Welsh Government Rural Communities – Rural Development Programme 2014-2020

Co-operation and Supply Chain Development Scheme – Expression of Interest – Criteria and Application Form

Round 6 -
Opens 5 August 2019
Closes 16 September 2019
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Timescale</td>
<td>3</td>
</tr>
<tr>
<td>Funds Available</td>
<td>3</td>
</tr>
<tr>
<td>Scoring Methodology and Criteria</td>
<td>3</td>
</tr>
<tr>
<td>How to Apply</td>
<td>3</td>
</tr>
<tr>
<td>Scheme Overview</td>
<td>4</td>
</tr>
<tr>
<td>EOI Selection Criteria</td>
<td>7</td>
</tr>
<tr>
<td>EOI Application Form</td>
<td>10</td>
</tr>
</tbody>
</table>
INTRODUCTION

1. These Guidance Notes explain how the Expression of Interest (EOI) process for the Co-operation and Supply Chain Development Scheme (CSCDS) will be operated.

2. Please read these notes carefully. You will also need to refer to:
   - Guidance Notes for the Co-operation and Supply Chain Development Scheme. These can be found at the web address below;


TIMESCALES

3. This CSCDS EOI application window will be open from 5 August 2019. The closing date for applications is 16 September 2019. EOIs may be submitted at any time throughout the EOI window.

4. There are no more windows for the Co-operation and Supply Chain Development Scheme.

FUNDS AVAILABLE

5. Round 6 of Co-operation & Supply Chain Development Scheme has a budget of £8.216 million.

SCORING & SELECTION PROCESS

6. EOI’s will be scored and ranked in order to the scoring criteria (section entitled EOI Selection Criteria). EOI’s will be selected based on their ranking up until the point at which the window budget is fully committed. A maximum of 3 tranches of selections will be completed per window in order to maximise the budget.

HOW TO APPLY

7. For full details of how to apply please refer to the Expression of Interest (EOI) Guidance Notes document. Applicants may submit questions about their EOI application and the process by email to:

   CooperationScheme@gov.Wales

8. EOIs must be submitted on the form at the end of this document.
9. Applicants should complete the EOI form electronically. Sections can be expanded as required. Please note that all the information must be provided within the EOI form. Additional documents or supporting information will not be accepted at EOI stage.

10. Completed EOI Forms should be submitted via email to: CooperationScheme@gov.Wales

11. All Applicants must have registered on RPW Online prior to the closing date of the EOI as all invites to Full Application will be made via RPW Online.

12. No EOI will be accepted after 12:00 midnight on the closing date.

SCHEME OVERVIEW

13. The maximum grant threshold per enterprise for any individual co-operation project is £10,000,000.
    The minimum grant threshold per enterprise for any individual co-operation project is £2,400.

14. Projects will be capped at the grant requested on the EOI Application, therefore applicants are advised to obtain realistic costings for the lifetime of the project.

15. Vision

   Businesses, Organisations and Communities should be working together to increase their resilience by tackling issues such as:
   
   - Rural poverty
   - Financial sustainability
   - Climate change and the Environment
   - In-work poverty and social exclusion

16. Principles

   - Build capacity and confidence
   - Act as a catalyst for further intervention
   - Developed shared visions through diverse approaches and practices
   - Build on the LEADER principles of innovation and pilot action
   - Use businesses, organisations, people and our natural resources effectively to stimulate community, social, environmental and economic wellbeing for future generations
   - Develop a collaborative approach to promote both vertical and horizontal integration in the wider rural economy

17. Objectives and scope
The aim of this EOI round is to provide support for businesses, organisations or communities to develop the capacity to work with a range of stakeholders to promote and develop a collaborative approach that could achieve multiple objectives and outcomes through “making new things happen”.

The EOI proposals should show how the business, organisation or community will develop the capacity to bring forward detailed proposals (business cases) that will aid in the delivery of transformational change for the sector, community and/or rural economy. The Scheme has set stretching targets and ambition and the successful bids from this EOI window will need to explain how they propose to make a contribution to those overarching aims.

Project proposals must reflect a scale and breadth appropriate to the nature of the sector or thematic groups that is to be engaged with.

18. Eligibility

Support for co-operation activities must demonstrate at least two entities are involved in the proposed project. Project proposals that are a priority for support are those that will operate on a Pan-Wales basis or at a significant sub-regional basis (three or more Unitary Authority Areas) and clearly demonstrate a wide range of entities working together through:

- A range of different operators within a supply chain and/or
- Creation of cluster and networks

Project proposals that have a narrow focus such as a local geographic area or a limited linear supply chain and project proposals that are investigative trials or studies of new technologies or techniques that do not have a significant co-operation and collaboration element are not a priority for support.

This EOI round will provide support for the following types of costs:

- The development and capacity building elements of the proposed co-operation activity
- Running costs of the co-operation activity (including the travel and subsistence costs of participants)
- Animation (this can include organisation of training, networking between members and the recruitment of members)
- Studies (this can include feasibility studies, drawing up of a business plan and/or equivalent for a local / industry development strategy)
- Costs of specific operations (projects) undertaken by the co-ordinator / animator / facilitator or other partner in a pilot / co-operation activity (linked to a detailed plan);
This is not a definitive list – further information is available in the full Scheme Guidance Notes.

19. **Duration**

The successful bids are expected to receive funding for an initial period of up to 3 years, though this may be extended in certain circumstances.

20. **General Data Protection Regulation (GDPR): Privacy Notice**

The information provided in the expression of interest application and full application is subject to the Privacy Notice at: [https://gov.wales/rural-grants-and-payments-privacy-notice](https://gov.wales/rural-grants-and-payments-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) 2018.

The personal data provided will be held on a database and will be processed by Welsh Government for the purposes of progressing applications and claims for EAFRD assistance. The information provided may be shared with UK Government Departments, Welsh Government Sponsored Public Bodies or agencies within Wales for the purposes of audit, research, meeting statutory obligations and, where appropriate, for the prevention and detection of fraud. Personal data will not, without consent, be made public in any way that identifies individuals. Certain data will be passed to the European Commission in compliance with EC Regulations.

Data may also be passed to Welsh Government support contractors for the purpose of resolving system problems. These contractors will not be permitted to make any other use of this data.

If any person on whom data is held wishes to request details of their personal data being held on Welsh Government’s central database they may contact the Scheme Management Unit on telephone number 03000 622 218.

Nothing in this document shall override the provisions of the GDPR 2018.
### EOI SELECTION CRITERIA

21. The EOI proposal will be scored on a five point scale where a score of 5 is the highest and a score of 0 is the lowest.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Score</th>
<th>Weighting factor</th>
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<tbody>
<tr>
<td>1 Stakeholder engagement</td>
<td>0-5</td>
<td>x 5</td>
</tr>
<tr>
<td>2 Barriers to engagement</td>
<td>0-5</td>
<td>x 4</td>
</tr>
<tr>
<td>3 Additionality and Strategic Compliance</td>
<td>0-5</td>
<td>x 5</td>
</tr>
<tr>
<td>4 Communication</td>
<td>0-5</td>
<td>x 3</td>
</tr>
<tr>
<td>5 Evaluation</td>
<td>0-5</td>
<td>x 2</td>
</tr>
<tr>
<td>6 Outputs / Outcomes</td>
<td>0-5</td>
<td>x 2</td>
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22. For each criterion the assessment will be made on the basis of the information and explanations given.

23. Explanations should include what activities are proposed to be undertaken, supported by details of how those activities will be organised and/or delivered.

24. Higher scores will be achieved by providing comprehensive explanations supported by examples of proposed activities and details of how those activities will be managed.

25. Lower scores will be achieved by giving explanations that are simply statements of intent, for example, “we will hold meetings with stakeholders on a regular basis throughout the project”.

26. No Expression of Interest will progress which scores less than the minimum quality threshold of 25.

27. An explanation of what is required for each criterion is given below.

#### Stakeholder engagement

28. In this section please explain who the stakeholders and beneficiaries are that you expect to be working with. Explain what activities are proposed for working with them and how those will be organised and managed.

#### Barriers to engagement
29. In this section please explain what barriers you foresee that might be an issue in engaging with and working with your community of stakeholders and beneficiaries. Explain what actions you will take to address and reduce those barriers and show how this will help to manage any risks that might be identified in working with your stakeholders.

**Additionality and Strategic Compliance**

30. Applicants should explain how the proposed project:

- Contributes to the strategic aims and objectives of the CSCDS
- Contributes to relevant Welsh Government strategies
- Will not duplicate any existing provisions or any known intended provisions either through statutory service providers, other Welsh Government funded initiatives or other EU funded projects.

Please see below for a link to the list of RDP Approved Projects as at June 2019; [https://businesswales.gov.wales/walesruralnetwork/wn-support-unit/rural-development-programme-funding](https://businesswales.gov.wales/walesruralnetwork/wn-support-unit/rural-development-programme-funding)

31. Any EOIs found to contain significant areas of duplication may be excluded from progressing to project application stage and the applicant referred to the more appropriate funding source.

32. Applicants are required to follow the Welsh Government guidance and requirements for Competitive Tendering & Procurement Technical Guidance Notes.

**Communication**

33. In this section please explain what communication activities are to be delivered both for those engaged in the project as well as wider stakeholders who may have an interest in the activities or the final outcomes but who might not be directly involved. Explain what communication activities are proposed and how those will be delivered and managed.

**Evaluation**

34. In this section please explain what your evaluation arrangements will be. Explain how this will be undertaken, including an explanation of how the immediate and wider stakeholders will be consulted, and how the evaluation will be organised and managed.
Outputs / Outcomes

35. In this section please explain what your expected outputs are going to be and what potential medium term outcomes there might be. You should explain the timescales for these and how they will be measured and reported on.

Note - the outputs might be in the form of defined project proposals for activities to be supported under other parts of the programme or supported by other funding sources, or, the outputs might be in the form of study reports or information dissemination sessions so that lessons learned can be shared more widely.
Co-operation and Supply Chain Development Scheme
Expression of Interest 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 to be made 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 %
Costs

To help us to understand your proposal please could you provide a very broad indication of the main cost headings to be included in your proposed project. At EOI stage this is just an indicative list to help the Welsh Government understand your project proposal. Applicants who are successful at EOI Stage will submit a final list as part of their Stage 2 project application.

<table>
<thead>
<tr>
<th>Cost Heading</th>
<th>Cost Estimate</th>
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4) Initial indication of Sub-Measure fit

Please give an indication, from the list below, of which sub-measure you believe your proposal fits with (only one per EOI);

16.2 support for pilot projects and for the development of new products, practices, processes and technologies:

- 16.2a Pilot Projects
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)

Language Preference: You may submit your application in Welsh. Any application submitted in Welsh will be treated no less favorably than an application submitted in English.

The language preference you select here is for your organisation. Formal correspondence and guidance will be in the language preference you select. Technical and financial information will normally be issued in English. Regardless of preference selected here, written or verbal correspondence from you may be in either language and we will aim to reply in the same.

Welsh

English

Bilingual

2) Applicant’s business status

Please tick appropriate box:

- Registered Charities and Trusts
- Companies Limited by Guarantee
- Community Interest Companies (CIC)
- Community Amateur Sports Clubs (CASC)
- Industrial and Provident Society Mutuals and other registered co-operatives
• Local Authorities and other public bodies
• Town and Community Councils
• the Welsh Government
• Private Limited Company
• Partnership
• Sole Trader

N.B. Unincorporated associations, groups of associations or any other form of community group that does not have a formal legal status is not eligible under any Sub Measure.

• 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 a New Start-Up?

Yes ☐ No ☐

If yes, please give details below:

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

Micro-enterprise ☐Yes ☐No
SME ☐Yes ☐No
Intermediate Enterprise ☐Yes ☐No
Large Enterprise ☐Yes ☐No
Please give details:

<table>
<thead>
<tr>
<th>No of Employees (Full Time equivalents based on 30 hours per week)</th>
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<tr>
<td></td>
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<tr>
<td>Annual gross turnover (for last Financial Year)</td>
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<tr>
<td>Annual gross profit (for last Financial Year)</td>
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Project Details

Please explain how your proposed project will deliver against the Co-operation and Supply Chain Development Scheme EOI Selection Criteria

1. Stakeholder engagement
3. Additionality and Strategic Compliance
4. Communication
5. Evaluation
6. Outputs / Outcomes
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 EOI 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 Co-operation Scheme email address you are making the declaration above.

Date:

Name:

Company / Organisation:

Position: