

**Welsh Government**

Transformation Capital Grant Programme 2024/25

Stage 2 Application Form

**Note**

You must use this form to submit your Stage 2 application for the Transformation Capital Grant Programme. Please complete all sections of the form. **Incomplete forms will not be accepted.** Additional documentation may be submitted in support of your application **where relevant to the project**.

**You should read the Application and Project Plan Template Guidance Notes before completing this form.** You will also have been allocated a named adviser within Culture and Sport who is available to provide further advice and guidance.

The Project Plan (section 3 of the application form) is a standard template that has seven headings. Please refer to the Application and Project Plan Template Guidance Notes for the description of each section and evidence required.

The seven project plan headings are:

* Strategic Fit / Project Aim and Rationale
* Project Activity
* Project Management (including Risk Assessment)
* Value for Money
* Finance & Compliance
* Measuring Success
* Long Term Sustainability

The information provided will be assessed against the following rating criteria:

|  |
| --- |
| **High** |
| The applicant has provided robust and detailed responses against all of the evidence requirements |
| **Medium** |
| The applicant has provided satisfactory and detailed responses against most of the evidence requirements |
| **Low** |
| The applicant has provided potentially incomplete or insufficient responses against one or more of the evidence requirements |
| **Minimal** |
| The applicant has provided incomplete or insufficient responses against one or more of the evidence requirements |

The quality threshold for Project Plans represents a rating of **Medium** across all seven headings. Please see the Guidance Notes for further information.

Send your completed Stage 2 application to [culture@gov.wales](mailto:culture@gov.wales) by **5pm 26th January 2024**. We will not accept applications after this date.

**1. Applicant Details**

**Name of parent organisation: Ceredigion County Council**

**Name of service / institution: Aberaeron Library**

**Main contact for the project:**

Name: Ceredigion Official 1 (information redacted under S40 (2) of FOIA)

Address: Canolfan Alun R. Edwards, Queen’s Square, Aberystwyth, Ceredigion, SY23 2EB

Email: Ceredigion Official 1 (information redacted under S40 (2) of FOIA)

Telephone: Ceredigion Official 1 (information redacted under S40 (2) of FOIA)

Service address, if different from main contact: Aberaeron Library, County Hall, Stryd y Farchnad, Aberaeron, Ceredigion, SA46 0AT

Museums which require the support of a Mentor under the Museum Accreditation Standard must provide evidence from their mentor that they have been consulted and their advice has been followed.

**1.1 Applicant’s Status**

Please tick appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| Charity/Third Sector |  | Public Sector |  |

**\***If other, please specify here:

Company Number and / or Charity Number (if appropriate):

**2. Project Overview**

**2.1 Project title** (Please provide a short descriptive working title for your project)

# Relocation of Aberaeron Library

**2.2 Project description (maximum 250 words)**

Please briefly but clearly describe what the project is about, what improvements will be made, why these are needed, and the intended outcomes of the work. (Further detail can be provided in the Project Plan in section 3.)

The relocation of Aberaeron library is targeting the long-term sustainability of the service currently housed in part of a deteriorating listed building with poor energy efficiency relying on oil heating.

The old building is also an awkward layout restricting space and is not sustainable in its current form.

By relocating the library into our modern, efficient corporate headquarters we ensure:

1. The library service is integrated with other services.
2. The library service is operating with a low carbon footprint.
3. The long-term viability of the service is ensured.
4. The existing building would be available to be redeveloped and improved.
5. There would be increased space, allowing for an improved collection, especially children’s resources.
6. We can better support the surrounding communities and towns population with better training facilities, work areas and maker space.

The new space will offer a range of improvements which will be considered in more detail in further sections.

*(*154 words)

**2.3 Project timescale**

Start Date: 01/04/2024

End Date: 31/12/2025

I confirm that all grant funded project elements will commence after 1 April 2024

X

**2.4 Project location**

*New location*

Building name: Neuadd Cyngor Ceredigion

Address: Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion, SA46 0PA

*Old Location*

Building name: County Hall

Address: County Hall, Stryd y Farchnad, Aberaeron. SA46 0AT

Please note any required permissions (planning permission, listed building consent, etc.) and confirm these are in place (please attach documentary evidence):

None required

* 1. **To be completed by Third Sector organisations only**

Grant payments to Third Sector organisations will normally be made in arrears, based on defrayed expenditure. Payment in advance will be considered only where evidence of need is established, as outlined below

**Payments in advance**

The Welsh Government policy is to make payments in arrears. However, it recognises that most Third Sector organisations do not hold large reserves and do not have the resources to undertake work and receive payment afterwards. Provision of funding for committed expenditure may be considered in advance of payment but only where evidence of need is clearly established.

In light of the above statements, does your organisation wish to apply for payment in advance?

**No**

If you have answered ‘yes’ and your application is successful, a ‘payment in advance’ form will be issued to you. This should be completed and returned with the required evidence. The information and evidence that you provide will be assessed to determine whether we can make payments of grant awarded to you in advance.

