



UK Government Wales  
Llywodraeth y DU Cymru

## UK Government Shared Prosperity Fund

### Rhondda Cynon Taf County Borough Council – Summer Activities Micro Grant

#### Application Guidance

#### **Data Protection**

The information you provide on this form will only be used for the purposes of processing your UK Government Shared Prosperity Fund Community Grant application. To learn more about how the RCT Together Community Development and Neighbourhood Network Team will process personal information, please visit: [Community Development and Neighbourhood Network Privacy Notice | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://www.rctcbc.gov.uk/serviceprivacynotice)

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This guidance is to clarify and help applicants complete the application form.

Application Section	Guidance
Project Fit	<p>Must be delivered within Rhondda Cynon Taf County Borough Council boundaries.</p> <p>Projects will need to be meet the objectives of the UKSPF Communities and Place investment priority.</p> <p>The investment priority will enable places to invest to restore their community spaces and relationships and create the foundations for economic development at the neighbourhood-level. The intention of this is to strengthen the social fabric of communities, supporting in building pride in place.</p> <p>The objectives are –</p> <ul style="list-style-type: none"> <li>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.</li> </ul> <p>For further information please refer to the UK Government Shared Prosperity Fund here:  <a href="https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus">https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus</a></p> <p><b>In Rhondda Cynon Taf</b></p> <p>The UK Government Shared Prosperity Fund has been made available to Rhondda Cynon Taf County Borough Council (RCTCBC) by UK Government to enable places to invest in capacity building and infrastructure support to restore community spaces and relationships and create the foundations for social, environmental, economic &amp; cultural development at the neighbourhood-level.</p> <p>RCTCBC has made a Community Grant available with the intention to:</p> <ul style="list-style-type: none"> <li>• Restore a sense of community, local pride and belonging, especially in those places where they have been lost</li> </ul> <p>Projects must be delivered within Rhondda Cynon Taf Local Authority area and should contribute to one, or more of the objectives identified in the Rhondda Cynon Taf Corporate Plan - 'Working with our Communities - 2024-2030'.</p> <p><a href="#">The Council's Corporate Plan   Rhondda Cynon Taf County Borough Council</a></p> <p>These are:</p> <ol style="list-style-type: none"> <li><b>1. PEOPLE AND COMMUNITIES - <i>Supporting and empowering RCT residents and communities to live safe, healthy and fulfilling lives.</i></b></li> <li><b>2. WORK AND BUSINESS - <i>Helping to strengthen and grow RCT's economy.</i></b></li> <li><b>3. NATURE AND THE ENVIRONMENT - <i>A green and clean RCT that improves and protects RCT's environment and nature.</i></b></li> <li><b>4. CULTURE AND HERITAGE - <i>Recognising and celebrating RCT's past, present and future.</i></b></li> </ol>
Who can apply?	<p>RCTCBC is making a Community Grant available to not for personal profit organisations, that are within the Third Sector and Community Groups, including Community Interest Companies and Companies Limited by Guarantee that can evidence they</p>

	have a Constitution or Governing Document; and a Bank Account in the name of the organisation with a minimum of 2 separate (unrelated) signatories.
How much can I apply for?  What are the timescales?    What can I apply for?	<p><b><u>Summer Activities Micro Grant – Grants of up to £750 are available.</u></b></p> <p>Projects must be Revenue only.</p> <p>Projects must complete all financial transactions and activity by 5<sup>th</sup> September 2025.</p> <p><b><u>Eligible Spend – For example only:</u></b></p> <ul style="list-style-type: none"> <li>• Project Resources</li> <li>• Equipment – e.g., small pieces of portable items</li> <li>• Refreshments</li> <li>• Venue Hire</li> <li>• Community Engagement Activity costs - including external sessional staffing</li> <li>• Event costs</li> <li>• Volunteer expenses</li> </ul> <p>All applications will be assessed by a panel as part of a competitive process. Please refer to the Assessment Criteria document provided.</p>
How will my application be processed?	<p>The grant will open on Monday June 2<sup>nd</sup> 2025 at 9:30am, and close on Friday June 27<sup>th</sup> 2025 at 5pm.</p> <p>You will receive an acknowledgement receipt upon submission of your application.</p> <p>You will be notified of the decision of the assessment panel within 5 working days.</p>
Section 1  Contact details	<p>This is the name of the person completing the application on behalf of the organisation. Address and contact details should be for the organisation, not personal data.</p> <p>This is the person who will be contacted at every stage of the application process.</p>
Section 2  Organisation details	<p>This is the name and contact details of the organisation.</p> <p>You should confirm if you have the relevant insurances and policies in place to undertake your project. We may ask to view these upon request so it's important that you have these readily available.</p>
Section 3	These are the bank details for your organisation.

