

## Small Grant Scheme – Food & Drink Festivals & Events 2024

# Application Form

The Small Grant Scheme – Food & Drink Festivals & Events is a discretionary scheme. Completion of this form does not guarantee that we will offer the amount of support requested or that we will offer any support towards your project.

**NB:** Before completing this application form, please read the Application Guidance notes **at the end of this form** and the Scheme Application Guidelines document. The assessment of your project may be delayed if you do not provide all of the information requested in the guidance notes and application form.

Section 1: Applicant Details			
<b>1.1 Applicant's business name and address</b>			
Name of Business			
Address			
Postcode			
Tel No.			
Email Address			
Web Address			
<b>1.2 Contact name and address, if different to the above</b>			
Name			
Address			
Post Code			
Tel No.			
Mobile No.			
Email Address			
<b>1.3 Business/Organisation Details</b>			
Status	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Company <input type="checkbox"/>
Other (please give details)		Company Reg. No.	

Social Enterprise <i>(please specify legal structure)</i>			
<b>Is the Business VAT registered</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please state Reg. No.</b>			
SME Status <i>(small/medium/large enterprise)</i>			
<b>1.4 Event Details</b>			
Title			
Project/Event Date or timeframe			
Event Location (if applicable)			
Projected number of audience targeted		Previous Year (if applicable)	
Number of Welsh Food and Drink suppliers promoted or in attendance			
Date Event/Activity Established (if applicable)			
Proposed fee for entrance to festival / event			
Collaboration with any other event:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state:			
Total Grant funding requested from Section 3:			
<b>Section 2: Event/Activity</b>			
<b>2.1 Brief details about your event</b>			

## **2.2 Vision for the Food and Drink Industry:**

The grant scheme will deliver on “[A Vision for the Food & Drink Industry from 2021 \(the Vision\)](#)”  
The Vision sets the ambition to ‘create a strong and vibrant Welsh food and drink sector with a global reputation for excellence, having one of the most environmentally and socially responsible supply chains in the world’.

Please demonstrate below how your project will achieve one or more of the goals as set out in the ‘Vision’?

### **2.3 Your proposal for the event**

Applications will need to demonstrate that the funding will provide evident advantage to the Welsh food and drink industry. Only activities that will clearly add value to the food and drink industry in Wales will be supported.

Please outline below your proposals as to how you intend to demonstrate this. Please refer to section 4 & 5 of the Scheme Guidance.

**2.4 Objectives:**

The objective of the Grant scheme will be to:

- Improve Visitor Access to and awareness of Welsh Food and Drink
- Encourage Welsh hospitality businesses to source more local food and drink
- Increase the prevalence of Welsh Food and Drink on menus and retail offering

Please outline below how you propose to contribute to one or more of these objectives (should your application be successful you will be required to evidence these details at the claim stage):

**2.5 Long term sustainability:**

Please outline below how your project will be sustainable in future years.

**2.6 Please detail how your event will meet the following required outcomes of the grant scheme:**

- Collaboration and co-operation between Food and Drink and Tourism sector.
- Projects should be part of a wider programme/strategy within the area/region.

**2.7 Detail any steps taken to address sustainability aspects and environmental issues (*Recycling plans, food and waste management*). Please enclose any relevant Environmental Policy, if available.**

**2.8 Please state how you will address the following:**

- Equality and diversity
- Accessibility
- Welsh Language – you will be required to follow Welsh language standards with regards to ensuring all promotional materials, communication and engagement with the public are all available bilingually.

Please enclose policies if available.

**Section 3: Financial Information**

**100% grant funding available - Minimum £2,500 up to a maximum of £15,000**

<b>3.1 Proposed Costs (Revenue)</b>	<b>Amount (£)</b>	<b>Total Grant</b>
<i>e.g. Demonstration chef</i>	200	140
<b>Match Funding (please refer to Scheme Guidance Section 3)</b>		
<b>Total Grant Funding Requested</b>		



**3.2 How do you see the event/activity for which the grant is sought will be developed for the future?**

**3.3 It will be the responsibility of applicants to ensure that the following requirements are met:**

The legislative and health and safety requirements and standards relevant to the event are adequately addressed.

All exhibitors:

- Must adhere to quality assurance schemes which are at or above legal minimum requirements.
- Must exceed minimum National requirements in relation to Food Hygiene and be registered with their local authority as a food business, with a minimum food hygiene rating of at least 4.
- Must have adequate insurance cover in place.