**3. Project Plan**

***Please read the Application and Project Plan Template Guidance Notes in the Stage 2 Application Guidance before completing this section.***

***Failure to provide information requirements stated within each section of the guidance will be reflected in the score allocated during assessment.***

* 1. **Strategic Fit with the Welsh Government Programme for** **Government (maximum 500 words)**

Please set out how your proposal fits with the Welsh Government's Programme for Government, including how it will promote equalities and tackle the climate emergency. Please set out how you intend to monitor the carbon impact of your proposal.

The existing library occupies part of a large, inefficient building. Following COVID the building is otherwise empty which means the service cannot be financially or environmentally sustainable.

The table below shows how this project will support all Ceredigion’s priorities and the 10 well-being objectives from the programme for government.

|  |  |  |
| --- | --- | --- |
| Proposal Aims | Ceredigion’s Strategic plan | Programme for government and 10 wellbeing objectives |
| 1. *Ensuring the long-term sustainability and low carbon footprint.*   *Utilise on-site district biomass heating and solar-PV installation. EV charging and modern building design will significantly reduce carbon footprint and financial burden from building issues.* | Creating Sustainable, Green and Well-connected Communities | Build a stronger, greener economy as we make maximum progress towards decarbonisation.  Embed our response to the climate and nature emergency in everything we do. |
| 1. *Improve collaboration and joined-up support to citizens.*   *Alongside our “Independent living showroom” and incorporating council customer services, we will better support and signpost. Trained staff will offer dedicated support services and collaborative working.* | Creating Caring and Healthy Communities | Provide effective, high quality and sustainable healthcare.  Protect, re-build and develop our services for vulnerable people. |
| 1. *Improving the collection and facilities for Children.*   *Located opposite the primary school and sharing a car park, we will foster Improved links with schools. The improved collection and children’s area, and improved facilities will encourage children’s use. A maker space and collaboration with education advisors ensuring extended learning opportunities.* | Providing the Best Start in Life and Enabling Learning at All Ages | Continue our long-term programme of education reform, and ensure educational inequalities narrow and standards rise. |
| 1. *Freeing town centre property for re-development*   Allowing redevelopment of old building. | Boosting the Economy, Supporting Businesses and Enabling Employment | Make our cities, towns, and villages even better places in which to live and work. |
| 1. *Ensure library services are for all*   *Disabled access, parking, toilets with a bus stop, and baby changing facilities. Signposting to onsite independent living showroom where equipment from kettles to hoists can be tested.* | Creating Caring and Healthy Communities | Celebrate diversity and move to eliminate inequality in all its forms. |
| 1. *Support users to make and create.*   *A maker space with resources such as 3D printers, Laser engravers, sewing machines and IOT workshop to explore and develop skills. Our onsite printworks will allow users to take their digital creations to the next level.*  *Private bookable workrooms, and work desks will support working and studying.* | Providing the Best Start in Life and Enabling Learning at All Ages | Build an economy based on the principles of fair work, sustainability and the industries and services of the future. |

#### (497 words)

* + 1. **Project Aim and Rationale (maximum 750 words)**

Please explain the rationale for your project; the identified need it will meet; the community it will support; and how it will help deliver on local and national strategies. Please also list the objectives of the project.

The main objective of the project is to deliver a sustainable service, delivering significant carbon reductions whilst improving service provision for the whole community.

We will:

1. Reduce the carbon footprint of library service through taking advantage of existing renewable energy, co-location, and prepare to move our library fleet to electric vehicles.
2. Improve connections with local community ensuring long term sustainability of service and improving visitor numbers.
3. Improve collaboration across the council, co-locating and incorporating customer services with immediate links to our assisted living showroom, community connectors, social services signposting, registrars, printworks and councillor offices. Allowing holistic support for community users.
4. Enhanced user space for children’s collection, makerspace, and provision to support remote workers and learners.

The funding will be used to deliver internal building works that adjust the main reception and existing office space of our main council building to meet library service user needs with appropriate flooring and furniture to house additional collection and resource spaces.

Our rationale is that by relocating the library to modern, efficient, and sustainable location within our corporate headquarters we can ensure a long-term environment and financial sustainability. The increased space available will allow the library to deliver an improved service to the community in many ways.

As a by-product we will free up the existing underutilised building for a major redevelopment (funded and managed outside of this project) to bring a range of new businesses into the town centre as was the original market hall design.

Aberaeron library delivers services to the town of Aberaeron and the rural surrounding area with nearest main libraries 16 miles to the east. The onsite parking and bus stop will support the community better and respond to feedback about access to the current site.

The community mobile library van will also be able to operate from the new site which has parking and easy access and further reduce carbon impact and allow a move to electric vehicles. (EV charger are already in place).

Whilst Aberaeron is a relatively affluent town the surrounding area has significant poverty as shown in the WIMD data map below. Ceredigion also suffers from the 2nd highest percentage of children in poverty in Wales at 30% (source: End Child Poverty Coalition)

The design is focused on providing an open and friendly environment to suit all members of our community but especially to improve children’s facilities and improve links with local schools.

A detailed plan is shown below with plans from our property services and further designs from library suppliers.

