



Llywodraeth Cymru
Welsh Government

Agile Cymru

Mobilising economic co-operation across the Irish Sea, with
Europe and beyond

Funding Guidance and Frequently Asked Questions

(Version 1 – August 2022)

For further information, please contact the Welsh Government
AgileCymru@gov.wales

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1. Description of Agile Cymru

The Welsh Government's [Programme for Government](#) and [International Strategy](#) stress the importance of giving Wales the strongest possible presence on the World stage. Co-operation activity with other nations and regions adds value to economic development in Wales by enabling partners to scale up activity, achieve critical mass and increase profile. Joint working provides scope to exchange ideas and best practice, to extend innovation and competitiveness and to tackle key issues which transcend borders.

Agile Cymru is a scaleable framework of coordinated action, an agile tool to deliver greater economic co-operation at speed, guided by the International Strategy and our economic policies. This includes a flexible grant mechanism to support cross-border and international activity that maximises shared opportunities across themes, sectors, and geographies.

2. Activity supported

Agile Cymru funding can support a wide range of activity; the focus is on the outcome and benefit for Wales. Where appropriate please see the conditions of any specific call for applications.

In general, the scheme provides financial support for 'seeding' or facilitating activity that builds cross-border and international partnerships and increases cooperation in areas that have the potential to lead to greater, more sustained economic activity of significance to Wales.

As an example, support may include the development of funding bids, networking opportunities, individual collaborations and supporting organisations to accelerate the implementation of their international strategies.

Activity not covered by a specific Agile Cymru funding call may still be suitable for support. Applicants are encouraged to always raise their ideas with the team.

3. Grant levels and intervention rates

The level of grant and intervention rates available will vary. Where relevant please check the conditions of the specific call for applications. Factors such as the likelihood of success, potential return on investment and risk may be taken into account.

In general, Agile Cymru provides small-scale financial support. As a guide, offering up to £5,000 per application at up to 100% intervention. Support for larger-scale strategic investments may also be available within the context and available budget of an individual Agile Cymru funding call.

NOTE: competition law may affect your ability to receive public funding (see [section 11](#) below).

4. Who can apply for Agile Cymru Support

Support is available to Welsh organisations that can advance the strategic aims of Agile Cymru as detailed in sections 1&2 of this guidance and, where appropriate, can contribute to the specific activities and objectives of a relevant funding call.

Companies registered in other parts of the UK but active in Wales may be eligible on this basis, whereas companies registered in Wales but not active in Wales may be declined funding.

The support of costs of international partners may be available if they are incurred and claimed by the Welsh partner. As with all costs, these must be reasonable, essential for the delivery of the proposed activity and aligned with relevant aims and objectives.

Agile Cymru may also support a Joint Call for proposals with an international partner or point to a corresponding funding opportunity delivered in parallel. In these instances, please refer to the conditions of the specific call for applications.

5. Eligible and Ineligible costs and significant exclusions

Costs that contribute to the strategic aims of Agile Cymru as detailed in sections 1&2 of this guidance are eligible.

See examples below, but please refer to the conditions of any specific call for applications.

NOTE: unless you have written confirmation from the Welsh Government, costs must not be incurred before an application is approved otherwise they are ineligible under the Agile Cymru scheme.

Eligible Expenditure
<ul style="list-style-type: none"> – Budget and/or low carbon travel and accommodation – In-country travel, including transfers and parking – Public transport, private car mileage (at 45p/mile or your organisation’s rate, whichever is lower) – Membership and/or event participation fees for key international networks – Other costs related to the travel considered on a case-by-case basis, for example, translation or room hire for a consortium meeting, visa costs. – Contracted expertise for writing or reviewing proposals – Contracted expertise to develop an evidence base – Contracted facilitation of consortium meetings and proposal development workshops – Contracted expertise for negotiating and concluding consortium agreements – Travel costs for subcontractor (could include international partner) – Training costs – Staff costs can be considered on a case-by-case basis where they represent additional staff time and the “best value or only means of delivering the objectives of the activity” (staff timesheets and evidence of payment will be required) – Publicity and dissemination of activity and outcomes
Ineligible Expenditure
<ul style="list-style-type: none"> – Costs that do not relate to Agile Cymru objectives or otherwise give value for money, such as regular travel costs or core activity. – Extra costs that do not deliver the Agile Cymru objectives (e.g. prolonged stay after conference) – General feasibility studies that do not target a specific opportunity in line with Agile Cymru objectives may find more appropriate support through other Welsh Government Schemes or Innovate UK – Costs that do not relate to a potential proposal as described in your approved Agile Cymru application form are ineligible, e.g. ongoing/retained company advisors. – Project consortium partners are not generally eligible to be consultants but exceptions may be considered on a case-by-case basis. – Costs incurred before an application is approved are ineligible unless you have written confirmation from the Welsh Government. – Costs already covered by employment contract.

