

**Wood Kiln Investment Scheme**

**Selection Criteria & Application Form**

**Opens 15 April 2019**

**Closes 15 July 2019**

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**INTRODUCTION**

1. These Guidance Notes explain why the scheme is needed and how the Application process for the **Wood Kiln Investment Scheme** (WKIS) will be operated.
2. Please read these notes carefully. You will also need to refer to:

* The Guidance Notes for the Wood Kiln Investment Scheme. These can be found at the web address below.

<https://gov.wales/wood-kiln-investment-scheme>

**TIMESCALES**

1. There is expected to be one application window for this scheme

### FUNDS AVAILABLE

1. The total budget available for this scheme will be **£550,000**.

### SCORING METHODOLOGY AND CRITERIA

1. Projects will be scored using the selection criteria below.

**HOW TO APPLY**

1. For full details of how to apply please refer to the Guidance Notes document.
2. Applications must be completed on the application form at the end of this document. All sections must be completed as requested.
3. Applicants should complete the application form electronically. Sections can be expanded as required. Please note that additional documents or supporting information will be accepted at this application stage.
4. Applications should be submitted via email to: woodkilninvestmentscheme@gov.wales
5. No application will be accepted after the closing date 15/07/2019.
6. The information provided in the application is subject to the Privacy Notice. The Privacy Notice explains the Welsh Government’s processing and use of your personal data and your rights under the General Data Protection Regulation (GDPR).

**Selection Criteria**

**WKIS project proposals will be scored using the following scoring scale of 0 – 4, then multiplied by the associated weighting factor to give a total score.**

##### **Quality Threshold**

Projects which have scored zero points in criteria 1 or 2 will be excluded from selection.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Priority Criteria** | **Score** | **Weighting Factor** |
| **1** | Improve capacity to produce ISPM15 wood packaging material | 0 to 4 | X 2 |
| **2** | Safeguard employment and promote career development | 0 to 4 | X 1 |
| **3** | Value for money will be measured against the percentage of total cost of project. Best value (lowest percentage of project costs) is allocated maximum points and remaining projects allocated a pro-rata proportion of the best value project. | 0 to 4 | X 1 |

**Criteria 1**

Improve capacity to produce ISPM15 wood packaging material.

0 points Projects which do not demonstrate a clear baseline for improvement.

1 point Projects which have a weak baseline or lack detail.

2 points Projects with a well defined baseline and modest improvements to produce ISPM15 wood packaging material.

3 points Projects with well defined baseline and strong case for significant improvement to produce ISPM15 wood packaging material.

4 points Well defined projects that meet the requirements for 3 points and presents a highly convincing and credible case that the projected benefits will be delivered.

**Criteria 2**

Safeguard employment and provide access to training; apprenticeships and continued support for career progression of employees.

0 points Projects which do not demonstrate a clear baseline for improvement.

1 point Projects which have a weak baseline or lack detail or which do not demonstrate or have not considered one or more of the benefits (training, apprenticeships and career progression).

2 points Projects with a well defined baseline and modest improvements in the benefits sought.

3 points Projects with well defined baseline and strong case for significant improvement in benefits sought.

4 points well or very well defined projects that meet the requirements for 3 points and presents a highly convincing and credible case that the projected benefits will be delivered.

**Criteria 3 – Calculated based on information submitted in application**

Value for money will be measured against the percentage of total cost of project. Best value (lowest percentage of project costs) is allocated maximum points and remaining projects allocated a pro-rata proportion of the best value project.

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**Wood Kiln Investment Scheme**

**Application Form**

**Project Overview**

**1) Project Name and Description** (**A short working project title** **maximum 50 characters**)

|  |
| --- |
|  |

Project Name:

Project Description (**Maximum 250 words**):

Please ensure this briefly but clearly identifies what the project is about, what investments are proposed and very briefly why these are needed.

|  |
| --- |
|  |

**2) Project Location**

|  |
| --- |
| ADDRESS  POST CODE |

**3) Other details**

Proposed Start Date :

Likely End Date :

Total Project Cost £

Total Grant Amount £

Grant Rate % :

**Applicant Details and Background**

**1) Applicant Name and full Postal Address**

Applicant / Company Name:

Address:

Post Code:

Contact name: Position:

e-mail :

Telephone No.

*(incl. STD code)*

**2) Applicant’s business status**

Please tick appropriate box:

• Sole Trader  • Charity

• Partnership  • Not for profit Company

• Private Limited Company  • Public Sector Body

• Public Limited Company  • Other

If other, please specify

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

Customer Reference Number CRN (if known) :

(CRN is the Welsh Government grant payment reference number)

**3) Company Structure**

Is the applicant company a member of a group of companies?

Yes  No

If **yes,** please give the name of the immediate, and if different, the ultimate Parent company and the country in which they are registered:

Is the applicant business a micro-enterprise, SME or intermediate enterprise:

Micro-enterprise Yes No

SME Yes No

Intermediate Enterprise Yes No

Please give details:

|  |  |
| --- | --- |
| **No of Employees**  **(Full Time equivalents based on 30 hours per week)** |  |
| **Annual gross turnover**  **(for last Financial Year)** |  |
| **Annual gross profit**  **(for last Financial Year)** |  |

**Project Details**

|  |
| --- |
| **Please explain how your proposed project will deliver against the Wood Kiln Investment Scheme priority criteria** |
| 1. Improve capacity to produce ISPM15 wood packaging material. |
| 2. Safeguard employment and promote career development. |
| You do not need to provide any additional information about the value for money criteria. We will calculate this based on the information you have provided on the form using the method described above. |

**Declaration by Applicant**

* I declare that the information contained in this application is true to the best of my knowledge and belief.
* I confirm that I have read and understood the Scheme and Guidance Notes and any other technical guidance that has been issued and that I am authorised to sign / submit this application.
* I undertake to notify the Welsh Government of any other application for grant aid for this project.
* I confirm that no work on this project has started.
* I acknowledge that neither the Welsh Government nor any adviser appointed by the Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application and business plan, and that I am solely responsible for all business decisions undertaken.

ELECTRONIC SIGNATURE: By emailing this form to the Welsh Government’s Wood Kiln Investment Scheme email address you are making the declaration above.

Date:

Name:

Company/Organisation:

Position: