



## LleCHI LleNI Community Grant Guidelines

### 1. What is the LleCHI LleNI Community Grant?

Cyngor Gwynedd administers these grants for community and voluntary groups in Gwynedd. Building on the momentum within our quarrying communities following the World Heritage Site designation for the Slate Landscapes of Northwest Wales, the main aim of the grant is to support projects that will improve community engagement for everyone, create local pride in the heritage of the slate landscapes, improve well-being and develop skills.

The LleCHI LleNI Community Grant is a capital and revenue fund. The allocations are expected to encourage communities to be more proactive in their areas and to empower communities to take a proactive role in the management and development of the World Heritage Site and the wider communities into the future. The purpose is to enable the third sector to play a full role within Gwynedd communities and by reflecting one or more of the aims below:

#### LleCHI LleNI Project Aims

- People will come together locally to celebrate the Slate Landscape of Northwest Wales.
- People and communities are continually engaged in the design and delivery of the LleCHI LleNI project.
- People will feel more connected to their community, Welsh language and culture, and the heritage of the Slate Landscape and will feel a greater sense of wellbeing (this can include activities that address the NHS's five components of wellbeing:
  - Connecting with others
  - Doing something active
  - Learning new skills
  - Giving to others
  - Being in the moment (mindful)
- People living in Slate Communities will have opportunities to develop traditional skills associated with the slate industry.
- People living in Slate Communities will be better able to promote what the Slate Landscape has to offer.
- Hubs within Slate Communities will be more vibrant, inclusive and progressive places, that are better connected to each other and to the heritage of the Slate Landscape.
- Small businesses operating within the Slate Landscape area will be better at using the local heritage to promote what they have to offer and will be more connected to each other and to their customers.
- Local people and visitors will be able to explore the heritage on their doorstep more safely.
- Landowners and site managers will better understand their responsibilities and the opportunities that conservation activities afford.

- People in Slate Communities will act as custodians of the heritage on their doorstep.
- People living in Slate Communities will better understand what makes the Slate Landscape special.
- Visitors coming to the Slate Landscape will appreciate the adverse impact of tourism and will make more informed decisions as to how, where and when they travel within the area.
- School pupils and young people growing up in Slate Communities will better understand the heritage on their doorstep and will be more encouraged to undertake their own research and explorations within their local landscapes.

### LleCHI LleNI target audiences

LleCHI LleNI aims to engage a broader audience in heritage. The following audiences have been identified for the project and if funding is competitive, applications that convincingly target priority and underrepresented audiences will be prioritised:

#### Core audiences

- Local stakeholders
- Schools, colleges and universities
- Day visitors and tourists

#### Priority audiences

##### Residents of WHS Component Parts and beyond

- Older and vulnerable people
- Disadvantaged communities
- People facing food poverty
- Families
- Rural and agricultural communities
- People seeking training and employment opportunities

##### Underrepresented groups

- LGBTQ+ people
- People who have moved into the Slate Landscape
- People with a wide range of disabilities, ill health and differences
- Young people (homeless/ facing homelessness, young carers)

### 2. What level of grant can be awarded?

There is a Capital fund and a Revenue fund available to distribute to groups throughout Gwynedd. Individual applications of £250 up to £10,000 are invited. Groups that have previously received a grant from this fund may re-apply once all the monitoring requirements of the original grant have been completed.

**N.B. Please note that there are two application forms for this scheme; an application form for grants above £1,000 and a shorter application form for grants under £1,000.**

### 3. What type of projects could this fund support?

It is expected that applications are based on new projects or services or new ways of providing services that achieve specific and clear objectives. Grants will not be given towards regular, day-to-day, maintenance costs. Where there is fierce competition for funding and all other criteria have

been met equally, in order to make the best use of finite resources, we will endeavour to fund a broad spread in terms of geographical location and range of activities and we will prioritise groups and communities that have not previously received significant investment via Cyngor Gwynedd grants.

Examples of CAPITAL projects that the Fund could support:

- Purchase of equipment or small-scale improvements to a building that will enable volunteers to deliver activities relating to the priorities of this scheme (e.g. adapting a space for interpretation or community art)
- Projects that streamline the provision of community buildings within a specific community to create a more sustainable model.
- Local environmental improvement projects relating to slate landscapes.