For travel, value for money options must be used, taking into account the objectives of the activity. The policies of the applicant’s organisation must be followed. We expect accommodation costs to be within the HMRC benchmark rates and we may limit our grant to these rates unless higher costs are justified specifically: <http://www.hmrc.gov.uk/employers/emp-income-scale-rates.htm>

Justification for more than one person travelling from each organisation is required, e.g. bringing essential skills to the meeting, health and safety or covering parallel meetings.

Significant exclusions:

Notable costs that are ineligible for Agile Cymru support:

- **Costs incurred before the date of approval are ineligible** unless the Welsh Government confirms otherwise in writing. Incurred costs are commitments to pay, such as flight and hotel bookings, which cannot be reclaimed in full upon cancellation.
- **Value Added Tax (VAT)** – Recoverable VAT is ineligible
- **Activity and costs that might be supported by an alternative source of funding.** This includes funds from the applicant's organisation as well as other grant schemes, which may be more suited.

6. How to apply for Agile Cymru support

If you have no previous experience of accessing Agile Cymru we encourage you to speak with us before applying to ensure your proposed project aligns with our objectives and all relevant information is included in your application. Contact the Welsh Government at AgileCymru@gov.wales.

Please also refer to any relevant Agile Cymru funding call document for specific details on how to apply and related deadlines.

The application form is available online.

We accept signed scanned pdf applications – please send them to AgileCymru@gov.wales.

6.1 Quotes for contracted work

All applications requesting contracted work must provide one or more quotes (Note - the total value is the cost of the sub-contracted expertise not the level of grant requested):

- **Only one quote is required if the contract is £4,999.99 or less**, but evidence of the contractor's expertise and a breakdown of the planned work may be required.
- **For contracts over £4,999.99, three quotes from different consultants are required.** The criteria for choosing the winning contractor may include quality as well as price; we will require a brief report to demonstrate that the choice of contractor was fair and open. Please ensure you give the consultants the same brief at the same time.

When we are not convinced that the market has been tested to a level that would withstand audit, we may require further quotes or further justification.

When an organisation has an existing written purchasing policy that ensures value for money and has been subject to due process for adoption by the organisation, we expect the organisation to follow this policy, recognising that it may use different thresholds/procedures to those recommended above.

7. Appraisal process and timescales

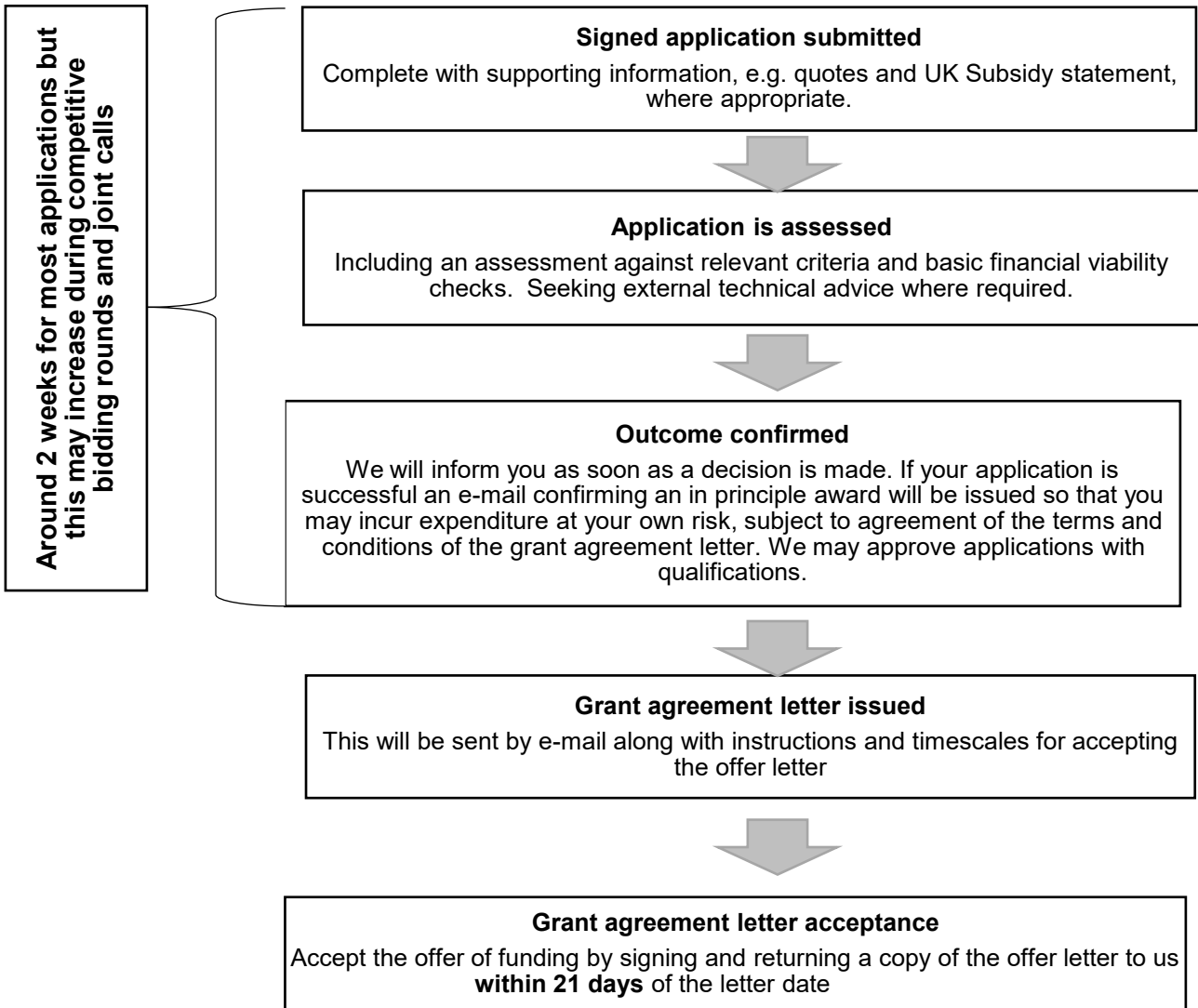
We endeavour to appraise applications as quickly as possible (see diagram below), and our processes will be proportional to the amount of grant requested. If there is any urgency, please discuss with us in advance and before incurring any eligible costs.

Agile Cymru is an application based funding scheme, i.e. where grant is awarded according to the outcome of an appraisal of an application submitted in response to an open call for applications or via a bidding round (competitive grant). The process and timescale for appraisal will therefore vary depending on whether you are applying for a specific call for applications or not. Where relevant, please refer to the specific Agile Cymru funding call to ensure that you submit your application(s) within any specified deadline.

NOTE: for competitive grants or bidding rounds the application period will be time limited, with clearly specified opening and closing dates for the submission of applications. To ensure fairness and consistency towards all applicants, applications received after the specified submission deadline will not be considered.

We will inform you as soon as a decision is made. If your application is successful an e-mail confirming an in principle award will be issued so that you may incur expenditure at your own risk, subject to agreement of the terms and conditions of the grant agreement letter.

We reserve the right to reject applications not received by us within a reasonable timescale or which are significantly incomplete.



8. Assessment criteria

All applications are assessed against the appraisal criteria in the following table and, where appropriate, set out in the individual call document.

The appraisal team will seek advice from within Welsh Government as necessary to ensure value for money. We reserve the right to refuse applications and to vary the grant amounts/rates.

We will carry out Due Diligence checks using such sources as Creditsafe, the National Fraud Data Base ([CIFAS](#)), Companies House and the Charities Commission.

We will seek external technical advice where required, for example from UK, European and international public bodies and sector representatives, but will use reasonable endeavours to inform applicants before doing so.

The Welsh Government will make the final decision on applications, claims, payments and all other matters relating to Agile Cymru. While we value feedback to improve our service, our decision is final and there is no right of appeal.

General Assessment Criteria

- The scale of contribution to the objectives of Agile Cymru (Section 1 & 2).
- That the anticipated eligible costs are reasonable and clearly specified.
- That the requested grant rate is allowable and reasonable and within the limits set out in section 3 above.
- The evidence of need for the grant.
- The scale of the expected return on investment for Wales.
- The importance of the international partner, region, sector and/or area of activity to Welsh Government policy.
- Relevance of experience and qualifications of the applicant.
- That the organisation is financially viable i.e. has the necessary resources to manage anticipated future activity, including maintaining collaborative networks and financial resources to target identified opportunities, and subsequent projects.
- Compliance with UK Subsidy and procurement rules, where applicable.
- Availability of budget.

9. How to claim the grant

First, ensure that you have accepted the offer of funding by signing and returning a copy of the offer letter to us within 21 days of the offer letter date.

Claims should be submitted promptly following the activity and **MUST** be claimed no later than the deadline stated in the offer letter.

Payment will be made upon prompt submission of the information specified at section 6 in the Offer of Grant Letter and in accordance with deadline(s) specified in schedule 4.

Information may include:

- Proof of expenditure (original paid invoices, receipts, etc.) of all eligible costs including mileage declaration if applicable.
- A completed claim form and funding report form.
- Paid invoice from contractor setting out costs.
- An invoice on your organisation's headed paper stating the amount of funding requested from the Welsh Government.
- Evidence of exchange rate applied to costs being claimed (e.g. details of exchange rate on date costs incurred).
- Bank statement to evidence payments.
- Timesheets for staff costs with evidence of payment (e.g., screenshot of payroll).
- Evidence stating why VAT is non-recoverable.
- Evidence of relevant outcomes, e.g. formal submission of a bid for other funding.

Where proportionate, the Welsh Government may retain up to 10% of the claimed amount until it is in receipt of evidence of the relevant outcome.

10. Record keeping, the handing of information and UK GDPR

The Offer of Grant Letter contains conditions in relation to document retention but in general, invoices, timesheets, receipts and other records relating to eligible expenditure must be kept for 5 years from the date of any award resulting from this application.

Documents relating to “Small Amounts of Funding Exemption” aid must be kept for 3 years in order to comply with competition law.

All information must be made available to the Welsh Government, their successors or their appointed agents on request for audit purposes.

Passing information about my application to other interested parties:

In assessing your application, we may seek advice on its merits (see Section 8).

Under Freedom of Information legislation, the Welsh Government may be required to disclose the amount of Agile Cymru grant awarded and the name of the recipient. The Welsh Government’s current code of practice states that all recorded information provided by third parties will be considered for disclosure if it is requested. <https://gov.wales/about/open-government/freedom-of-information/?lang=en>.

The information we have collected from you will be shared with fraud prevention agencies that will use it to prevent fraud and money laundering and to verify your identity. If fraud detected, you could be refused certain services, finance or employment in future. Further details of how your information will be used by us and these fraud prevention agencies and your data protection rights, can be found by contacting Data.ProtectionOfficer@gov.wales.

The Welsh Government will want to use a text agreed with you for publicity purposes concerning the success of any application and/or any subsequent success you may have.

United Kingdom General Data Protection Regulation (UK GDPR)

The United Kingdom General Data Protection Regulation (UK GDPR) overhauls the previous Data Protection Act 1998 in the UK.

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.

We envisage the following potential uses of personal data in the management of Agile Cymru. This is not an exclusive list:

- In order to process applications, we will need personal data such as the name, date of birth, NI number and contact details of the applicant.
- In order to make a decision on funding, we may request information in relation to our assessment criteria, such as the expertise and experience of key individuals involved. Where private investors are the only evidence of financial viability, we may require proof of their commitment.
- When you submit quotes for contracted work, the quotes may include personal data such as names on plane tickets or payment information.
- At claim stage, we will need to verify that the receipts and other documents you provide relate to the activity in the application. Personal information may be included in such receipts, such as the purchasing individual's name, contact details and payment details.

It is your responsibility to ensure that you comply with UK GDPR in submitting personal data to us. If you are unable to send us personal data that we require in order to responsibly manage public funds, we may refuse payment of grant.

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 payments have been made. However, if the funding is awarded under "Small Amounts of Funding Exemption", your personal data will be kept for 10 years from the conclusion of any aid award. 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;
- 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'; and
- 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 UK GDPR, please see contact details below:

Data Protection Officer:
Welsh Government

Cathays Park
CARDIFF
CF10 3NQ

Email Address: dataprotectionofficer@gov.wales

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

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

11. UK Subsidy rules

EU state aid rules no longer apply in Wales (except for the ongoing awarding of residual EU funds).

Applicants will need to consider the UK's international obligations on subsidy control when applying for grant. The UK [‘Summary Guide to Awarding Subsidies’](#) provides background on the UK Government's commitments on subsidy control.

Four key characteristics of a support measure are likely to indicate the proposed provision of support is considered a subsidy.

International obligations must be considered where support meets the definition of a subsidy.

For non-economic activity carried out by Higher Education Institutions or the public sector, the grant is unlikely to meet all criteria and therefore provision of support can proceed through the standard awarding process on a ‘no subsidy’ basis.

Provision of support to businesses and organisations engaged in economic activity by offering goods or services on a market (an “economic actor”) have the potential to meet all five criteria. The [EU-UK Trade and Cooperation Agreement](#) details exceptions of subsidy control (Article 364) which include subsidies where the total amount granted to a single economic actor is below 325 000 Special Drawing Rights over any period of three fiscal years. (“Small Amounts of Financial Assistance”). [International Monetary Fund Special Drawing Rights convertor](#).

If Agile Cymru support is awarded based on “Small Amounts of Financial Assistance” we will require the applicant to declare it has not breached the threshold.

A table is included in the application form to list other subsidy received during the current and previous two fiscal years in order to check that further support will not exceed the threshold.