance to create fund?

This scheme offers capital and revenue grant support to innovative projects which connect creativity and commerce i.e. projects which are creative industries or arts based with a business focus.

Eligible projects must be of an arts or cultural nature. This includes visual arts, performing arts, music, literature, crafts and applied art, design, film, new media and architecture.

Eligible projects will be new or emerging business ideas and previously unsupported operations.

Project ideas must be new, previously un-trialled initiatives which cannot source seed corn funding from elsewhere.

Supported projects must take place in Powys and show evidence of connecting to local networks and the potential to add to the cultural, community and economic regeneration in the county.

The range of projects that can potentially be supported by the scheme is wide. The following are just some examples of the type of projects which could be eligible for support under this grant:-

Please note that eligible projects must be arts or creative industry based.

- ★ New product development and / or manufacture.
- ★ New events or new elements of existing events.
- ★ Market research, marketing development, marketing trials e.g. websites or use of new media.
- ★ Development of culturally interpretive projects.
- ★ Experimental work.
- ★ Bursaries.
- ★ Apprenticeships.
- ★ Business placements / research.
- ★ Business diversification into the field of the arts e.g. a restaurant developing a gallery space or an open farm hosting an exhibiting artist in residence.
- ★ ICT and new media projects with a creative focus e.g. production and web distribution of music or film.

- ★ Recording of new material for sale.

What are the priorities of cyfle i greu chance to create?

- ★ Innovation, originality, creativity.
- ★ Entrepreneurial business approach.
- ★ Sustainability both economic and environmental.
(All projects are expected to demonstrate a sustainable approach to all aspects of development).
- ★ Innovative and effective use of Information and Communication.
- ★ Technology in business operations e.g. research, sales, marketing.
- ★ Equal Opportunities.
- ★ Integrated Quality Management.
- ★ Efforts to enhance the creative industries infrastructure within Powys.
- ★ Projects which will incorporate the Welsh language and take into account the historical and / or contemporary heritage of Powys.
- ★ Demonstration of the range and diversity of successful, long term sustainable arts based businesses.
- ★ Connectivity with a real or proven potential market.
- ★ Connectivity with the arts & cultural sector in Powys.
- ★ Projects which offer additional benefit to local communities by stimulating wider local economic and cultural activity.

Section 3

How much funding will **cyfle i greu chance to create** provide?

The grant may offer up to 80% of the eligible costs for any one project. The remaining minimum 20% must be match funded by the applicant.

The minimum amount of grant you may apply for is £500.

The maximum grant amount is set at £10,000 per project.

Match funding may be 'in-kind' and information about how to calculate the value of 'in-kind' volunteer contributions is shown below.

Acceptable rates for voluntary work are as follows:

| Role | Notional Full-time Salary | Notional hourly rate |
|-----------------------|----------------------------------|-----------------------------|
| Project manager | £29,000 | £16.76 |
| Project co-ordinator | £23,000 | £13.13 |
| Project researcher | £23,000 | £13.13 |
| Trainer | £23,000 | £13.13 |
| Project administrator | £16,300 | £ 9.38 |
| Unskilled Labour | Minimum wage | £ 4.85 |

Value Added Tax

Please note:-

If the applicant is VAT registered the grant will be paid on the NET amount only. If the applicant is not VAT registered the grant will be paid on GROSS amount.

De minimis

Awards made through the **cyfle i greu chance to create** Fund are covered by EU *de minimis* notification. Enterprises receiving EU funds covered by *de minimis* may receive no more than 200, 000 euros (£120,000) over a three year period. Funds subsequently found to have exceeded this limit may be reclaimed. If you are in any doubt about whether funds you have received fall within *de minimis* notification, please declare them and contact the **cyfle i greu chance to create** Project Officer for further clarification.

Section 4

What do I need to do to apply?

Before you apply to the **cyfle i greu chance to create** scheme you are advised to consider whether it is the most appropriate source of funding for your project.

Section 2 can help you with this. If you are interested in applying for this grant, please contact the **cyfle i greu chance to create** Project Officer to discuss the eligibility of your project idea and to request a pre-application form.