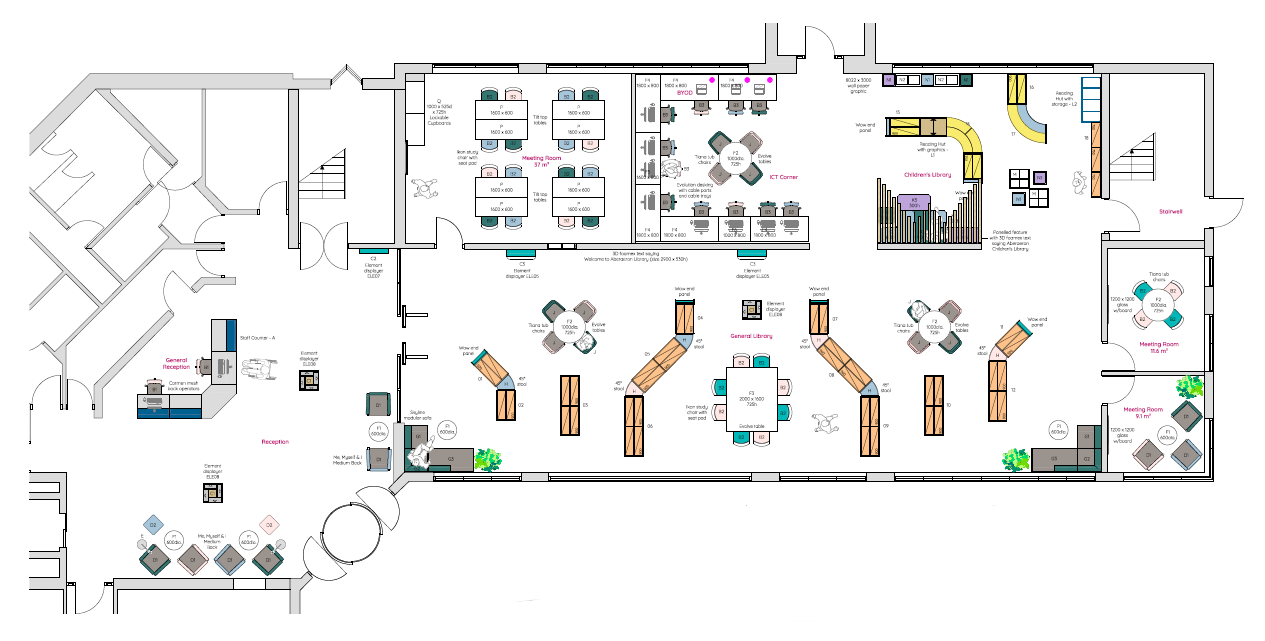
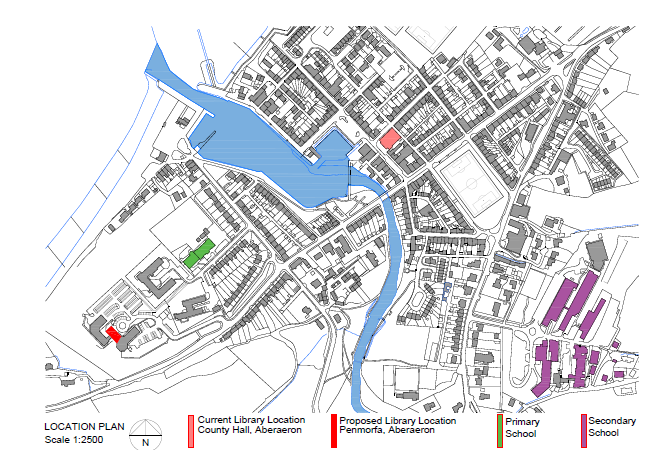


Fig 1: Proposed layout

****Fig:2 Proposed location on town plan

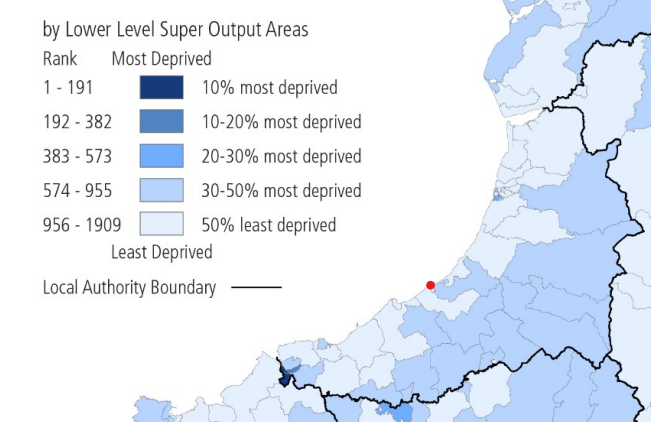


Fig:3 WIMD Data map 2019

The new facility will also allow other significant benefits.

* **Joined up services.**

The new facility will sit at the heart of our corporate headquarters clearly showing the value of the library service to all visitors. It will be integrated with our customer service team and through age and wellbeing assisted living centre allowing greater join up of services and sign posting so that all citizens can be easily assisted and signposted. A registrar’s office is planned, and the maker space will be supported by both onsite ICT and Onsite printworks capable of taking user content and bulk printing or creating A1 wax printed posters and a host of specialist print work.

* **Improved facilities.**

Our libraries have always acted as a citizen support service and this new space will allow us to extend their benefits with ICT facilities, maker space with IOT workshop, Sewing and embroidery, 3D printing and Apple Macs for creative work such as video editing and graphic design to grow digital and creative skills and allow upskilling. The space will host community meeting rooms and training facilities as well as dedicated work rooms.

The spaces should support more advanced students, creators and researchers who need a warm and comfortable bookable workspace with fast Wi-Fi for bring your own devices or bookable ICT equipment.

* **Improved Collection**

The additional space will allow an improved collection. This will include a dedicated children’s collection and reading area.

The new facility will also link with the educational advisory team to house dedicated resources for digital learning lessons with local schools who will be encouraged to use the area. The space should ensure all school pupils in the area are confident and comfortable using their local library as a learning resource for life.

#### (723 words)

* 1. **Project Activity (band A – max. 1000 words / band B max. 1500 words)**

Please explain the service enhancements that will be achieved; how you intend to do it; the standards you will work to; and the timescales for the work.

The main build work will be to repurpose the existing office space and to create an open and inviting, low carbon space to house the library and resource areas.

The phases and build work tasks are details in appendix 14 with estimate and schedule of works and

### Phase 1

Looking at Fig 4, the space in yellow and orange consists of 4 meeting rooms and a large open plan office. These walls will be largely removed. All old office ceiling panels, dirty carpets and historic dado, trunking and some radiators will be removed.

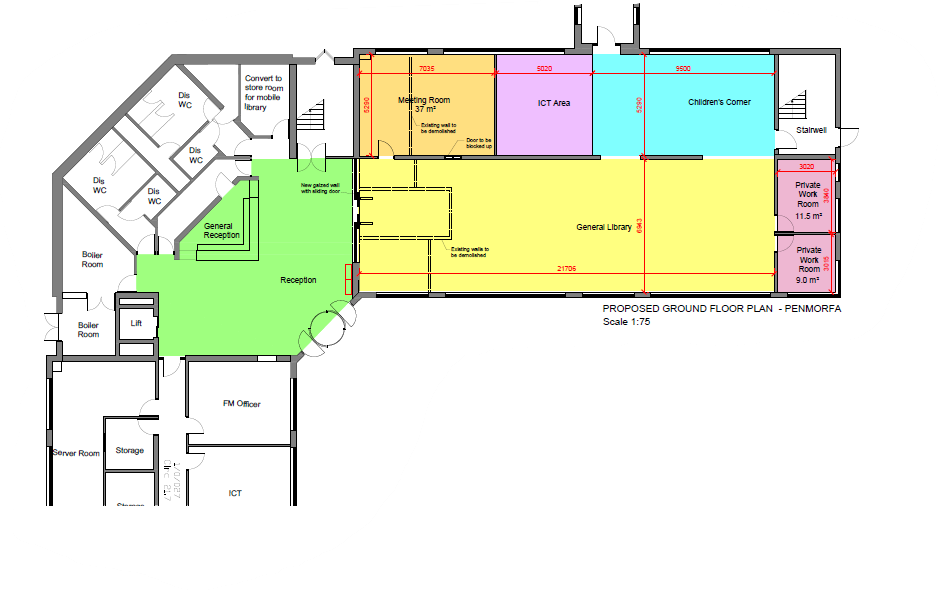
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Fig 4: Office space and proposed library plan

The new site already hosts many arrays of PVs and a regional biomass plant to support a carbon net zero goal. The site will see further investment to increase the efficiency and as part of this scheme these concerns will be paramount to allow us to reduce energy use and the environmental footprint of our headquarters.

### Phase 2

Between the yellow and green areas there stands a block structural wall which would leave the library isolated and hidden. The aim is to make the library central to our vision for a public building and therefore we will remove this wall replacing with an RSJ and wall to ceiling class with doors which can be locked outside of library hours.

The reception space will then be completely modernised to take away the formal 1980’s council feel and replace with a friendly welcoming space with soft furnishings, carpet tiles and mobile shelving for library displays. The current reception area is not suitable to greet or serve disabled users and will be removed and modernised. Existing toilets and access are all of a high standard and meet accessibility needs.

The main reception will house library staff and corporate customer service staff to provide a joined-up services. This reception desk will be where books are loaned and returned but also any signposting or customer support is carried out.

To the rear of the reception a storeroom will be formed for library stock and another, off plan for less used resources.

The front doors in this area will house the library stock control RFID which has to modernised to span a large revolving door and automatic door.

### Phase 3

The main library space will be fitted out similarly to Appendix 08 – Design and furniture layout.

This will house the main collection space, a dedicated children’s area, and ICT suite for public access computers.

To the rear two small meeting rooms will be converted to become private bookable workrooms for those wanting to study or have a private workspace or 1:1 support. Additional seating around the space will support those wanting to work, read or just take advantage of a warm space.