Examples of REVENUE projects that the Fund could support:

You can apply for revenue funding during 3 financial years but we can only confirm availability of funding annually, based on budget availability.

- Develop activities and new services that address one or more of the priority aims that are led by volunteers, e.g. heritage or conservation groups; activities that promote wellbeing in the slate communities/landscape; activities that help children or young people to understand and appreciate their heritage.
- Events – for new events engaging with one or more of the priority aims that are already established but have not received a LleCHI LleNI Community Grant before and wish to improve their event's financial sustainability or audience reach. (If you are applying for a contribution towards your event, you will need to present a very brief business plan to demonstrate how the event will sustain itself after the grant period).
- Promote community activities and resources– e.g. provide marketing materials/information, information boards, digital assets or heritage pamphlets that will be developed by volunteers.
- New jobs – Full or part-time that recruit, support and develop volunteer skills in one or more of the priority aims listed previously. (If you are applying for a contribution towards the cost of a post you will need to present a job description and person specification and a business plan to show how the job or activity will be sustained after the grant period).
- Business Plan – to commission a business plan for an enterprise/new activity that engages with the priority aims that will improve the financial viability and sustainability of the group, or to update the business plan on behalf of an enterprise that is facing financial difficulties.
- Feasibility study /option appraisal – to pay for professional fees to research the viability and practicality/ new activity of the enterprise.
- Energy assessment – to pay for professional fees to assess energy performance in a community building and to produce a report with reference to the steps that need to be taken to improve effective energy performance.
- Professional fees – when the fees are a necessary part of a regeneration through heritage project.

- Training – for voluntary committees and groups e.g. that help them to better address the priority aims of the grant.

#### 4. Who can apply for funding?

Community groups with a project which provides for Gwynedd residents may apply for support through the LleCHI LleNI Community Grant. While individuals and informal groups who do not meet the criteria below may apply, they will need to do so in partnership with a group or organisation that does meet the criteria. This is because it helps to demonstrate support within the community for the proposal and in order that Cyngor Gwynedd can undertake due diligence checks for the funds allocated. While Community or Town Councils may apply they will need to demonstrate that the proposed activity is new and not part of their usual day-to-day activities. It is important that you meet the following criteria before applying for funding through this fund:

- Your organisation must be a community or voluntary organisation located within, or operating within, Gwynedd;
- Your organisation cannot distribute profit;
- Your organisation must have a legal and constitutional framework;
- Your organisation must have a clear management structure;
- Your organisation must have clear financial management systems;
- Your organisation must have operational principles which accord with legislation on employment, health and safety, equality for workers and volunteers;
- Show an understanding and commitment to equality in respect of access, language, culture, gender and ethnicity;
- Possess aims and objectives that accord with the activities financed through this grant;
- Show that other groups and individuals in the area support the activity/scheme;
- It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme, such as ensuring that your project follows the Tender Guidelines (**Please find these at the bottom of the web page**) for the work/service, particularly in respect of capital projects;
- Have operational principles in place that are in accordance with the legislation relating to protecting vulnerable adults and children.

Please note, the above are examples only

If promoting religion is your group's main aim you will need to prove that what the grant is supporting is available to the whole community.

It will be a requirement that every project approved complies with the terms and conditions of the LleCHI LleNI Community Grant. In some circumstances special conditions may be placed on a project.

## 5. How to apply for funding?

You may apply for funding from the LleCHI LleNI Community Grant by completing the appropriate application form. It is important that you follow the notes carefully and ensure that your project responds to the guidelines and criteria. Cyngor Gwynedd officers are available to provide you with guidance. It is strongly advised that you contact an Officer to discuss the project before applying. The details of these officers are below:

**Lucy Thomas; [llechi@gwynedd.llyw.cymru](mailto:llechi@gwynedd.llyw.cymru) / 07785 469867**

## 6. When should an application be submitted?

You should ensure that the application form has been completed and all the essential supporting and technical documents have been submitted by the appropriate closing date.

CLOSING DATE for receiving applications: The grant is awarded quarterly. However, the number of application rounds available will depend entirely on how much money is left each time.

The deadlines for 2025/26 are as follows:

21 March 2025

20 June 2025

30 September 2025

9 January 2026

We aim to process applications within 6 weeks of the closing date.

## 7. How your application will be processed

All applications will be awarded by the Grants Panel.

- Before the panel takes place
  - The panel receive copies of the applications of the applications received.
  - The decisions of the panel and the ability of the panel to operate is governed by the Grant Panel Assessment Criteria **(Please find these at the bottom of the web page)**
  - A quorum of three members is necessary for the panel to make decisions.
  - Mandatory criteria (for example, the eligibility of the organisation) are assessed before the panel meeting.
  - Assessment criteria, for example, value for money, does application meet scheme objectives are discussed by the panel.
  - Decisions are usually made by consensus but there is provision for a vote to take place with the chair of the panel having the casting vote in the event of a tie.
  - All applications that meet the criteria and the quality threshold are awarded a grant if there is sufficient budget. The panel reserves the right to use a scoring system in the event of the grants scheme becoming competitive and not being able to make an award to all qualifying applications.

- The decisions that the panel can make are as follows:
  - o Reject application
  - o Make recommendations and suggest a resubmission
  - o Make an award but impose additional conditions to the standard grant conditions.
  - o Make an award without additional conditions.
  - o Offer a lower amount.

Applicants will be noted of the Panel's decision in writing (usually via email) within 2 weeks of the panel meeting.

Successful applicants will be expected to adhere to the monitoring and claim processes detailed in the conditions of grant: **(Please find these at the bottom of the web page)**. Additional conditions may be set and will be detailed in the conditions of grant sent to you with the offer of grant.

## Keeping records of your project – a very brief guide

From the outset it is important to think about how your community project will continue to benefit the community after the funding period has ended. Every project is different and the ways in which you do this will need to reflect the kind of project you are working on. Please speak to the LleCHI LleNI team if you are unsure: [llechi@gwynedd.llyw.cymru](mailto:llechi@gwynedd.llyw.cymru)

There are certain records and procedures to document your project that you have to follow as a condition of your grant. These are explained in the guidelines and the terms and conditions of grant. You might be asked to keep certain types of information as a specific condition noted in your letter of grant too.

### Activities

For activities such as workshops, art sessions, wellbeing sessions etc. you could take photographs of the sessions with the consent of those present. You could photograph and/or keep digital files of the materials to promote your activity and any materials created as part of the activity such as artworks. You could also think about where these might be kept after the session. Could they be used within the community? If you are creating music, soundscapes or audio files think carefully about how you will ensure these can be kept. Perhaps you could keep any guidelines or useful documents you create as part of the activity that could be useful to others when planning a similar activity in the future.

### Contribution towards posts

You will need to keep the role description, person specification and contract but you could also think about whether the person in the role could create guides, manuals or simple descriptions about the work they do that could help others. Can they share the knowledge they acquire as part of the role in other ways too such as training or mentoring, for example?

### Interpretation or small-scale capital work

If your project creates interpretation such as information boards or panels you will need to keep photographs of these in situ and digital files of the panels. Think about how these will be maintained. Who will clean them and keep them in a good state of repair and how often will this work need to be done? If you create benches, fingerposts or other small structures, take photographs of these and keep any plans or designs. There is information in our grant guidelines about the permissions that will need to be sought and agreements about upkeep of small capital works undertaken that need to be followed for 10 years beyond the funding period. You could also think about involving the community in the design, construction and upkeep of small-scale capital work too in order to enhance the skills, training and opportunities given.

### Oral history

We require that you follow the Oral History Society's guide for community groups if you are collecting oral history [For community groups - Oral History Society \(ohs.org.uk\)](https://www.ohs.org.uk). This will ensure that you do this ethically and that the information you record is as useful as possible to your community and to future generations. We will provide you with details of how you preserve the information you record in your offer of grant.

**The LleCHI LleNI project team will need to keep records of the project so please let us know what information you have that could help us to do that and to build a useful resource for the future. We will be working with Amgueddfa Cymru, Gwynedd Archives and the Royal Commission of Ancient and Historic Monuments Cymru so the information you keep could help us to create an important record of the heritage, culture and communities in the Slate Landscape that can help others now and far into the future.**