



Llywodraeth Cymru  
Welsh Government



## Community Partnership Fund Guidance for Applicants

### **Data Protection**

The information you provide on this form will only be used for the purposes of processing your Community Partnership Fund application. To learn more about how the Early Help & Community Programmes service will process personal information, please visit:

[Data Protection | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://www.rctcbc.gov.uk)

<http://www.rctcbc.gov.uk/serviceprivacynotice>

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

Application Section	Guidance
Project Fit	<p>Projects/Activity must be delivered within Rhondda Cynon Taf County Borough Council (RCTCBC) boundaries.</p> <p>The Community Partnership Fund aims to sustain venues and assets that provide support for RCT residents, with a continued emphasis on tackling poverty, strengthening communities, and mitigating the ongoing impact of the cost of living.</p> <p>The Fund brings together funding from Welsh Government, alongside capital investment from the UK Government's Pride in Place Impact Fund.</p> <p>The Fund will support projects that:</p> <ul style="list-style-type: none"> <li>• Improve or sustain community spaces and facilities</li> <li>• Provide safe, warm and welcoming places for residents</li> <li>• Strengthen community food support and tackle food poverty</li> </ul>

	<ul style="list-style-type: none"> <li>• Build community resilience through collaboration, activities, and support</li> </ul> <p>Both capital and revenue funding is available, with grants ranging from <b>£2,000 to £10,000</b>.</p> <p><b>A total of £400,000 is available during 2026-27 which can be either Capital or Revenue or a combination of both.</b></p> <p><b>All</b> Project applications must present secured match funding, robust sustainability plans, and demonstrate clear outcomes for local people.</p> <p>The Fund is administered by the Early Help and Community Programmes Service, with decisions made by a cross-council and community sector panel.</p> <p>Projects will need to meet the objectives of the Welsh Government and/or the UK Government Pride in Place Impact Fund investment priorities.</p> <p>The Community Partnership Fund has been approved for 2026-27 with a further round to follow in 2027-28.</p>
Who can apply?	<p>RCTCBC is making a Community Partnership Fund available to not for personal profit organisations within the Third Sector and Voluntary Sector.</p> <p>Applicants must evidence they have:</p> <ul style="list-style-type: none"> <li>• a Constitution or Governing Document;</li> <li>• a Bank Account in the name of the organisation</li> <li>• a minimum of 2 separate (unrelated) authorised signatories.</li> </ul>
<p>How much can I apply for?</p> <p>What are the timescales?</p>	<p>The Community Partnership fund is available at two levels:</p> <ul style="list-style-type: none"> <li>• <b><u>Lower-Level Award - £2,000 - £5,000</u></b></li> <li>• <b><u>Higher-Level Award - £5,001 - £10,000</u></b></li> </ul> <p>Projects can be capital and/or revenue.</p> <p>The application round will open on <b>11<sup>th</sup> May 2026 at 09:30am</b> and close on <b>29<sup>th</sup> May 2026 at 5pm</b>.</p> <p>The timescale for eligible spend / activity is 1<sup>st</sup> April 2026 – 31<sup>st</sup> March 2027.</p>

<p>What can I apply for?</p>	<p>Projects must complete all activity by the 28<sup>th</sup> February 2027 and financial closure by 31<sup>st</sup> March 2027.</p> <p><b><u>Eligible Spend – For example only:</u></b></p> <ul style="list-style-type: none"> <li>• Equipment – e.g., small pieces of portable items such as kettle, urn, sewing machine.</li> <li>• Activity costs including venue hire</li> <li>• Energy Efficiency Audits remedial action</li> <li>• Organisation salaries directly related to the activity/project – full financial payroll reports will be required if funding is granted for salary costs.</li> <li>• Capital expenditure or Capital investment in infrastructure – See section 6 of Project Plan Template Guidance for further detail in relation to Capital items</li> </ul> <p>Applications can include up to 10% organisational costs such as project management/administration, venue costs such as utilities.</p> <p>All applications will be assessed by a panel at the end of the application window as part of a competitive process. Please refer to the Assessment Criteria document provided.</p>
<p>How will my application be processed?</p>	<p>You will receive an acknowledgement receipt upon submission of your application.</p> <p>All applications will be assessed following the closure of the application window by the assessment panel.</p> <p>Applications that do not meet grant compliance or the minimum scoring threshold (please refer to Assessment Criteria) will be notified within 5 working days of the application window closure.</p> <p>Applications that are grant compliant and meet the minimum scoring threshold will progress to the next stage of assessment, which includes Neighbourhood Network partner preference voting, and Full Decision-Making Panel.</p> <p>Successful and unsuccessful applicants will be informed of the decision after the Full Independent Decision-Making Panel, by 30<sup>th</sup> June 2027 at the latest.</p>

## Application Form

A Word Application Form is available on the website. This is for **preparation only**.

Applications **must be submitted via the online application** form via the link on the website.

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 Organisation bank details	<p>These are the bank details for your organisation.</p> <p>You need to ensure the details here matches the evidence you submit with your application i.e., the same account number and sort code.</p>
Section 4.a. Project Name	<p>This is the name of the project for which you are applying.</p> <p>This is usually different to your organisation's name.</p>
Section 4.b. Electoral Wards	<p>Identify the electoral ward(s) within RCT that will benefit from your project delivery/activity.</p>
Section 4.c. Project Overview.	<p>Provide a brief overview of your project of up to 50 words.</p>
4.1 RCTCBC Corporate Plan	<p>This section outlines how the Community Partnership Fund aligns with the RCTCBC Corporate Plan; Working with Our Communities 2024-2030.</p>
4.1a – Nature and the Environment	<p>Read, consider and confirm that your project will be climate friendly.</p>
4.1.b – People & Communities – Equality, Diversity & Inclusion	<p>Read, consider and confirm that your project will promote equality, diversity and inclusion.</p>
4.1.c – Culture, Heritage & Welsh Language	<p>Read, consider and confirm that your project will positively promote the Welsh Language and that, if successful, you agree receive and consider a Welsh Language Toolkit.</p>

<p>Section 5. Financial Overview</p>	<p>Insert the total overall cost and the total grant request for which you are applying.</p> <p>Please differentiative between Revenue and Capital costs.</p> <p>Insert your secured match funding – a minimum of 10% for grant requests up to £5,000 or 20% for grant requests up to £10,000 is required.</p> <p>A full financial breakdown is required within your Project Plan. Template. See Assessment Criteria 6 within <b><u>Project Plan Template Guidance</u></b> below.</p>
<p>Section 6. Project Plan Template</p>	<p>You must upload / attach your completed Project Plan Template.</p> <p>See <b><u>Project Plan Template Guidance</u></b> below.</p>
<p>How your grant will be paid</p>	<p>If your application is approved, you will receive an email notification containing the offer of the grant.</p> <p>You will need to accept the grant offer in principle by return email.</p> <p>On receipt of the email acceptance, you will be asked to sign a Grant Terms and Conditions with RCTCBC.</p> <p>You will be asked to send an invoice from your organisation to RCTCBC for the amount referenced in your offer letter.</p> <p>Payment will be made into the bank account shown in the application form upon receipt of an invoice for the agreed amount of your payment schedule.</p> <p>You will need to provide a six-monthly progress report and case study on the templates provided and upon completion of the project.</p> <p>Please be aware the grant may be reclaimed by the Council should the organisation or planned activity fail to comply with the Grant Terms and Conditions and/or fail to deliver or evidence the outputs required and agreed.</p>
<p>Section 7  State Subsidy Control</p>	<p><b><u>Minimal Financial Assistance (MFA)</u></b></p> <p>Some grants must be awarded under <b>Minimal Financial Assistance (MFA)</b> rules.</p> <p><b><u>Who this applies to</u></b></p>

	<p>MFA applies to <b>enterprises</b>. This includes:</p> <ul style="list-style-type: none"> <li>• Businesses</li> <li>• Social enterprises</li> <li>• Charities or not-for-profit organisations <b>where they charge for goods or services or operate in a market</b></li> </ul> <p>If funding is used only for <b>non-economic activity</b> (for example, free community services), MFA does not apply.</p> <p><b><u>Funding limit</u></b></p> <p>An organisation can receive up to <b>£315,000</b> in Minimal Financial Assistance <b>in total</b>.</p> <p>This includes MFA and similar public funding received from <b>any UK public authority</b>.</p> <p><b><u>Time period</u></b></p> <p>The limit applies over a <b>rolling three-financial-year period</b>, covering:</p> <ul style="list-style-type: none"> <li>• the current financial year, and</li> <li>• the two previous financial years.</li> </ul> <p><b><u>What applicants need to do</u></b></p> <p>If MFA applies to your organisation or activity, you must select 'a' or 'b' and provide details of previous subsidies.</p> <p>If MFA does not apply, select Option C 'none of the above'</p> <p>This declaration must be signed.</p>
Section 8 Authorisation	<p>The person completing your application plus one other authorised person (e.g. Chair, Vice Chair, Treasurer, Secretary or a Trustee) from your organisation must sign and date the application before it is submitted.</p>
Section 9 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. Please provide all the information.</p> <p>Missing, inaccurate information, or exceeding word limits could your application being declined.</p>