In the front of the space two old meeting rooms will have been demolished and a replaced and decorated to become a multi-functional maker space. This can be a shared space for creative users or booked out for community events, school visits or used as a library training space.

This space will house an Apple Mac for creative work such as video or music editing. Users may also want to create or refine digital photos, artwork, or document processing such as wedding invites or leaflets or 3D models which they can turn their 3D design into a real object with the 3D printer.

The space will also host an advanced sewing and embroidery machine capable of repairing or reinventing clothes to creating new textile designs. With a range of supplies which we hope local suppliers or visitors can support with donations, there will be endless opportunities to create textile projects and to learn some new skills.

To finish off the area we will house a selection of IOT sensors and development boards to let users design and create their own IOT solutions. These can be further programmed and whole IOT solutions developed from the ICT suite. Our support does not stop there, Ceredigion boasts one of the most LoRaWAN signal covered counties in the world and as part of our regional growth deal and digital strategy we hope to continue to grow new industry opportunities. Already a local business has opened to develop IOT solutions, and 35 small businesses are currently carrying out IOT projects and making use of our county wide IOT network.

More educational resources will be built up as we work with the Educational ICT advisors to provide more school-based equipment such are robots, BBC Micro and other STEM solutions. These will mimic school solutions with support from our internal ICT team.

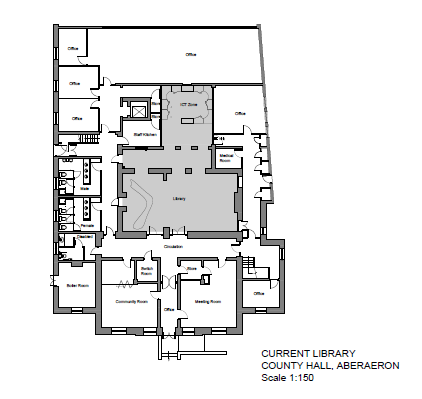
Users will be able to book all creative resources and we look forward to developing further resources with feedback from service users.

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### Phase 4

The library collection will be pre-populated with new resources and existing stock held in store.

All books will need to be retagged with the new RFID tags and correctly laid out and signposted within the shelving.



Finally in the week before opening the existing library will be closed and with the paid support from a team of council staff and a shuttle service of vans the remaining stock will be transported from the old to new locations.

Library staff will repopulate and correctly organise the collection in time for the day of opening.

Prior to opening staff will undertake training and familiarisation with the new library and integrated services and go through an ironing out period as we fine tune services.

Finally, there will be an official opening!

During all stages our communication plan will be key to drive excitement and engagement in the community as we pin Aberaeron library firmly at the heart of our organisation with a long-term sustainable future.

### (948 words) ￼

* 1. **Project Management (maximum 750 words)**

Please provide details of project management arrangements, giving particular attention to the organisation’s capacity to manage the project in addition to service delivery and other project commitments.

The project will be run using Prince methodology and overseen by our New Ways of Working project team reporting progress monthly to the Chief executive.

As a major project this will be managed by a dedicated project manager. The Corporate Lead Officer for Customer Contact, ICT and Digital will be named Senior Responsible Officer, and a project delivery board will be created.

The Project has already been scrutinised by CPMP and our Leadership group and will be backed with whole council resources to ensure delivery.

The project delivery will be coordinated by a dedicated team who all have significant project delivery experience and build into our planned delivery programme.

We will rely on whole organisation skills and see this as a relatively small and low risk project. Contractors have inputted into plans, and we see no significant challenges in delivering this project in the proposed timelines and costs.

The delivery team will be made up from

* SRO – CLO Customer Contact, ICT and Digital (Alan Morris)
  + Leadership board member and regularly managing large projects with a staff of 150+
* Project manager (Adrian Cross)
  + Experienced project manager recently delivering a multi-million pound Through Age Wellbeing programme.
* Property Services (Allan Bailey)
  + Currently completing a £39M new school on time to budget
* ICT - Matthew Bennett
  + ICT team leader having carried out many whole school and large corporate IT projects.
* Library Service - Gareth Griffiths
  + Experienced and long serving Library services manager who has relocated numerous libraries.
* Library manager – Rheinallt Lewis
  + Manager of 2 branches with extensive experience
* Customer Contact manager - Anna Gawthorpe
  + Managing Contact centre, face to face delivery. Very experienced in delivering projects with Customer focused results.
* Comms team – Megan Davies
  + Senior Comms coordinator, well versed in aligning comms with project delivery aims across all channels.

Please outline your rationale for the project management approach chosen.

This would be a typical project deliver approach, utilising a corporate team approach to ensure resources are available and progress can be made effectively.