When can I apply?

Applications can be submitted to us on a rolling programme at any time from the end of September 2008 towards assessment at the next quarterly Project Assessment & Advisory Panel meeting. These dates will be set at project start.

The last date for receipt of applications will be 31st July 2010 (subject to the availability of funds and proposed length of project). All projects must be fully completed, evaluations submitted and all funds drawn down by 31st January 2011.

As the funds of this scheme are limited we advise that applications are submitted as soon as possible.

How will **cyfle i greu chance to create** be assessed?

All project applications will first be assessed for eligibility and processed by the Project Administrator and Project Officer who will report to the Project Assessment & Advisory Panel. The Project Assessment & Advisory Panel will consider and evaluate eligible applications and make decisions on grant allocations.

The Project Assessment & Advisory Panel will comprise of Powys County Council Officers, Powys Arts Forum Board members and representatives from the public, private and voluntary arts and cultural sector.

Applications will be assessed against the 'Scoring Criteria for Application Assessment'.

How will my application be dealt with?

- ★ Initially the **cyfle i greu chance to create** Project Officer will issue a pre-application form to those interested in applying for a grant.
- ★ Upon receipt of a completed pre-application form, we will carry out a basic eligibility check and respond to you within ten working days of receipt. Following a successful eligibility check a full application will be invited.
- ★ Upon submission of the **cyfle i greu chance to create** full application form, it will be registered and given a reference number. This number should be quoted on all correspondence.
- ★ We will normally acknowledge the receipt of your full application in writing within fourteen days.
- ★ Applications may be made at any time and will be presented to the next meeting of the Project Assessment & Advisory Panel which will be held quarterly, you must take this time scale into account when you make your application.
- ★ We will assess the application against the criteria set out in **Section 2** and, provided you have supplied all the information we request in full, we aim to determine applications within a maximum of three months from the date of application.
- ★ All applications received will be assessed and determined by the Project Assessment & Advisory Panel who will decide on the grant awards.
- ★ You will be informed in writing of the decision within seven working days following the Project Assessment & Advisory Panel meeting. If your application is successful, you will be told how much money is being offered and what it can be used for - as this may differ from the amount sought in your application. Terms and Conditions related to the grant will also be enclosed for your acceptance.
- ★ Each project awarded funding from **cyfle i greu chance to create** will be allocated a Project Mentor who will advise and support project development and track progress, this is to ensure the best possible outcome for project success. The Project Mentor will also assist in the development of a customised business plan. More information on the requirement of a Business Plan will be contained in the Terms and Conditions of grants.
- ★ Upon the success of an application the Welsh Assembly Government require the allocation of CRN (Customer Reference Number) in order to begin project activity.
- ★ On acceptance of the Terms and Conditions we will issue payment of up to 80% of the funding agreed. A condition of the grant offer requires original invoices (or certified copies) to be submitted throughout the project. After

completion of the project and on production of original invoices (or certified copies) the remaining 20% will be paid.

- ★ At a mutually agreed date, we will expect a final written evaluation report of the project to be submitted to the Project Assessment & Advisory Panel along with a copy of the developed Business Plan.
- ★ All decisions taken by the Project Assessment & Advisory Panel are final. However, if you have a complaint about the grant assessment procedure you should submit this in writing to:-

Janet Dwyer
Project Administrator
chance to create
Powys County Council
St Johns Offices
Fiveways
Llandrindod Wells
Powys LD1 5ES

For further information about **cyfle i greu chance to create** please contact:-

Janet Dwyer
Project Administrator
chance to create
Powys County Council
St Johns Offices
Fiveways
Llandrindod Wells
Powys LD1 5ES

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fax:- 01597 827555
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Cyfle i Greu / Chance to Create is supported by European funding and managed by Powys County Council's Arts Development Service in close collaboration with Powys Arts Forum.



Cronfa Amaethyddol Ewrop ar gyfer
Datblygu Gwledig: Ewrop yn
Buddsoddi mewn Ardaloedd Gwledig

The European Agricultural Fund for
Rural Development: Europe
Investing in Rural Areas