Organisation bank details	You need to ensure the details here matches the evidence you submit with your application i.e. the same account number and sort code as your bank statement.
Section 4.a. Project Name	This is the name of the project you are applying for. This is usually different to your organisation's name.
Section 4.b.  What do you want the funding for? What are you planning to do?	<p>This is your project plan.</p> <p>4.c.1. You should clearly describe what you are planning to do. Describe the activity.</p> <p>4.c.2. You should clearly describe delivery dates. <i>E.g. the project will run for 2 hours a week for 12 weeks from August 2023.</i></p> <p>The timescale for eligible spend / activity is 1<sup>st</sup> July 2025 – 5<sup>th</sup> September 2025.</p> <p>4.c.3 give a projection of how many adults (aged 18+) you plan to engage with.</p> <p>4.c.4 give a projection of how many children (aged 0-17) you plan to engage with.</p>
4.d.  RCTCBC Corporate Plan	<p>You should review the priorities and tick any that apply</p> <p>To see a copy of the Corporate Plan please go to <a href="http://www.rctcbc.gov.uk">www.rctcbc.gov.uk</a> or click <a href="#">here</a></p>
Section 4.e.  Climate Change	<p>The Council has an ambitious target of being Carbon Neutral by 2030. We expect all our grant funded projects to be Climate Friendly by doing small things such as recycling, ensuring activities are plastic-free and locally sourcing resources wherever possible.</p> <p>Select yes to agree and proceed.</p> <p><i>We may ask you to report on how you have contributed to this.</i></p>
Section 4.f.  Equality, Diversity & Inclusion.	<p>All projects must promote equality, diversity and inclusion.</p> <p>e.g. making every effort to provide Easy Read versions of information, sign language where necessary. Provision of accessible toilets/changing places, ease of access for people with disabilities.</p> <p>Select yes to agree and proceed.</p> <p><i>We may ask you to report on how you have contributed to this</i></p>

4.g  Welsh Language Standards	<p>All projects must positively promote the Welsh Language</p> <p>E.g. Welcoming participants in Welsh, providing bilingual signs, having Welsh speaking staff on site if possible; ensuring publications are bilingual, activities delivered in Welsh if feasible.</p> <p>Select yes to agree and proceed.</p> <p><i>We may ask you to report on how you have contributed to this</i></p>
4.h.  Permissions	<p>We need to know that you have the necessary permissions in place to deliver your project. These need to be in place before you make your application.</p> <p>For example, if you currently lease a facility; do you have permission from your landlord to undertake the activity or make the planned changes?</p> <p>You must confirm that you have permission in place to deliver your project.</p> <p>Select N/A if this is not applicable.</p> <p>Select yes, or N/A, to agree and proceed.</p>
Section 5  Project Costs	<p>The Summer Activity Micro Grant is revenue only.</p> <p>Revenue expenditures are typically ongoing operating expenses that are used in the running of your project.</p> <p>Capital is not allowable expenditure. Capital expenditure relates to expenditure of a long-term nature, (the expenditure has value over a number of years), where assets are purchased, constructed or enhanced upon'</p> <p>The Community Micro Grant is up to £750. Please give an itemised description with the amount next to each item up to a maximum value of £750.</p> <p>Match funding is not required for the Summer Activities Micro Grant.</p> <p>Evidence of expenditure is not required for the Summer Activities Micro Grant</p>
How your grant will be paid	<p>If your application is approved, you will receive an email notification and an offer letter with the detail of the grant and its Terms and Conditions. If you wish to accept the grant you will need to review, sign and return the Terms and Conditions. A payment will then be</p>

	<p>made into the bank account shown in the application form upon receipt of an invoice for the agreed amount of your offer letter.</p> <p>Payment will be made to your organisation in advance. Please be aware the grant may need to be refunded to the Council should the organisation or planned activity fail to comply with the Terms and Conditions and/or fail to deliver or evidence the outputs required and agreed.</p>
Section 6	<p>You will need to confirm whether you meet the definition of an enterprise.</p> <p>If the answer is yes to a) or b), you meet the definition of an Enterprise. Please read, complete and sign the declaration in the Subsidy Control – Minimal Financial Assistance section on the application form.</p> <p>If the answer is c) none of the above, you do not meet the definition of an Enterprise - please go to Section 7.</p>
Section 7 Authorisation	<p>The person completing your application plus one other authorised person from your organisation must sign and date the application before it is submitted.</p>
Section 8 Checklist	<p>This section is for you to ensure you have included all the necessary information before submitting your application.</p> <p>This is a competitive process. Please adhere to the word limit per section.</p> <p>Missing, inaccurate information, or exceeding word limits may result in your application being declined.</p>

If there are any further queries not covered in this guidance, please email [spfrcbcbcommunitygrant@rctcbc.gov.uk](mailto:spfrcbcbcommunitygrant@rctcbc.gov.uk) or call 01443 425368.