Please detail the milestones for your project and the dates you expect to achieve them:

|  |  |
| --- | --- |
| **MILESTONE** | **TARGET DATE** |
| Political & public engagement | 01/03/24 |
| Grant award | 31/03/24 |
| Project Team formed | 08/04/24 |
| Press release – Grant aware, project aims and timeline | 12/04/24 |
| Tender Spec Issued for building work | 20/05/24 |
| Award Contract for building work | 28/06/24 |
| Comms plan to start releasing progress updates | 28/06/24 |
| Clear existing Space | 30/08/24 |
| Tender Spec for furniture issued | 01/09/24 |
| Builders to start work | 01/10/24 |
| Building work complete | 31/01/25 |
| Customer contact reception service to open | 03/01/25 |
| Furniture Install and ICT setup completed | 28/02/25 |
| Retag books to new RFID equipment start | 28/02/25 |
| New stock and held deliveries begin arriving and shelves (50% populated stock) | 03/03/25 |
| Library stock and all service migrated (1 week migration) | 25/05/25 |
| New library opens | 02/06/25 |
| Maker space opens | 20/06/25 |
| Official Opening | 30/09/25\* |

\*Financial and grant plans allow an end date of 31/12/25 to support a 3-month contingency to mitigates possible risks from contractor availability or any unforeseen issues.

#### (500 Words)

Please complete a Risk Assessment for your project:

|  |  |  |  |
| --- | --- | --- | --- |
| **What is the risk?** | **What is the likelihood of it happening?**  [High / Medium / Low] | **What would the consequences be if it did happen?** | **What might avoid it happening or, how might the effect be reduced?** |
| Contractor availability | Medium | Delay to building work commencing. | Slippage dates have been factored into plan to fully mitigate this concern |
| Costs increase or decrease from estimates | Low | Budget could be insufficient | Detailed costs have been sought. Contingency funding has been set aside in our services budget planning. |
| Staff may feel unable to support new technologies | Low | Users would not get benefits from maker space | ICT support located on site and dedicated training will be provided. |
| SMART performance targets may not be achieved | Low | Project benefits may not be fully realised | We will rigorously monitor progress and feel confident that the 20% improvement is achievable in year 1 for all 3 measures. |
|  |  |  |  |

* 1. **Value for Money**

Please provide a detailed breakdown of costs for the grant-funded elements of your project using the Excel spreadsheet which was provided in the application pack. All costs should be exclusive of VAT unless you are unable to reclaim this element. If you are including VAT in any of the costs listed below, please make this clear in the item description (e.g. building work (including VAT)). Include copies of written estimates from suppliers for all external costs with the application form.

**Applications without estimates, or which are otherwise incomplete, will be rejected.**

Please explain the basis for the proposed expenditure and how this provides value for money **(maximum 500 words)**.

The proposed expenditure is detailed in the finance spreadsheet and will be largely used on the reconfiguration and refurbishment and equipment for the new library, with some costs directed at professional fees for project and site management.

Currently there are structural walls limiting the space which will be removed to create and open a vibrant library space and connect reception with the library to ensure additional space for users and to ensure the fantastic new space is on full display to any visitor to the wider services housed in the complex.

All works and supplies will be procured in line with our procurement strategy and policies which are included as appendixes.

The procurement route will ensure full and open competition and provide rigorous testing of the market to ensure quality and best value.

Our building work estimates have been formulated by our internal property services operation manager who is a competent and qualified member of the Royal Institution of Chartered Surveyors (RICS) and well versed in estimating and planning works.

Our furniture and layout estimates have been completed by FG Library and Learning who are the UK’s market leading manufacturer of bespoke shelving, furniture, and display products for libraries. This work will still need to go via an open tender process and is liable to some change.

Our ICT service provide ICT support for the council and over 100 schools from the region. As such we have strong partnerships and procurement arrangements in place for most ICT equipment. Some equipment will be sourced from Dell who are awarded under a framework for equipment supply whist other equipment will be sourced via an all-Wales Edtech framework. Some specialist maker equipment will need specialist advice and will need further market engagement, but values mean they are likely to be three quotes. Budgetary quotes have been sought but, in some cases, further procurement competition will be needed.

#### (314 words)

* 1. **Finance & Compliance (band A – max. 500 words / band B max. 750 words)**

Please provide details of how the wider project costs will be financed, including details of match funding and in-kind support:

The majority of match-funding should normally be confirmed before submission of the application (priority will be given to projects with confirmed funding);

Match funding 20% has been agreed allocated by our Section 151 officer. This is reserved in our corporate budget and ringfenced. We have also planned for contingency costs which whilst not expected can be covered from our wider Customer Contact, ICT and Digital service budget, or reserve.

As a local authority, we have the wider skills, equipment, and reserves to ensure this project can be delivered and is financially robust.

Please outline your purchasing procedures / procurement process, for the grant-funded elements of your project:

Procurement would be carried out in line with our procurement strategy and policy included in the appendix. This is compliant with normal government procurement guidelines and would ensure open and fair competition. We would utilise existing frameworks or a full open tender via Sell2Wales

For smaller items under £5k, 3 quotes will be gathered.

Please outline any previous funding received from the Welsh Government, or applications currently in progress, relevant to this project.

No previous funding provided relevant to this project.

Please also complete the indicative Payment Schedule tab on the Project Finance spreadsheet provided in the application pack.