**Section 4: Marketing**

Please detail how the event will be promoted locally and Nationally, including any joint marketing with other events and how will you monitor the success of your promotional activities?

**Section 5: Summary of your most recent accounts**

Are the figures below (tick one only):

Information from the latest accounts approved by your organisation (if applicable)

A projection because your organisation has been running less than 12 months

Account year ending:

Total income for the year (A) £ \_\_\_\_\_

Total expenditure for the year (B) £ \_\_\_\_\_

Surplus or deficit at the year-end (A-B) £ \_\_\_\_\_

Total savings or reserves at the year-end £ \_\_\_\_\_

Have your accounts (if submitted) been independently audited? Yes  No

## Section 6: New/current events/activities

Please supply details of organisational structure and current/future plans, underlining your capacity and ability to deliver.

**Section 7: Declaration**

I certify that, to the best of my knowledge, the information given in this application is correct and complete. I also acknowledge and agree to abide by the following conditions of acceptance of my application:-

- I confirm that neither I nor any director/partner named in this application have been convicted of any criminal offence;
- I confirm that neither I nor any director/partner named in this application have ever been bankrupt or subject to an arrangement with creditors;
- A decision on the project will be made after full consideration of the information provided in support of the application and also after taking into account relevant sector priorities;
- The Welsh Government will be unable to make available additional assistance towards costs that increase beyond the details and estimates contained in the application. It is, therefore, in your best interest to ensure that all eligible costs are accurately calculated at the application stage;
- The Welsh Government shall not be held liable for any expense incurred by the applicant during the preparation, submission or assessment of the application;
- The Welsh Government reserve the right to request additional information at our discretion;
- Welsh Government reserve the right to publish details of projects that have received assistance;
- Events that have been cancelled for any reason will not be awarded the grant and funding cannot be rolled onto the following year.
- I understand that information supplied here and in the accompanying paperwork may be shared in confidence with other public funding organisations and external technical advisors (*as appropriate*).
- I understand and confirm that, subject to application acceptance, all written materials (*including signage and information published online*) must be provided in Welsh and English, unless unreasonable or disproportionate to do so.

Signature	
Date	
Name (Print)	
Position	

**Section 8: Checklist – Please ensure the following information is enclosed with this application**

Most recent Statutory Accounts.	<input type="checkbox"/>
New events to only include cash flow forecasts	<input type="checkbox"/>
VAT registration number (if applicable)	<input type="checkbox"/>
Statements with regards to: <ul style="list-style-type: none"> <li>● Equality &amp; Diversity policy</li> <li>● Sustainability policy</li> <li>● Accessibility</li> <li>● Welsh Language Policy</li> </ul>	<input type="checkbox"/>
Breakdown of costs (including details of any match funding)	<input type="checkbox"/>

## Guidance Notes for Applicants

**The following notes provide an explanation of selected aspects of the application form that need clarification.**

### 1.0 Applicant details

Please state full legal name of the individual or organisation making this application and a daytime telephone number. If different to above please provide details of main contact who will be dealing with the application. Please confirm status of the business.

Provide Name of event, timescale i.e date/s from – to. Projected footfall and footfall for the previous year, if applicable.

Please ensure you have provided details of any proposed fees to be charged for entrance to your event (as per 1.4 above).

### 2.1 Event/Activity Details

Please provide a brief summary of your event e.g background, set up of event, aims and objectives

### 2.2 It is important in order to secure future funding that we demonstrate how Food Festivals and Events are meeting the aims of the Welsh Government's [Vision for the Food & Drink Industry](#)

Please state fully which of the 10 key actions of the Vision your festival or event will be addressing and detail how – for instance:

- Build Networks – build the 'Welsh' brand, recognition to GI (Geographical Indication) products, promote healthy eating.
- Educate businesses – value of accreditation, value of being part of Welsh Government's Food Clusters, value of entering food & drink awards appropriate to the business.
- Fair Work – Welsh Living Wage – do the businesses you intend to have at your event/festival pay their staff the Welsh Living Wage? Do you have a fair work policy in operation?

**2.3** Please provide full details for the proposal for which funding is sought.

**2.4** Please provide details of specific targets and outputs as accurately as possible, these will be used to measure the success of the event and you will be required to evidence these at the claim stage. **\*Applicants failing to provide this information will be considered ineligible.**

**2.5** Please outline how your project will be sustainable in future years.

**2.6** Please detail how the event will meet with the wider scheme aims in terms of community engagement, spend in the local economy, healthy eating agenda, local food tourism development, availability of local Welsh food and drink, opportunities for new and existing businesses.