## PROJECT PLAN TEMPLATE GUIDANCE

Where to access Project Plan Template	<p>The Project Plan Template is available for download in Word format via the RCT Together website.</p> <p>Complete all sections of the Project Plan Template</p> <p>Please adhere to the word limits on the Project Template. If you exceed the word limit any additional information will not be considered.</p> <p>Please also refer to the Assessment Criteria Document.</p> <p>You can upload / attach your completed Project Plan Template in Word or PDF format.</p>
Name of organisation and Project	<p>Insert the name of organisation.</p> <p>Insert the name of your project.</p>
<b><u>Assessment Criteria 1.</u></b> <b>Evidence of Community Need</b>	<p>Describe how you know your project is needed in your community.</p> <p>Please tell us whether this is a new initiative or sustaining an existing activity.</p> <p>You should demonstrate how you know this project is needed.</p> <p>For example, what does local data tell you, what does your organisation know from their experience, what do your customers tell you, was it identified during a Neighbourhood Network meeting or through a recent survey or community consultation.</p> <p>Please note that community need is different from your organisation need and applications <b>must meet a community need.</b></p> <p>If applying for Capital funding, and for example only;</p> <p>does this project improve accessibility, or have you had an energy efficiency audit undertaken. If so, please include any quotes for work, or the energy efficiency report with your application.</p>
<b><u>Assessment Criteria 2.</u></b> <b>Activities and Timescales</b>	<p>Provide details of activities that will take place and planned delivery dates.</p>

	<p>The timescale for eligible spend / activity is 1<sup>st</sup> April 2026 – 31<sup>st</sup> March 2027.</p> <p>You must confirm the delivery address(es) for your project.</p>
<p><b>Assessment Criteria 3. Sustainability, Exit Strategy &amp; Legacy</b></p>	<p>It is <b>essential</b> that the benefits of your project extend beyond the lifetime of the grant funding.</p> <p>Applicants must clearly demonstrate how the activity, project or development will deliver lasting benefits for the community.</p> <p>You should explain how your organisation intends to sustain or build on the project for a minimum of <b>12 months after March 2027</b>, whether through continued delivery, embedded practice funded directly by your organisation, or lasting assets.</p> <p>Applications that rely solely on seeking further external grant funding, without a robust and credible fallback or sustainability plan, will score less well.</p> <p><b>Examples of Sustainability, Exit Strategy &amp; Legacy</b></p> <ul style="list-style-type: none"> <li>• <b>Project sustainability</b>, including capital improvements to buildings, purchase of long-lasting equipment, or reducing future running costs.</li> <li>• <b>Fundraising or income generation</b>, for example community fundraising, donations, small participant contributions, or using the project to attract future funding.</li> <li>• <b>Community legacy</b>, such as increased skills, confidence or capacity among volunteers and participants, resources that remain available, or activities that can continue independently.</li> <li>• <b>Exit planning</b>, showing how the project will be embedded into ongoing activity, partnerships or the wider community.</li> </ul> <p>Responses should be realistic and proportionate to the size of the grant requested.</p> <p>Please note that <b>only applications achieving the highest score (3 out of 3)</b> for Sustainability, Exit Strategy and Legacy will be progressed to the next stage of assessment.</p> <p>Applicants should refer to the Assessment Criteria when developing their response.</p>

**Assessment**  
**Criteria 4.**  
**Community**  
**Partnership**  
**Fund**  
**Objectives**

You need to select the outputs and outcomes that best match what your project will deliver that benefits residents of RCT.

For each output or outcome you select, you must:

- How you expect to achieve (your projection)
- How you will evidence this (how you will prove it has happened)

You **do not need to select all** outputs and outcomes.

At least one output or outcome must be selected for each funding stream, e.g.:

- If you are applying for Capital and Revenue funding, select at least one from each
- If you are applying for Capital funding only, only select from the Capital outputs/outcomes

**Outputs and Outcomes**

Select from the list provided:

Capital & Equipment:

- Number of facilities and premises created or improved. (e.g. building repairs, installation of ramps or solar panels.)
- Items of equipment purchased to support food provision (e.g.
  - Fridges, freezers, shelving, storage units, ovens, induction hobs)
- Items of equipment purchased for food growing initiatives (e.g. raised beds, tools, compost, polytunnels)

Revenue:

- Number of warm, welcoming community spaces supported or created.
- Number of people accessing advice, activities and support in non-stigmatising spaces.
- Number of people with increased access to good-quality, nutritious food
- Number of people experiencing increased social connection

	<ul style="list-style-type: none"> <li>• Number of people experiencing improved mental wellbeing.</li> </ul> <p><b><u>Strategic Impact – What Will Change as a Result of the Funding</u></b></p> <p>The outputs and outcomes you select should clearly demonstrate how your project contributes to the Welsh Government and UK Government Pride in Place Impact Fund aims.</p> <p>Projects should show how funding will create sustainable, long-term community benefit, particularly through the development or improvement of community facilities, infrastructure and assets that continue to serve local people beyond the funding period.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Improving or creating community facilities and premises</li> <li>• Making buildings more energy efficient, such as through insulation, roof repairs or solar panels</li> <li>• Purchasing and installing essential equipment to store, prepare and distribute food</li> <li>• Supporting food growing initiatives through appropriate equipment and infrastructure</li> </ul> <p><b><u>Evidence and Monitoring</u></b></p> <p>We will ask you to provide evidence that the outputs and outcomes have been delivered. In your application, you must tell us how you will collect and retain this evidence.</p> <p>Examples of evidence include:</p> <ul style="list-style-type: none"> <li>• Attendance or activity registers</li> <li>• Volunteer enrolment forms</li> <li>• Volunteer timesheets</li> <li>• Monitoring records</li> <li>• Before and after photographs of capital works</li> </ul>
<p><b><u>Assessment Criteria 5. Proven Track Record</u></b></p>	<p>We need to be confident that any grants awarded are going to be spent, delivered and evidenced promptly and accurately.</p>

	<p>You should tell us about previous experience of delivering grant funded projects successfully.</p>
<p><b>Assessment Criteria 6. Project Costs.</b></p>	<p>In this section you need to provide a summary of costs for the financial year.</p> <p>Projects must demonstrate value for money.</p> <p>Capital and Revenue expenditure are both allowed.</p> <p><b>Capital expenditure</b> 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>3 written quotes or prices sought from relevant suppliers of goods, works and / or services over the value of £2,500</p> <p><b>Revenue expenditures</b> are typically ongoing operating expenses that are used in the running of your project.</p> <p>If that is the case, you will need to say where the additional funding is coming from on the second financial table.</p> <p>For all applications, we would expect that organisations approach other funding sources, for example, the Welsh Church Act Fund, Moondance Foundation, Interlink RCT, Coalfields Regeneration Trust, National Lottery Community Fund or organisational reserves.</p> <p>Total the grant request must be between £2,000 - £10,000.</p> <p>A maximum of 10% can be included to support organisational core costs. However, the overall grant request must not exceed £10,000.</p> <p>Match Funding - For <b>Lower-Level</b> Awards up to £5,000 a <b>minimum of 10% match funding</b> is required. For <b>Higher-Level</b> Awards up for £10,000 a <b>minimum of 20%</b> match funding is required. As such, the total cost will be greater than the total grant for which you are applying.</p> <p>If your organisation is VAT registered, you will not be able to claim VAT.</p> <p>If your organisation is not VAT registered, then VAT is an eligible project cost.</p>

<p><b><u>Consent</u></b></p>	<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 will need to submit evidence of any permissions as an attachment with application form e.g., written confirmation from your landlord.</p> <p>If you are undertaking capital works, you will need to check if you require Planning Consent and Building Control approval as these may add extra costs to your proposal.</p> <p>Click on link to check - <a href="#">Planning, Property and Building Control   Rhondda Cynon Taf County Borough Council</a></p>
<p><b><u>Project Risks</u></b></p>	<p>You should outline any risks associated with your project.</p> <p>Successful applicants will be given a Risk Log Template to complete quarterly.</p>
<p><b><u>Authorisation</u></b></p>	<p>The person completing your application plus one other authorised person (e.g. Chair, Vice Chair, Treasurer, Secretary or a Trustee) from your organisation must sign and date the application before it is submitted.</p>

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