**Please explain how you will deal with cost escalation and delay issues if they arise. Outline what activities in the application you would not continue with, or how you would source further funding to enable you to complete the whole project****.**

As we have prepared detailed estimates and quotes for all elements of work, we have confidence this is low risk, however, there always unforeseen issues.

In the event of building costs escalating, we do have some scope to value engineer the furniture kit-out. We can also value engineer maker space and ICT equipment although this could impact the overall aesthetics.

We do have departmental reserves which could be repurposed, and we are able to reprofile some of our annual spend to ensure this project is successfully completed. We do have an annual department budget of £6.4m which whilst for our wider service is challenging to meet commitments the scale of this project does allow some flexibility.

As this would be one of our key projects both politically and organisationally important to us it would have a very clear focus and to complete on time and in budget.

Any difficulties in costings would be reported, whether costs have decreased or increased, and we would discuss any adjustment or grant variation orders at the earliest opportunity.

#### (421 words)

* 1. **Measuring Success (maximum 500 words)**

Please outline the expected outcomes of the project for people, communities, and collections; provide details of how you will monitor, measure, and evaluate these, including up to 3 SMART performance indicators that measure the completion and / or success of your project.

* Reduce Library carbon footprint by more than 4000 kg/CO2
* To increase children’s issues by 20% from 4079 to over 5000 in the first year after completion of the project
* To increase our visitor figures by 20% from 6670 to over 7900 in the first year after completion of the project.

|  |  |
| --- | --- |
| Transformation | WPLS CE/CI |
| The new library will be larger, modern, light, and welcoming. It will have excellent parking, with e/v charging and disabled access. It will have a biomass boiler, double glazing, cavity insulation and solar panels. Improving our sustainable credentials substantially | WPLSCE 4, 5 and 13  We can monitor the improvements and compare to the present building |
| It will enable us to target groups with specific requirements, and act as a first point of contact for our through Age Programme. The improved ICT offering will allow us to provide better support for digital skills, which will also enable us to hold more classes on a wider range of topics in a space that is specifically designed for the purpose. We will hold regular training sessions and story times, targeted at specific groups, and we can increase the number of attendees, sessions, and hopefully satisfied customers | WPLSQI 4 and 5  Record number of training sessions, and gather feedback from such sessions |
| We are the only service within our current building, Penmorfa would allow us to link to wider service provision across customer support and social care, having a wider selection of partners in the building. With access to the car park, and the school drop off area and with an improved children’s section we would hope to improve our visitor figures and the borrowing of children’s books by 20%. | WPLSCE 10  We already record visitor figures and issue figures, so we can compare old with new figures |
| The enhanced space will allow us to provide a dedicated section for Health and Well-being, and will allow us to properly showcase our collections, particularly on Dementia. We would provide a dedicated Health and well-being section and expect to see book loans in this section increase by 10% within the first six months. We would be able to offer book clubs, story times, and develop our support for Carers and dementia friendly services. | WPLSQI 4  Record number of events, and record issue figures, and gather feedback |
| Our southern mobile currently has no base, and is only able to collect reservations, new stock etc twice a month, when it is not calling on its customers. Having a base in Penmorfa will enable it to have a daily catch up on reservations, new stock and stock rotation and be able to satisfy requests from its own collections, without effecting its daily rota. This will improve our use of stock across the county, and we will be able to satisfy reservations at a quicker rate. As well as reducing unnecessary travelling | Improve route efficiency, request satisfaction, and day to day management of the library van. |

#### (495 Words)

* 1. **Long Term Sustainability (maximum 500 words)**

Please explain how the project will contribute to the sustainability and resilience of the service, and how the achievements of the project will be maintained and developed in the longer term (including details of communication strategies to promote the service following completion of your project).

The relocation of Aberaeron library is targeting the long-term sustainability of the service currently housed in part of a deteriorating listed building with poor energy efficiency relying on oil heating.

Calculations from our energy and carbon reduction officer suggest that the new library should reduce our CO2 footprint by just short of 5000kg and reduce energy costs for the library by £5000. This is without taking into consideration future preparation for an electric fleet or reduced travelling distances for vans.

The old building is also an awkward layout restricting space and is not sustainable in its current form.

By relocating the library into our modern, efficient corporate headquarters we ensure:

* The library service is integrated with other services.
* The library service is operating with a low carbon footprint.
* The long-term viability of the service is ensured.
* The existing building would be available to be redeveloped and improved.
* There would be increased space, allowing for an improved collection, especially children’s resources.
* We can better support the surrounding communities and towns population with better training facilities, work areas and maker space.

A communications plan has been developed and included in the appendixes but will be enhanced and review once project board is active.