**2.7** Please provide details of sustainability aspects – recycling plan for the event and any other steps taken to address food waste management, as well as other relevant policies (For further information, click the following link [http://www.wrap.org.uk/sites/files/wrap/Zero\\_Waste\\_Events\\_Guide.pdf](http://www.wrap.org.uk/sites/files/wrap/Zero_Waste_Events_Guide.pdf))

**2.8** Please provide details of your policies or statements regarding to Equality & Diversity, Sustainability, Accessibility and the Welsh language.

### **3.0 Financial Information**

You will need to make a sound financial case for assistance, we will be looking to support projects which demonstrate a financial NEED for funding.

**3.1** Please provide details of all costs associated with the Event.

**3.2** All applicants are expected to provide confirmation/evidence of funding for the event.

**3.3** Please discuss the sustainability of the event.

### **4.0 Marketing**

Please provide details on proposed marketing activity covering the areas referred to.

### **5.0 Summary of your accounts**

Please fill in the relevant information. All applicants must provide income and expenditure figures. Give a projection for the first full year if your organisation has been running for less than 12 months. Please include the amount you are requesting from the Small Grant Scheme – Food & Drink Festivals & Events, in your projection.

**6.0 New/current events** Please provide details on organisational structure and current/future plans, which will demonstrate your capacity and ability to deliver.

### **7.0 Declaration**

Please read the declaration with the General Terms and Conditions of the scheme before signing acceptance.

### **8.0 Checklist**

Please place a tick in the appropriate box to confirm you have enclosed the relevant information.

### **9.0 Applying**

Please submit your application via email to the following address:

[FoodFestivalsEvents@gov.wales](mailto:FoodFestivalsEvents@gov.wales) / [GwyliauBwyd@llyw.cymru](mailto:GwyliauBwyd@llyw.cymru)

The application must be submitted from the applicants email address.

### **10.0 Privacy notice - Welsh Government grants**

#### **How we will handle any personal data you provide in relation to your grant application or request for grant funding.**

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

In order to assess eligibility, we may also need to share personal information relating to your application with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

We may also share your information with organisations which deliver training, knowledge transfer and innovation advice and support on behalf of the Welsh Government for the purposes of appropriate targeting of support.

**Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental information Act 2004 or the Data Protection Act 2018.**

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website at: [www.cap-payments.defra.gov.uk](http://www.cap-payments.defra.gov.uk)

We will keep personal information contained in files in line with our retention policy. If successful in your application, then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. If you are unsuccessful, your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

The contact details for the Information Commissioner's Office are:

2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Telephone: 0330 414 6421

Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.

### **Privacy notice: Welsh Government grants**

#### **11.0 Record keeping**

You must keep all records and information you need to evidence that you have provided complete and accurate information and have complied with your undertakings for 5 years.

You will also be required to:

- Supply to the Welsh Government any information about your Small Grant Scheme – Food & Drink Festivals & Events contract and supply that information within the period determined by the Welsh Government.
- Make available to the Welsh Government, its authorised persons or its agents, records, accounts, receipts, and other information including access to computer data relating to your Small Grant Scheme – Food & Drink Festivals & Events contract. Permit the Welsh Government to remove any such document or record to take copies or extracts from.

#### **12.0 Minimal Financial Assistance**

- It is the intention of this grant to give businesses a subsidy by way of Minimal Financial Assistance
- The maximum grant value to be awarded is £15,000
- If your business is successful and receives a grant offer, you will be required to provide written confirmation that the MFA threshold of £315,000 over 3 years will not be exceeded. This will be a condition of the Grant Award Letter.
- Please note that cumulation rules applies to MFA. This is essential to ensure that the UK is complying with its international obligations. MFA subsidies cumulate with each



other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. This captures all the different low value exemptions an enterprise could receive support from UK public authorities. For example, the following should all be taken into account during the current and previous two financial years:

- MFA;
  - SPEI assistance;
  - aid given under the EU State aid de minimis regulations<sup>52</sup> either before the end of the implementation period of 31 December 2020 or after this date, if by virtue of the Northern Ireland Protocol; and
  - subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect.
- For more information please refer to [Statutory Guidance on the UK Subsidy Control Regime](#)