



Llywodraeth Cymru
Welsh Government

Welsh Government

Transformation Capital Grant Programme Expression of Interest Guidance

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Section 1: Introduction

Scheme Aim

Our local museums, archives and libraries provide crucial services and support for communities across Wales. In addition, they are available as sources of knowledge, education, and enjoyment for those who visit.

The Welsh Government's Culture Division will manage this Transformation Capital Grant Programme, which will enable the successful organisations to transform services to:

- Deliver against both Welsh Government's **Eligibility Criteria** and the organisation's own strategic priorities.
- Modernise facilities to upgrade access, enable joint service working and renew the offer to users by maintaining and improving the services provided.
- Develop a more sustainable model of service delivery.
- Enhance services to people and their communities.
- Improve collections development, care, or access; and
- Maintain and develop the quality of services.

Section 2: Application process

The grant scheme will operate as a two-stage process:

Stage 1: Following an open call to the sector inviting interested parties to apply, interested parties can develop and submit an Expression of Interest (EoI). Applicants are encouraged to provide a draft application to advisors ahead of submission.

Stage 2: Successful applicants will be asked to develop and submit a full application. Second stage applications must be consistent with the proposal outlined in the approved EoI.

Both stages will be competitive, and a successful EoI does not guarantee funding at stage 2. The timetable for the Transformation Capital Grant Programme has been provided in a separate document.

Section 3: Who can apply?

Museums - local authority or independently run museums which are fully or provisionally accredited as part of the UK wide Museum Accreditation scheme or working towards accreditation.

Archives - Fully or provisionally accredited archive services, or services committed to

achieving accreditation within an agreed timescale

Applications from partnerships delivering regional or all-Wales services are also eligible.

Libraries - local authority public library services or trusts / not for profit companies delivering an authority-wide library service on behalf of the local authority, and community run libraries which are constituted under a regulatory framework (e.g. registered charity or community interest company.) Community run libraries include:

- Community managed: These are community-led and largely community delivered, rarely with paid staff, but often with some form of ongoing council support and often still part of the public library network.
- Community supported: These are council-led and funded, usually with paid professional staff, but given significant support by volunteers.
- Independent community libraries: These are libraries where there has been a transfer of the building and resources to the community and entirely run by volunteers with minimal (or no) ongoing assistance from the local library service. They are not part of the statutory service.

Section 4: What we will fund

Eligible costs

The funding for this programme is for **capital costs only**. Eligible expenditure includes building and engineering work, professional fees, and fittings / additional equipment, which are integral to the wider development. If you have any queries regarding the eligibility of elements of your project, please contact Culture Division (see section 9 for contact details).

Services may also apply for the capital investment needed to support delivery of mobile services e.g. a mobile library or museum. Applications should clearly identify how the investment will develop and improve any existing provision.

In addition, services may also apply for capital funding investment for IT and digital infrastructure, designed to enable services to address the increased need for access to digital collections and services. Funding for such infrastructure will only be supported where there is a plan in place to sustain systems in the longer-term (including written support from relevant IT services). Priority will also be given to collaborative bids where the proposed system will meet needs across a number of services.

Applicants may include up to 10% of the total grant award to support project management (staff) costs related to the delivery of the capital project.

There are 5 Eligibility Criteria and 5 Programme Priority Criteria

For this Programme, a core condition of any new building funded by the Welsh Government

is that it must achieve these two construction standards:

- An overall 'Excellent' rating under the BREEAM assessment framework, or a similar rating under an equivalent assessment framework.
- A minimum standard for recycled content. At least 10% of the total value of the materials used should derive from recycled and reused content in the products and materials selected.

Please note that Welsh Government funds allocated under this scheme, cannot be used towards the purchase of land or buildings.

Section 5: Funding available

Organisations or services may apply for grants between £200,000.00-£500,000.00 for up to 2 years for larger, strategic projects such as the realignment of service provision (e.g., a major building refurbishment, developing partnerships and shared facilities, the complete replacement of existing mobile provision) or the development of inter-authority or 'regional' services.

Organisations or services (library, archive, museum in the case of local authorities) may submit up to two grant applications per grant window. Each application will be scored against the set criteria before being considered at a decision panel. We will aim to ensure a fair geographical and sectoral distribution of funding.

Applicants must provide **at least** 10% of total project costs as match-funding/a contribution towards the project. The 10% contribution from Local Authority organisations **must be financial**, however in-kind match-funding may be included in proposals submitted by independent services or trusts / not for profit companies.

Match funding for Transformation Capital Grants projects needs to be sourced from your own funding or external funding wider than that provided by Welsh Government. This "match funding" can come from a variety of sources including:

- Organisation's own sources
- A parent company
- A loan via a bank or other financial institution
- Grants from other sources such as Local Authorities, other grant giving bodies etc. (It would not be considered good practice to use other Welsh Government grants as the "match funding")
- "In Kind" match funding

Applications that do not meet the 10% minimum requirement, will not be taken forward to stage 2. You must contact the named sector adviser before submission if you wish to include in-kind match funding in your application.¹

See section 8 for details on how to complete the funding section of your application form.

¹ Guidance is available at [Economic-Value-of-Volunteers.pdf \(thirdsectorsupport.wales\)](https://thirdsectorsupport.wales.gov.uk/Economic-Value-of-Volunteers.pdf)

Section 6: Eligibility

Conditions

To be considered eligible all applications should meet **all** of the following conditions:

- the application must be from a local authority / not for profit trust / company / independently run museum, archive, or library, as identified in section 3.
- applications from not-for-profit trusts / companies must include a letter of support from the relevant local authority/authorities.
- applicants must provide details of the date their Planning Permission or Listed Building Consent application will be submitted, and confirmation that the expected date of approval will be before the stage 2 moderation panel (a full scheme timetable has been provided with your application pack) by submission of their stage 2 application. Match-funding of 10% must be confirmed, with evidence, before submission of the stage two application.
- the project location should provide a reasonable level of free public access that meets user demand.
- show clear evidence of need, including how the project meets the requirements of local and national business plans and policies.
- all grant funded activity must be completed and claimed by 31st March of the relevant financial year. Activity must start in the first year of that scheme cycle and at least 1 claim for a minimum of 10% of total grant funded costs must be submitted in year one.
- no site, or mobile unit will be awarded more than £500K for projects in five years.

Section 7: Eligibility & Programme Priority criteria for Stage 1

Criteria

Expressions of Interest project proposals will be scored against the following 4 criteria, using the following scoring scales multiplied by the associated weighting factor to give a total score.

The minimum quality threshold for each criterion, should be 2. A zero score on any 1 criterion, will result in the application being rejected.

	Eligibility & Priority Criteria	Score	Weighting
Q1 a & b	What is the project and why do you want to do it now? What three outcomes/benefits will your project achieve?	0 - 4	x 4
Q2	Which of eligibility criteria will your project support?	0 - 4	x 3
Q3	How does it support the delivery of priorities within the programme priority criteria?	0 - 4	x 4
Q4	Which of the relevant standards, including WPLS for Libraries or accreditation for Museums and Archives, will your project support?	0 - 4	x 3

Q1.a What is the project and why do you want to do it now?

- Provide a brief overview of your project,
- Articulate what you are applying for and how you have identified the need.
- Explain exactly what you will do with the funding and detail what the grant money will be spent on should you be successful.
- Demonstrate three outcomes/benefits.

Q1.b What three outcomes/benefits will your project achieve?

Please discuss these with your advisor.

Q 2 Which of the eligibility criteria will your project support?

All proposals must align with or support the delivery of **one or more** of the **eligibility criteria** listed below. Please identify which criteria/s your proposal will support Welsh Government to deliver.

1. Delivering preventative investment recognising the central role of culture in promoting good health and keeping people well
2. Promoting healthier lifestyles and better outcomes for physical and mental health through support for culture
3. Improving equality of access to the arts, culture and sport for people of all ages, backgrounds and abilities and embed cultural opportunities linked to schools and local communities
4. Improving digital connectivity improving the infrastructure and widening access to culture online
5. Embedding decarbonisation, sustainability and environmental protection.

Q3 How does your proposal support the delivery of priorities within the programme priority criteria?

You will need to consider and explain how your project supports one or more of the following:

- Modernisation of facilities to upgrade access, enable joint service working and renew the offer to users to maintain and improve the services provided.
- Developing a more sustainable model of service delivery.
- Enhancing services to people and their communities.
- Improving collections development, care, or access; and
- Maintaining and developing the quality of services.

Q 4 Which of the relevant standards, including WPLS for Libraries or accreditation for Museums and Archives, will be applied to the delivery of your proposal?

All proposals must demonstrate that they will help maintain and develop the quality of services, in line with relevant standards, schemes and legislation, including but not limited to the following professional Standards and schemes:

- Archive Service Accreditation Scheme
- Museum Accreditation Scheme
- Welsh Public Library Standards
- BS 4971:2017 Conservation and care of archive and library collections
- BS EN 16893:2018 Conservation of Cultural Heritage. Specification for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.
- Rapid Assessment Model (DPC RAM)
- NDSA Levels of Digital Preservation (Levels of Digital Preservation (ndsa.org))
- Digital Library Federation - Levels of Born Digital Access OSF
- Government Indemnity Scheme
- Visitor Attraction Quality Assurance Scheme

Available scores and the rationale used for scoring each criterion.

For Q1 (a & b) and Q3 the following scoring system will be used

Score	Rationale
4	An excellent and detailed explanation is given of how the project will address the relevant criteria
3	A good explanation is given of how the project will address the relevant criteria, but where stronger evidence could be provided of how the requirements in relevant areas would be addressed.
2	Some explanation is given of how the project will address the relevant criteria, but where much stronger evidence could be provided of how the requirements in relevant areas would be addressed.
1	Evident awareness of how the project will address the relevant criteria, but insufficient information to demonstrate they have been adequately considered in developing the project.
0	No information has been provided as to how the project will address the relevant criteria

For Q2 and Q4, the following scoring system will be used:

Score	Rationale
4	All relevant areas (priorities or standards) have been selected that apply based on the focus of the proposal
2	Some of the relevant areas (priorities or standards) have been selected that apply to the project. However, further areas could be included based on the focus on the proposal.
0	No relevant areas (priorities or standards) have been selected that the proposal will deliver against.

Section 8: Funding

How much will the total project cost and how much capital do you require from this scheme?

In your application, please provide a detailed breakdown of estimates for all elements of your project. **All costs** should be exclusive of VAT unless you are unable to reclaim this element from HMRC. If you are including VAT or partial VAT in any of the costs listed, please make this clear in the item description (e.g. building work (including VAT)). The **Grant requested from Welsh Government** and **Other sources of funding figures**, should equal the **Total project cost** figure.

An example table is shown below.

Total project cost <i>[Note: This is your grant request plus your match funding contribution]</i>	£100,000.00
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	Item (example headings below)	Estimated Cost	Source of Information
Grant requested from Welsh Government <i>[Note: add more lines as needed]</i>	<i>Structural Works</i>	<i>£45,000</i>	<i>Quantity Surveyor Report</i>
	<i>Fit out</i>	<i>£10,000</i>	<i>Estimate</i>
	<i>Heating system improvements</i>	<i>£15,000</i>	<i>Quote from supplier</i>
	<i>Display Cases</i>	<i>£20,000</i>	<i>Quote from supplier</i>
Other sources of funding, please specify (min 10% match funding) <i>[Note: add more lines as needed]</i>	<i>Signage & Way finding</i>	<i>£5,000</i>	<i>Quote from supplier</i>
	<i>Project Management</i>	<i>£5,000</i>	<i>Calculation of staff time/costs</i>

Section 9: Where can I get help?

Contacts

All applicants are **required** to contact the relevant sector adviser in Culture Division for advice on their potential project before submitting an Expression of Interest.

Archive projects

Stacy O'Sullivan, Archives Accreditation Adviser - Stacy.O'Sullivan@gov.wales

Library projects

Juanita Foster-Jones, Libraries Adviser - Juanita.Foster-Jones@gov.wales

Bethan Lee, Senior Libraries Development Adviser – Bethan.Lee@gov.wales

Museum projects

Sara Maggs, Senior Museums Development Adviser - Sara.Maggs@gov.wales

Rachel Adams, Museums Advisor - Rachel.Adams002@gov.wales

Alternatively, contact Culture Division on 0300 062 2112 or culture@gov.wales

The [Designing Libraries website](#) is a useful source of information for prospective library service applicants. It provides examples of refurbishment and new library projects across the UK.

The Association of Independent Museums has published [Success Guide: Successfully Managing Capital Projects](#).

The National Archives provides links to a range of useful information resources on [Capital developments](#).

Listed buildings and scheduled ancient monuments

Planning Policy Wales

[Planning Policy Wales - Edition 12 \(gov.wales\)](#)

Technical Advice Note 24: The Historic Environment (2017)

[Technical advice note \(TAN\) 24: the historic environment | GOV.WALES](#)

Conservation principles

[Conservation Principles | Cadw \(gov.wales\)](#)

Setting of Historic Assets

[Setting of Historic Assets in Wales 0.pdf \(gov.wales\)](#)

Managing Change to Registered Historic Parks and Gardens

[Managing Change in World heritage Sites in Wales \(gov.wales\)](#)