#### (224 words)

**Please confirm that you have enclosed or completed the following:**

|  |  |
| --- | --- |
| Supporting documentation (list below):  17 - Procurement Strategy  15 - Ceredigion-contract-procedure-rules  18 - Completed Integrated Impact Assessment (IIA)  09 - Communications Plan  04 - Energy Savings calculations - Library relocation  05 – Library Stock control solution information sheet | **☑**  **☑**  **☑**  **☑**  **☑**  **☑** |
| Supplier information\*  01 – Existing and proposed floor plans  02 – Floor plan and town location plans  03 – Penmorfa site plan  08 – Design and furniture layout plan  10 - Camira Oceanic - Story Card (Environment details fabric) | **☑**  **☑**  **☑**  **☑**  **☑** |
| Written estimates from ALL suppliers\*  06 – Stock control RFID Quotation  16 - Dell computers quotation  13 - Ceredigion Quotation - library misc. ICT equipment  11 - Furniture quotation - Aberaeron Library  07 – Advanced sewing and embroidery machine quote | **☑**  **☑**  **☑**  **☑**  **☑** |
| Confirmation of relevant permissions\*  It has been confirmed with the CLO for economy and regeneration and planning that we have no need for any additional permissions for this work. | **☑** |
| Confirmation of match funding\*  As corporate lead officer for Customer Contact, ICT & Digital I can confirm this has been discussed and agreed with our corporate lead officer for finance and procurement (our Section 151 officer) as well as our Chief Executive and the corporate leadership group. I can confirm these funds have been agreed. | **☑** |

**\* N.B. Evidence in these areas must be provided or your application will be rejected.**

**4. Declaration and Understanding**

Public Sector organisations should complete and submit the declaration at 4a below. Third and Private Sector organisations should complete the declaration at 4b.

**4a Public Sector - Declaration and Understanding -**

Please confirm that your organisation has the power to enter into, and to perform the activities for which funding is being applied for.

YES  NO

Please confirm that no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform the activities for which funding is being applied for?

YES  NO

Please confirm that you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your organisation (both current and prospective) or which ought to be provided to any person who is considering providing grant to you?

YES  NO

Please confirm that you have agreed the staffing estimates/resources required in order to deliver the actions required under the funding and that you are confident that they are realistic and achievable*.*

YES  NO

If you have answered **NO** to any of the above, please give details on a separate piece of paper. This does not necessarily affect your chances of obtaining grant funding.

**Please read this carefully before signing**

I am content for information supplied in this application, including the declaration, and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

I understand that if I give any information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information that I have given on this application form is correct and complete. I also declare that, except as otherwise stated on this form, I have not started the project which forms the basis of this application, and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release giving brief details of the project and amount of grant award.

I understand theDepartment may use data collected to investigate cases of alleged fraudulent use.

I understand that applications must be signed by an authorised signatory. I confirm that I am authorised to sign this application.

|  |  |
| --- | --- |
| Signed | Ceredigion Official 2 (information redacted under S40 (2) of FOIA) |
| Date | 26/01/2024 |
| Name (*block capitals)* | Ceredigion Official 2 (information redacted under S40 (2) of FOIA) |
| Position in organisation | Ceredigion Official 2 (information redacted under S40 (2) of FOIA) |
| Telephone | Ceredigion Official 2 (information redacted under S40 (2) of FOIA) |
| Email | Ceredigion Official 2 (information redacted under S40 (2) of FOIA) |

|  |  |
| --- | --- |
| Signed | Ceredigion Official 11 (information redacted under S40 (2) of FOIA) |
| Date | 26/01/2024 |
| Name (*block capitals)* | Ceredigion Official 11 (information redacted under S40 (2) of FOIA) |
| Position in organisation | Ceredigion Official 11 (information redacted under S40 (2) of FOIA) |
| Telephone | Ceredigion Official 11 (information redacted under S40 (2) of FOIA) |
| Email | Ceredigion Official 11 (information redacted under S40 (2) of FOIA) |

**4****b. Charity/Third/Private Sector - Declaration and Understanding -**

Have you, or any other senior officer or trustee of the organisation, ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or been the proprietor, partner or director of a business subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?

YES  NO

Have you, or any other senior officer or trustee of the organisation, ever been bankrupt or subject to an arrangement with creditors?

YES  NO

Have you, or any other senior officer or trustee of the organisation, ever been a proprietor, partner or director of a business subject to any formal insolvency procedure such as Receivership, Liquidation, Administration or was subject to an arrangement with its creditors?

YES  NO

Have you, or any other senior officer or trustee of the organisation, ever been a proprietor, partner or director of a business requested to repay a grant under any Government scheme? This includes any company requested to repay grant while subject to any insolvency procedure where the director/company secretary knew or ought reasonably to have expected that any request to pay grant could be made?

YES  NO

Have you or any other senior officer or trustee ever been disqualified from acting as a charity trustee or have an unspent conviction relating to any offence involving deception or dishonesty?

YES  NO

If you have answered **YES** to any of the above, please give details on a separate piece of paper. This does not necessarily affect your chances of obtaining grant funding.

**Please read this carefully before signing**

I am content for information supplied in this application, including the declaration and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

I understand that if I give any information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information that I have given on this application form is correct and complete. I also declare that, except as otherwise stated on this form, I have not started the project which forms the basis of this application, and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release giving brief details of the project and amount of grant award.

I understand theDepartment may use personal data collected to investigate cases of alleged fraudulent use.

I confirm that, under the governing document, the organisation has the legal power to run the project.

Applications must be signed bytwo authorised signatories. I confirm that I am authorised to sign this application.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |