

SUSTAINABLE DEVELOPMENT FUND COMMITTEE
28th June 2017

REPORT OF SDF ADMINISTRATOR

**SUBJECT:
SUSTAINABLE DEVELOPMENT FUND UPDATE REPORT**

Background

The Sustainable Development Fund (SDF) supports innovative sustainable projects that develop and test new ways of achieving a more sustainable living for current and future generations. The funding is to assist projects that focus on demonstrating practical solutions relevant to environmental, social, cultural and economic aspects of life. Pembrokeshire Coast National Park Authority (PCNPA) administers the fund to projects which may range from locally based to those applying across the National Park or a wider area. National Park Authority Members who sit on the SDF Committee are responsible for considering all applications for financial assistance in connection with the SDF and to monitor and review the scheme

Project Applications

There are four new applications for consideration:-

SDF 0368 – Marine Renewable Supply Chain Project

The Marine Renewable Supply Chain Development (MRESCD) project will help to achieve long term economic, social and environmental benefits through the development and diversification of local supply chain companies.

Funding is requested in this financial year: 2017/18.

SDF 0369 – Brynberian Community Centre

This project to refurbish Brynberian Community Centre, including the creation of a new Heritage Centre, will deliver a sustainable and fit-for-purpose social hub for the village and its surrounding area.

Funding is sought over two financial years, 2017/18 and 2018/19.

SDF 0370 – Pembrokeshire Pod Outdoors

Pembrokeshire Frame's project will involve beneficiaries in the design and development of a landscaped outside space which will be aesthetically pleasing, rich in biodiversity, include a sensory garden, a memory garden, bike racks and a solar car parking facility.

Funding is sought for this 2017/18 financial year.

SDF 0371 – Coleg y Môr – Phase 2

Sea Trust will build upon the success of their Phase 1 project to expand and diversify into ecotourism, which will complement their core conservation work, education activities and running the Sea Môr Aquarium and assist to secure long term financial sustainability.

Funding is sought over two financial years, 2017/18 and 2018/19.

SDF Financial position

£200,000 was allocated to the SDF for the 2017-18 financial year. £19,218 of unclaimed funding has been carried forward from 2016-17 to 2017-18 which means that there is a total of £219,218 of funding available to support projects this financial year. £127,261 has already been committed, which leaves £91,957 of uncommitted funding available for new projects in 2017-18. Applications received are requesting £99,429 in 2017-18 and £36,214 in 2018-19, which means that if all the projects were deemed worthy of support there would be a shortfall of £7,472 available in 2017-18. There does however remain a SDF reserve sum of almost £129,000, which could be made available if the quantity and quality of applications received to request funding in 2017-18 warranted it.

A detailed breakdown of the current financial position can be viewed in Appendix 1.

The following table gives a summary financial position for the fund:-

	2016/17 (£)	2017/18 (£)	2018/19 (£)
SDF grant	121,390	200,000	
Funding carried forward	42,385	19,218	
Total Funding available	163,775	219,218	
Little Green Grant	5,920	5,092*	
SDF committed spend	156,248	122,169	20,547
Projects for consideration		99,429	36,214
Total paid to SDF Projects	144,557		
Balance/Uncommitted	19,218	-7,472	

* LGG projects plus PAVS administration allowance at £8.45/hr

The funding requested by the four applications under consideration is summarised below:-

Application Reference	Planned 17-18 (£)	Planned 18-19 (£)	Total (£)
SDF0368	17,255	0	17,255
SDF0369	20,950	17,550	38,500
SDF0370	47,760	0	47,760
SDF0371	13,464	18,664	32,128
Total	99,429	36,214	135,643

At the end of the 2016-17 financial year the balance of £19,218 was carried forward into 2017-18. £19,044 of the £19,218 does in fact remain committed to projects that expected to claim their committed funding in 2017-18, but project delays meant that six projects under-claimed against their estimate and they will now claim the funding committed to them in the 2017-18 financial year instead. One project claimed more than its estimate due to a request for advance payment of grant money to purchase capital items at the start of the project.

The following table gives a breakdown of this information:-

SDF Ref	Project Name	Predicted spend 2016-17 £	Claimed 2016-17 £	Committed spend to carry to 2017-18
345	Firewood Kiln	5,568	1,455	4,113
348	Medieval Kiln	15,000	13,500	1,500
352	Bee Wild West Wales	7,905	6,377	1,528
354	Sustainable Shellfish Pilot	15,190	13,374	1,816
357	Compost Heat Recovery	29,929	23,305	6,624
359	Pembs Outdoor Schools	9,257	4,688	4,569
360	Naturally Connected	7,500	4,170	3,330
362	Coleg y Mor	18,531	22,967	-4,436
			Total	19,044

Project Progress

Summary detail of all projects, including Little Green Grants, is provided in Annex I. More detail on any project is available upon request.

Little Green Grant – Funding for a sustainable Pembrokeshire

The **Little Green Grant (LGG)** helps to deliver the fundamental principles of the SDF. Applicants may apply for up to £1,500 towards a project.

One application has been received and funding approved to date in 2017-18 as shown tabulated below:-

Ref	Project Title	Applicant	Decision	Funding approved 2017-18 (£)
LGG-67	Bird watching platform and walkway	Support the Boardwalk	Approved	1,500
			TOTAL	1,500

There remains £3,000 committed for allocation to LGG projects. Forthcoming application deadlines for LGG applications are 8th September 2017 and 12th January 2018.

A summary of the LGG finances is show in the table below:-

	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Committed to PAVS for LGG Projects	6,000	6,000	4,500	7,025	5,920	4,500
Committed to PAVS for Admin						592
Refund -unspent LGG				686		3,000
Money committed to approved projects	7,554	4,343	4,500	7,712	5,920	1,500
PAVS admin payment						114
Balance	-1,554	1,657	£0	0	0	3,477

SDF Committee Membership and Policy Review

The SDF Policy, the SDF Committee Terms of Reference and the SDF Grant Conditions have been reviewed and updated. Revisions made to all three documents are minor. The SDF Policy has been revised to include reference to the Welsh Government's Well-being goals and to provide clarity on the SDF Committee Advisory Member representation and role. These changes necessitated parallel changes to wording in the SDF Committee Terms of Reference. The SDF Grant Conditions have been revised to make it a condition of the grant offer that PCNPA may also monitor project achievements after the grant funding has ended, in order to assess ongoing project progress. These revisions, which were approved by the full National Park Authority Committee on 29th March 2017, are considered important to ensure that the reference documentation remains up to date and fit for purpose.

The SDF Administrator will now adhere to the procedure set out in the revised reference documentation to appoint new, or reappoint, Advisory Members to the Committee. This will take place before August 2017 when the current term of extended appointment for some Advisory Members expires. There is no change to the period of appointment so new appointments will be for a four year term as was the case previously.

The revised reference documentation is provided as follows:-

- Annex II – SDF Policy
- Annex III – SDF Committee Terms of Reference
- Annex IV – SDF Grant Conditions

SDF and LGG Leaflets

The LGG leaflet has been updated and an order placed for printing new leaflets. The SDF leaflet is currently being rewritten. Leaflets are used for publicity of the fund and handed out at events attended by the SDF Administrator, and in the case of the LGG by PAVS as well.

Royal Welsh

The SDF will be showcased at the Royal Welsh Show this July, in a partnership event with the other two Welsh National Parks and the Areas of Outstanding Natural Beauty (AONBs). The exact format has yet to be finalised but the case study that has been put forward by PCNPA is ArboCulture's project – Using Compost Heat Recovery to kiln dry firewood. Arboculture (formerly LM Tree Solutions), a small National Park based tree surgery and woodland management business has received funding towards the design and construction of an ecologically heated firewood kiln. The aim is to secure the successful sustainable diversification and expansion of a small rural enterprise while also benefitting the National Park by helping to retain money in the locality and preserve our rural communities, offer future training and employment opportunities and provide ongoing sustainable woodland management thus protecting habitats and wildlife.

One representative from the National Park Authorities' and one from the AONBs' will be selected to speak when the Minister attends the stand, which is being hosted by Powys County Council.

SDF Annual Report 2016-17

The SDF end of year 2016-17 finances are now complete so work will commence shortly on the 2016-17 Annual Report.

Date of Future SDF Committee Meetings

October 11th 2017

January 24th 2018

April 18th 2018

Appendix I

	SDF Projects	Project value	SDF funding	Intervention rate	SDF paid to date	Planned 15/16	Planned 16/17	Planned 17/18	Planned 18/19
329	eduCAT TYF Connect	115540.88	57840.88	50.06%	16634.91	0.00	0.00	0.00	
343	A stitch in Time PCNPA	51625.90	25318.25	49.04%	24140.45	23622.35	1177.80	0.00	
345	Biomass Firewood Kiln LM Tree Solutions	27720.00	11760.00	42.42%	7647.11	11760.00	5567.63	4112.89	
346	Solva Care Solva Community Council	94038.00	26788.04	28.49%	21514.38	12704.00	14084.04	0.00	
347	Off Grid Street Food Pembs Beach Food Co Ltd	10240.69	5120.69	50.00%	5120.69	5120.69	0.00	0.00	
348	Medieval Kiln Newport Memorial Hall	131150.00	15000.00	11.44%	13500.00	15000.00	15000.00	15000.00	
349	Dr Beynon's Bug Farm Phase 3 Dr Beynon's Bug Farm Ltd	132063.00	32034.00	24.26%	32034.00	32034.00	0.00	0.00	
351	Marine Energy - Education and Fisheries Pembrokeshire Coastal Forum	10286.55	4981.55	48.43%	4828.16	4981.55	0.00	0.00	
352	Bee Wild West Wales BBCT	70493.00	20824.00	29.54%	12874.13	6497.33	7905.00	6022.54	1927.33
354	Pembrokeshire Sustainable Shellfish Pilot Initiative Pembs Marine SAC	40851.35	20237.35	49.54%	14451.33	5436.02	15189.81	5786.02	
355	Strumble Tidal Flow TBG	31374.00	14775.00	47.09%	16252.50	0.00	14775.00	0.00	
356	On the Trail of Wild Honey Jordanston Mountain	22475.00	10080.00	44.85%	10080.00	10080.00	2876.00	0.00	
357	Compost Heat Recovery LM Tree Solutions	59478.84	29928.84	50.32%	23305.17	0.00	29928.84	6623.67	
358	Pembrokeshire Park Play, Our Way Clybiau Plant Cymru Kid's Clubs	10194.13	5045.76	49.50%	5045.76	0.00	5045.76	0.00	
359	Pembrokeshire Outdoor Schools PCNPA	40427.00	18637.00	46.10%	4687.60	0.00	9257.00	13949.40	
360	Naturally Connected PCNPA	15675.00	7800.00	49.76%	4170.22	0.00	7500.00	3629.78	
361	Coastal Curriculum - Marine Energy PCF	6990.25	3490.25	49.93%	3490.25	0.00	3490.25	0.00	
362	Coleg Y Mor Sea Trust	75751.50	25525.70	33.70%	22966.55	0.00	18530.75	6994.95	
364	Solva Care - Development Solva CC	74461.00	21421.00	28.77%	0.00	0.00	0.00	10710.50	10710.50
365	Slipper Limpet Hemocyanin Study Mikota Ltd	129975.56	34413.25	26.48%	0.00	0.00	0.00	16839.51	7908.98
366	Sustainable Seaweed Management Greenseas Resources Ltd	85000.00	40000.00	47.06%	0.00	0.00	0.00	40000.00	0.00
367	Well-being KWT	18830.00	6000.00	31.86%	0.00	0.00	0.00	6000.00	0.00
	TOTALS	1254641.65	437021.56		242743.21	127235.94	150327.88	122169.26	20546.81
	SDF Deferred Projects								
	Total								
	Projects for consideration					Planned 15-16	Planned 16-17	Planned 17-18	Planned 18-19
368	MRE Supply Chain PCF							17255.48	
369	Brynberian Community Centre Brynberian Community Centre							20950	17550
370	Pembs Pod Outdoors Pembs Frame							47760	
371	Coleg y Mor - Phase 2 Sea Trust							13463.5	18663.5
	Total					0.00	0.00	99,428.98	36,213.50

SDF Projects – Summary Table

Annex I

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
Completed Projects 2016-17					
343	A Stitch in Time (PCNPA)	Funding contributed towards the employment of a part time project coordinator for a pilot river catchment based project to control invasive non-native plant species in the Gwaun Valley. Survey work and mapping identified sources of Himalayan balsam, Japanese Knotweed and Rhododendron, which were treated using volunteers, landowners, PCNPA staff, partner organisations and contractors as appropriate. Treatment effectiveness was and continues to be monitored and recorded, with a reduction in the extent of the 3 target species already achieved. Work to raise awareness of and build capacity to manage key invasive plants also took place.	49,886	25,318	24,140
346	Solva Care Pilot Project (Solva Community Council)	Solva Care, a not for profit community enterprise, has completed a successful pilot that has delivered an average of 33 hours of tailored care each week to 40 people and their families. The care provided has been flexible and responsive to need, ranging from dog walking to transport and help with IT. Funding contributed to the employment of a part time coordinator who completed a series of training programmes and worked in the local community to recruit and train the volunteer team. The role included trialling the best ways of working with volunteers to deliver a bespoke programme of care to those in need in the community. Volunteers, those cared for and their families all express satisfaction at being part of the scheme, enjoying the sense of 'giving something back', of 'becoming part of the community again' and of 'working together to help each other'.	58,527	23,408	21,514

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
		Attendance at the various organised events was good and both carers and cared for expressed their enjoyment of the activities provided.			
355	Strumble Tidal Flow (Transition Bro Gwaun)	The long term goal of Transition Bro Gwaun is to achieve a community led tidal flow project and in doing so mitigate the community's impact on climate change and provide a sustainable energy source and security of supply. SDF support has contributed to getting the project off the ground and achieving the first steps towards this goal by funding the expertise required for project planning and initial project development costs. This included:- <ul style="list-style-type: none"> • Partnership and project development including engaging and informing key stakeholders • Project Management: Meetings and reporting to ensure a project structure • Business Plan development: Provision of a financial model and business concept • Seabed leasing/Environmental Impact Assessment: Linked to the business plan development • Community Consultation: important to engage and inform local and regional community individuals and organisations • Supplier liaison and technical specification • Seeking further funding to develop the project 	36,628	14,775	16,253
356	On the Trail of Wild Honey (Jordanston Mountain)	Funding contributed towards the further development of an ecologically sound business linking bee keeping and nature conservation. Also helping to build capacity in a native wild meadow seed-harvesting enterprise, previously supported by SDF. This was achieved by purchasing beehives, associated equipment, fencing to establish out-apiaries and building a timber barn to house bees equipment and seed drying racks to process harvests.	31,937	10,080	10,080
358	Pembrokeshire	By developing and designing 10 new sustainable low/no cost activities	10,194	5,046	5,046

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
	Park Play, Our Way (Clybiau Plant Cymru Kid's Clubs)	that were added to the childcare clubs' 'Nature Zone' packs, this project successfully increased awareness and understanding amongst children, young people and playworkers of the culture, wildlife, landscape and landuse in the PCNP. This was achieved in a fun way by learning through play. 25 playworkers, and 320 children from 20 clubs benefitted directed but there are potential benefits for 45,000 children and 5000 childcare workers once the activities become incorporated as good practice in over 1600 clubs across Wales.			
361	Coastal Curriculum – Marine Energy (PCF)	Building from an earlier pilot project, pupils from the county's secondary schools were made aware of innovative developments and potential opportunities associated with local enterprise and particularly marine renewable energy generation taking place in or around the Millford Haven Waterway. The aim was to ensure that future generations are better informed and therefore more able to take full advantage of potential career opportunities. This was achieved by teaching two lessons "Boats, Business and Biodiversity" to eight of the 9 secondary schools in Pembrokeshire (ninth school scheduled to take place in June 2017). Feedback from teachers and pupils reflected how well the lessons were received, demonstrating that by highlighting potential opportunities to pupils at an early stage it is possible to enthuse and engage them in the Marine Energy sector and they will then be able to tailor their own personal development to suit future industry needs.	6,990	3,490	3,490
Active Projects 2017-18					
345	Biomass Firewood Kiln (LM Tree Solutions)	SDF funding is contributing towards a firewood kiln that is integral to the sustainable expansion of a local tree surgery business. The kiln will be heated by an innovative patented compost heat recovery system that is also being part funded by SDF. The start of this project	27,720	11,760	7,647

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
		was delayed to resolve site suitability and planning permission issues but work is now progressing. The groundworks have been undertaken, the kiln purchased and insulated and underfloor heating installed. Fitting the unit heaters/ventilation remains outstanding but should take place in forthcoming weeks once the kiln is enclosed and weather proof.			
348	Newport Medieval Kiln – Conservation and Interpretation (Newport Memorial)	The community aim is to create a new cultural heritage attraction by conserving a medieval pottery kiln (15 th Century), registered as a scheduled Ancient Monument by opening it up to the public. Essential structural changes will improve environmental conditions currently threatening the fabric of the kiln. This work will also allow public access and provide a multi-purpose education resource area with interpretation of the kiln and medieval Newport. The start of this project was significantly delayed but ground work for access and work to create a Marketing, Interpretation and Education Plan is now progressing. Archaeologists have to conduct a 3d-scan of the now uncovered kiln before conservation work will begin.	131,150	15,000	13,500
352	Bee Wild West Wales (Bumblebee Conservation Trust (BBCT))	Through learning and participation this project will use fun and interactive ways to engage, promote and enable action to make PCNP a buzzing haven for bumblebees. Working with communities, BBCT will explain the importance of bees and what can be done to protect them. They will achieve this through citizen science, conservation work parties, events, an education and activity programme and a toolkit for community groups, which will help to make green spaces more bee friendly. A factsheet, identification card, leaflets ('Shrill carder bee', 'About bumblebees' and 'Gardening for bees') and six activity sheets have been produced. Mapping/survey work, events training and conservation work parties are all taking place.	70,493	20,824	12,874

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
354	Pembrokeshire Sustainable Shellfish Pilot Initiative (Pembs Marine SAC)	This project aims to demonstrate, through education, raising awareness and the introduction of a series of practical measures that it is possible to improve the sustainability of static fishing gear off the Pembrokeshire Coast and consequently reduce the negative impact that lost gear is having on the marine environment and local economy. 21 local fishermen are participating in the pilot and they are being encouraged to introduce one or more voluntary initiatives into their fishing practice to help to test ways to reduce their impact on the environment and demonstrate a proactive solution to some of the recognised issues. At the start of the project a film was made and launched to raise the profile of the initiative with other fishermen. The gear trial and monitoring is ongoing with pots going back out again after being brought in for the winter.	40,851	20,237	14,451
357	Compost Heat Recovery (LM Tree Solutions)	To enable the expansion of a National Park based tree surgery business this project will use an innovative compost heat recovery (CHR) system as an environmentally friendly source of heat for a kiln to dry firewood. Virgin timber woodchip arising from tree surgery operations will be composted in a specially constructed composting area incorporating a patented compost aeration and heat recovery system. In addition to using a renewable source of heat to heat the kiln the project will secure a sustainable local business, future training and employment opportunities and ongoing sustainable woodland management protecting habitats and wildlife. Preparatory groundwork for the heat exchange house, building the heat exchange house and system design work are complete and installation of the CHR system is in progress.	59,479	29,929	23,305
359	Pembrokeshire Outdoor Schools (PCNPA)	Funding for a part time Pembrokeshire Outdoor Schools project coordinator will contribute towards the development and delivery of a new programme of training and support for schools. This will assist them to become more effective in delivering outdoor education. The	40,427	18,637	4,688

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
		programme will focus on a wide range of cross-curricular learning opportunities, whilst also promoting a greater understanding of and empathy with PCNP and more generally, the natural world. Despite a delay in appointing the Coordinator the project is delivering training for teachers, including:- Digital competence in the outdoors, Introduction to Outdoor schools and Foundation Phase Outdoor Schools. 8 different partner organisations contributed to the training and a total of 100 teachers attended training between Jan and March 2017.			
360	Naturally Connected (PCNPA)	PCNPA will work with an ecologist to pilot a new engagement initiative with tourism business who own land in the PCNP. Specialist information on 'wildlife friendly' land management practices, wildlife value and wildlife experiences within the immediate locality will be provided to participating businesses to benefit both the environment and the businesses. Assistance will be provided to implement any recommendations for enhancement of land and buildings for wildlife. To date information packs have been written for the seven tourism businesses engaged in the pilot and biodiversity projects discussed and agreed in principle with four businesses.	15,675	7,800	4,170
362	Coleg y Mor (Sea Trust)	Funding is contributing towards the employment of a part time Project Development Officer to develop the concept of a financially viable Coleg y Mor/Marine Academy at the Ocean lab building in Goodwick. This Welsh centre of excellence will deliver education, scientific research, environmental monitoring and also be a visitor attraction housing a refurbished aquarium. Importantly the project will explore the possibilities for placing the important conservation and monitoring work currently undertaken by the Sea Trust on a more secure and sustainable footing, thus securing the delivery of much wider environmental, social and economic benefits into the future. The majority of the aquarium upgrade is now complete and proving	75,752	29,962	22,967

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
		successful. School activities continue to be delivered and a new course, part of a Porpoise Fin ID project is under development. The work undertaken is helping to attract more interns and volunteer graduates, resulting in more inquiries from schools and for accredited courses and should attract a higher number of visitors from April to September 2017.			
364	Solva Care – Development (Solva CC)	Following completion of the pilot phase this project will build upon the best practice trialled and delivered to date. It will go further by integrating the new voluntary services with services being delivered by the local Authority or private domiciliary care providers. In addition this phase will extend the service user base and provide a more preventative service. Development of a website, vetting and recommending local tradespeople and investigating a model for future financial sustainability are other new work areas being undertaken as this project progresses.	74,461	21,421	0
365	Slipper Limpet Hemocyanin Study (Mikota Ltd)	This project is a research study to investigate the extraction of hemocyanin from the invasive non-native slipper limpet and compare it against existing hemocyanins used in pharma products. Hemocyanin is a crucial protein adjuvant for vaccines and other cancer therapies. It is known that slipper limpets contain hemocyanin but not known whether it can be extracted in commercial quantities, whether it is possible to purify it in a similar way to other extracted hemocyanins, or how it compares to other products. This project will determine this and in addition develop a plan for slipper limpet extraction and handling for fishermen who catch the limpet as a by-catch. In the future this project has the potential to bring significant environmental and economic benefits to the area.	129,976	34,413	0
366	Sustainable Seaweed Management	This project focusses on the management of seaweed blooms in the Milford Haven Waterway as a way to address the issue of high nutrient levels affecting water quality. Project work will include an	85,000	40,000	0

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
	(Greenseas Resources Ltd)	options appraisal and financial model for use of seaweed as feedstock for anaerobic digestion to produce biogas and fertiliser for local use. Also a feasibility study to explore how the management and growth of seaweed could pay a role in Payment for Ecosystems Services schemes such as "Ecobank", which is being piloted locally.			
367	Well-being (KWT)	This project will increase the awareness and understanding of Welsh culture and heritage and improve access to Wellsprings (sacred springs, holy wells and medicinal spas) in the Pembrokeshire Coast National Park. The wells will be researched, investigated and surveyed to improve current records specifically around St Davids and Strumble Head. Local communities will be engaged to conserve and promote their local wells and in the longer term businesses will be encouraged to promote the tourism benefits of the wellsprings and their links to other heritage sites.	18,830	6,000	0
Little Green Grants 2016/17					
LGG-55	Bancau Y Stable creative workshops (Linda Unsworth)	Funding contributing towards improving equipment and the building from which workshops would be run to raise ecological awareness and offer sustainable alternatives to mass produced textiles. The workshops will demonstrate sustainable methods in natural dyeing using sustainably sourced plant materials found locally in the PCNP. <u>Note: This project is no longer proceeding at this point in time</u>	4,200	1,500	1,500 but repaid
LGG-57	Carew Mill Community Mural (PCNPA)	Funding will contribute towards paying an artist to work with children in the local primary school to create a mural in Carew Mill. The mural will illustrate the story of grain from seed to plate.	2,030	500	500
LGG-60	Enhance signage for Boardwalk (Support the Boardwalk)	Funding will be used to help replace the interpretation boards along the Boardwalk, place a large sign on the sea front to promote the Boardwalk to visitors to Broadhaven and to add an extra platform section to the Boardwalk to allow pond dipping. These enhancements will encourage more people to access the area by promoting the site	1,500	1,000	1,000

Ref SDF	Project	Description and Progress	Total Project Value (£)	Grant Approved (£)	Grant Paid to May 2017 (£)
		and broadening its appeal to existing users.			
LGG-63	Pembroke Dock Maritime Museum (West Wales Maritime Heritage Society)	Following a successful pilot project the society wishes to further develop the pilot into a permanent Maritime Museum, also a base for boat restoration and maintenance. Funding is required for portable display screens and additional materials to assemble displays. The aim is to inform, educate and demonstrate the history of ship and boat building. This will be achieved through interpretation but also by using, restoring and exhibiting historic craft to demonstrate the maritime heritage of West Wales.	2,076	1,500	1,500
LGG-64	Sea Litter Take Action (Amroth Community Council)	Funding would contribute towards the construction of an environmental sculpture in the shape of a fish, made of galvanised steel and filled with a variety of plastic rubbish collected from local beaches and be situated on the sea front at Amroth. The local community would be engaged in the design and development and there would also be an interpretation board to explain the impact of plastics on marine life. The over-riding aim of the project would be to influence behaviour change.	13,750	1,500	1,500 but not accepted
LGG-65	Poppit Path Group – Feasibility Study (Poppit Path Group)	Funding will contribute towards a feasibility study for a multi-user path from St Dogmaels to Poppit Sands.	21,429	1,500	1,500
LGG-66	Poetry in the Landscape (Elizabeth Stonhold)	This project will take school children into the National Park where they will learn about their heritage, draw their surroundings and develop visual descriptions into creative descriptive writing. Through drawing and literacy pupils will be reconnected with the beauty of their local landscapes.	6,210	1,420	1,420

Annex II

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

SUSTAINABLE DEVELOPMENT FUND POLICY AND GUIDANCE



INTRODUCTION

The Sustainable Development Fund (SDF) supports innovative projects that develop and test new ways of achieving a more sustainable way of life, thus improving the quality of life for current and future generations. Projects can range from locally based to those applying across the National Park or a wider area and should focus on demonstrating practical solutions to benefit our environment, society, culture and economy.

SDF Aim

Through partnership, to develop and test ways of achieving sustainable development in a countryside of great natural beauty and diversity in which the local characteristics of culture, wildlife, landscape, land use and community are conserved and enhanced.

Objectives

- To explore innovative ways of contributing as far as practicable to the Welsh Government's vision of a sustainable Wales, and of breaking down barriers that can act as obstacles to sustainability.
- To integrate sustainable development with the special qualities of the Park, and demonstrate the contribution of a strong sense of place and local identity to sustainable living.
- To build capacity in local communities and to develop and support community-based projects promoting sustainable development objectives.
- To generate greater awareness and understanding of sustainability amongst residents and visitors, and facilitate positive behaviour change.

Sustainable Development

The Welsh Government's Well-being of Future Generations (Wales) Act 2015 describes "sustainable development" as about improving the way that we can achieve our economic, social, environmental and cultural well-being. The principle of sustainable development is

defined as to “act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs”. The Act sets out seven well-being goals. SDF supported projects will contribute towards one or more of these well-being goals:-

A prosperous Wales.	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of wealth generated through securing decent work.
A resilient Wales.	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic resilience and the capacity to adapt to change (for example climate change)
A healthier Wales.	A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood
A more equal Wales.	A society that enables people to fulfil their potential no matter what their background or circumstances.
A Wales of cohesive communities.	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being and the capacity to adapt to change (for example climate change)

POLICY STATEMENT

The Pembrokeshire Coast National Park Authority (PCNPA) **recognises the important role that the scheme has in terms of** mainstreaming sustainable development, and working closely with National Park communities for a better quality of life. PCNPA is committed to operate the scheme in accordance with criteria set out in the Authority’s Grant Application Guidelines document.

THE AUTHORITY'S COMMITMENT

- The provision of dedicated staff to coordinate and facilitate delivery of the SDF scheme.

- Provide the opportunity for key external individuals to be involved in the determination of applications through an SDF Committee ('the Committee') made up of representatives of the public, business/private, and community/voluntary sectors.
- Provide the facility of allowing applicants to present their applications to the Committee.
- Allow the right of appeal to any applicant whose project is rejected by the Committee.
- Encourage community organisations, businesses, and individuals to develop sustainable projects eligible for funding.
- Provide a straightforward unbureaucratic process that positively encourages applications from businesses, individuals and small organisations.
- Provide a proportion of the main SDF grant to support a small grant scheme, with relaxed criteria (currently up to £1500), known as "Little Green Grants".
- Provide successful applicants with ongoing advice and support throughout the life of their project.
- Monitor and review all projects, and report regularly on their success or otherwise, and the general management of the fund.

PROCEDURES/COMPOSITION/TERMS OF REFERENCE OF THE SDF COMMITTEE

In order to provide an effective, efficient and fair process for determining applications, the SDF Committee will be comprised of six Members of the Authority, appointed annually by the full Authority, together with six Advisory Members who will be representatives drawn equally from the Public, Business/Private, and Voluntary/Community sectors.

The Public Sector will be represented by:

- An officer of Pembrokeshire County Council
- A representative of Natural Resources Wales

The Business/Private Sector:

- A representative of a local business organisation or enterprise or an individual with relevant business experience
- A representative of a local businesses sector

The Voluntary/Community Sector:

- A representative of the Pembrokeshire Association of Voluntary Services (PAVS)
- A member of a local community with an interest in the environment and sustainable development or a representative of an organisation working with and for local communities

Each Advisory Member will nominate an alternate to sit on the Committee if they are unable to attend and details of that alternate Member will be provided to the Authority.

The Committee will be chaired by a Member of the Authority, elected by the Authority Members of the Committee. This will happen at the first meeting following the Authority's Annual General Meeting. The Deputy Chair will also be elected by the same process. All Advisory Members of the Committee will serve for a period of four years. Representatives of the Public and Voluntary Sectors will be nominated by their respective organisations. The SDF Administrator and relevant PCNPA Officers will select the representatives of the Private and Community Sectors through interview process if necessary. (An advert for such positions will be placed on the PCNPA website and in local newspapers).

Advisory Members will contribute to the assessment and decision making process by making a recommendation to Authority Members on the Committee who are empowered to determine allocation of all SDF grant money. Advisory representatives contributing to the decision making process will not represent the interests of their organisation but input based on their personal knowledge, expertise and experience. Advisory representatives will be expected to abide by and commit to accepting the ethical basis and terms of the Authority's Code of Conduct for Members and sign a declaration to that effect.

STAFF AND BUSINESS

The administration and financial arrangements for the Committee will be undertaken by the PCNPA.

The SDF Administrator and other relevant PCNPA Officers will attend Committee meetings to present applications for funding, to report on progress of SDF and to take the minutes.

MEETINGS

To be held as and when required.

The quorum of the SDF Committee shall be no fewer than three Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

ASSESSING AND PROCESSING SDF APPLICATIONS

Applications will initially be assessed to determine whether they meet the fund objectives and eligibility criteria contained in the Authority's Grant Application Guidelines document. Every application will be subject to a criteria checklist to identify any weak areas in the project application. The Committee has the right to alter or amend the criteria checklist if deemed appropriate to them. The SDF Administrator will assess if there is scope to work on any weak areas.

The proposal will be scrutinised to check the financial information supplied and determine whether the project finances, including overhead costs, are reasonable in the opinion of the Authority. Once an application is complete and a signed copy received, it will be presented to the next SDF Committee meeting. Applicants will by lodging their application acknowledge that the information provided will be in the public domain and as such governed by the Freedom of Information Act 2000 and the Data Protection Act. Whilst every effort will be made to protect sensitive commercial information the Authority has a legal duty to comply with these Acts. At the meeting the Committee will have before it:-

Agenda

Minutes of last meeting

SDF Administrator's update report including scheme cash flow summary

Relevant application(s)

Criteria checklist (s)

Any other supporting documents that may be relevant to the meeting

Copies of the above papers must be sent out to Committee Members at least five working days before a Committee meeting date.

All applicants will be invited to attend the Committee, and to give a brief overview of their project (up to ten minutes) followed by the opportunity for the Committee to ask questions.

Either at the end of each Q&A session, or after all the applications under consideration have been discussed and following the departure of applicants, the Committee will reach its decision. Taking into account the recommendation of the Advisory Members, the Authority Members will vote to approve (with any conditions as appropriate), reject, or defer each application in turn.

The SDF Administrator will inform the applicant/s of the decision as soon as is practically possible, but no later than fourteen days after the decision has been made.

APPEALS PROCEDURE

If an application is refused the applicant may appeal against the decision.

The appeal may be based on:

- i. a claim of incorrect procedure or
- ii. a claim of an incorrect decision

Any appeal must be made in writing within seven days of the date on which the applicant is notified of the decision and sent to the Authority's Monitoring Officer. The Authority has 28 working days to determine an appeal.

An appeal on the grounds of incorrect procedure will be reviewed by the Monitoring Officer. If the Monitoring Officer considers there has been a material defect in the procedure, the applicant shall be entitled to request that the application be reconsidered by an Appeal Panel.

An appeal on the grounds of an incorrect decision on the merits of the application will be heard by an Appeal Panel.

The Appeal Panel shall consist of five Members:

- three NPA Members, and
- two Advisory Members (or duly appointed substitute Advisory Members)

All of whom were not involved in the consideration of the original application or in any part of the application.

The final decision shall be made by a vote of Authority Members of the Appeal Panel, assisted and advised by the Advisory Members of the Appeal Panel.

Annex III

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

TERMS OF REFERENCE

SUSTAINABLE DEVELOPMENT FUND COMMITTEE

The Sustainable Development Fund (SDF) Committee is responsible for considering all applications for financial assistance/support in connection with the SDF and to monitor and review the scheme.

The Sustainable Development Fund aims:

“Through partnership, to develop and test ways of achieving sustainable development in a countryside of great natural beauty and diversity, in which the local characteristics of culture, wildlife, landscape, land use and community are conserved and enhanced”.

Committee Composition

Committee membership will be comprised of six Pembrokeshire Coast National Park Authority (“Authority”) Members and six Advisory Members who will serve for a period of four years. Advisory Members will be representatives drawn equally from the Public, Business/Private and Voluntary/Community sectors. (Nominated substitute Advisory Members would only attend where a Full Advisory Member was unavailable).

Both the Chair and Deputy Chair will be elected from the six National Park Authority Members on the Committee. If the Chair is unable to be present, the Deputy Chair will preside. If neither the Chair nor the Vice-Chair is present, a Chair for that meeting shall be elected from the Authority Members present.

The SDF Administrator and other PCNPA Officers will advise and service the Committee as appropriate.

Quorum

The quorum of the SDF Committee shall be not less than three Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

Application Assessment

The Committee will consider all applications against criteria based on the scheme’s objectives as set out in the Authority’s Grant Application Guidelines document.

In considering applications, the Authority Members on the Committee shall have regard to any recommendation made to it by the Advisory Members, drawing on their specific areas of knowledge and expertise to promote a more sustainable way of living.

Decision Process

Advisory Members will contribute to the decision making process and make a recommendation to Authority Members who are empowered to decide in each case:

- (a) whether an application should be awarded grant
- (b) the level of grant to be awarded
- (c) any conditions to which a grant is to be subject

In relation to applications not awarded grant the Committee will indicate why an application is not deemed suitable for support under the Fund, they may suggest amendments to the proposal and invite re-submission of an amended application, or may place an application on a "reserve" list.

Meetings

Meetings will be held as and when required.

Appeals procedure

An aggrieved applicant may lodge an appeal in accordance with the appeals procedure as set out within the SDF policy document. The appeal may be on the grounds of:

- i) a claim of incorrect procedure, or
- ii) a claim of incorrect decision



Annex IV



SUSTAINABLE DEVELOPMENT FUND GRANT CONDITIONS

1. Definitions
(a) The Grantee means the person or organisation which has applied for Grant Assistance.
(b) The Authority means Pembrokeshire Coast National Park Authority.
(c) Grant means a grant paid out of the Sustainable Development Fund.
(d) Offer of Grant means the written Offer of Grant (so marked) and no other form of communication shall constitute a valid offer of Grant assistance.
(e) The Project means the project or part of a project in respect of which an Offer of Grant has been made. This is based on the Project Proposal Form approved by the SDF Committee.
(f) Equipment means any equipment acquired by the Grantee with the assistance of the Grant.
(g) Terms & Conditions: As stated in the Offer of Grant letter, Publicity Conditions and these Grant Conditions.
2. General conditions <i>The Grant is subject to any general conditions set for the Sustainable Development Fund by the Welsh Government.</i>

3. Offer of Grant

Offers must be accepted by the Grantee within 14 days of the written offer being made, using the enclosed acceptance form, otherwise the Offer of Grant will be deemed to have been withdrawn.

Commencement of Work/Event

Work on the project must not have commenced prior to Acceptance of the Offer of Grant being received by the Authority. In the case of Grant aid towards the holding of an event the event must not have taken place prior to the Acceptance of the Offer of Grant being sent to the Authority.

4. Completion of Project

The Project must be completed within the timetable stipulated in the Offer of Grant. The Authority may grant an extension of time where a Project has been delayed because of unforeseeable circumstances or those beyond the Applicant's control. Any extension must be sought in writing before the expiry of the timetable contained in the Grant Offer, citing reasons why the original timetable has not been maintained and giving a revised date for completion of the project.

5. Change to Project

The Grant monies shall only be applied to the agreed purpose of the Grant as defined in the Project Application Form approved by the SDF Committee. The Authority must be informed in writing of any change in the Project, its costs or estimated costs or its financing. Any change that is, in the opinion of the SDF Officer, substantial will be referred back to the SDF Committee. In the event of a change in the Project in respect of which the Authority has not given prior approval, the Authority shall not be bound to pay any monies to the Applicant in respect of the amended Project.

Any change to the approved Project will only be permissible if expressly authorised in writing by the Authority. It is stressed that an unauthorised change may render the project unacceptable and ineligible for grant assistance.

6. Assignment

The whole of the Grant shall be utilised to finance the approved Project and for no other purpose whatsoever. The Offer contained herein is for the benefit of the Grantee and the Grantee shall not be entitled to assign or transfer the benefit of the Offer of Grant in whole or in part or any of his or her rights hereunder without the express prior written consent of the Authority. In the event of a Limited Company any creation of additional shares or disposal of shares shall be notified to the Authority and the grant will cease unless express written approval is given by the Authority.

7. Further Grants

The Offer of a Grant towards a project shall not constitute a warranty that further Grants for the Project will be available for other parts or continuations of the Project.

8. Right to Inspect

Any person authorised by the Authority in writing shall have the right to inspect any part of the Project its records or financial records at any reasonable time and upon reasonable notice being given to the Grantee. The Grantee shall ensure that any person so authorised by the Authority, shall be afforded unrestricted access to the Project and any documents or electronic data appertaining to or referring to the project, for this purpose.

9. Political Restriction

The Grant shall not, whether directly or indirectly, be used or applied for any party political purpose whatsoever, or for the promotion of any particular religious, racial, ethnic or linguistic views or opinions

10. Use of Property

In the event of a Grant being paid to facilitate the use of any property including any capital assets for a specified purpose or for the acquisition of Equipment, the Grantee shall ensure that for a period of at least 3 years from the date of the first payment of the Grant the Property and/or Equipment shall only be used for the purposes specified in the Offer, unless otherwise authorised in writing by the Authority.

11. Repair and Maintenance

The Grantee shall ensure that all Capital Assets are kept in a good and proper state of repair and in working order.
The Grantee shall ensure that all relevant statutory and other legal requirements including compliance with relevant guidelines and codes of good practice are complied with.

12. Reports

Where a Grant results in the production of a report, it is acknowledged that the copyright belongs to the author, but it is an express condition of this grant that the Authority be entitled to make all reasonable use of such a report for the purposes of research and promotion and for production to its auditors, members of any scrutiny Committee of the Authority, the SDF Committee, the Authority itself and any department of the Welsh Government.

13. Monitoring

The Authority will monitor project progress during and after the end of project funding to ascertain project achievements.

To assist the Authority to monitor progress against agreed project milestones/targets and delivery of the projects aims and objectives, the Grantee is required to complete quarterly written project progress reports, pursuant to point 14 below, and a final written project report at the end of the project.

The Authority may continue to keep in contact with you at unspecified intervals after the project grant funding has ended to assess any ongoing or future project progress.

14. Payment of Grant

The Grantee shall submit quarterly claims for payment of the Grant accompanied by all financial or other information reasonably required to verify the claim and calculate the Grant, together, in the case of events, with confirmation that the event took place. If requested by the Authority any further documentary and/or corroborative evidence must be provided of any element claimed.

Quarterly claims, accompanied by written, project progress reports, must be submitted to the Authority within one month from the end of each quarter, otherwise grant allocated for that quarter (as notified to the Authority on the Cashflow form) may be withdrawn, unless alternative arrangements have been made in writing with this Authority.

The final grant instalment will be held in abeyance until a duly authorised Officer of this Authority has completed a full evaluation of your project. Furthermore, any agreed final reports connected to the project must be produced and submitted to this Authority before the final payment is released.

The Authority shall not be obliged to pay any monies to the Grantee unless the Project has been carried out and completed in accordance with the terms and conditions and in the event of a breach of any of the above conditions the Authority may withhold the whole or any proportion of the Grant until such time as such breach has been remedied.

All invoices, receipts, bank records and papers related to the project must be available for inspection at any reasonable time and upon reasonable notice being given by an officer of the Authority.

Papers relating to the project must be kept for three years from the start of the project.

All payments will be made via BACS system, which necessitates completion of the enclosed proforma.

15. Underspend

The Grantee must notify the Authority in writing immediately of any underspending of the Grant. The Authority shall be entitled to require re-payment of the whole or part of such underspend.

16. Repayment of Grant

In the event of a material breach of any of the above conditions or any misrepresentation by the Grantee in connection with the application the Grantee shall repay to the Authority within 14 days on demand the whole or such proportion of the Grant as shall be determined by the Authority. The Grantee shall immediately notify the Authority in writing of the occurrence of any of the above events.

17. Non-waiver

Any failure, omission or oversight by the Authority in exercising any right, power or privilege hereunder shall not operate as a waiver, amendment or variation of any of the terms and conditions hereof unless expressly agreed in writing by the Authority. Delay by the Authority in exercising any right, power or privilege hereunder shall not operate as a waiver amendment or variation of any of the terms and conditions hereof.

18. Sale of Capital Asset(s)

The Grantee shall not for a period of 3 years following the date of the first payment of the Grant sell or agree to sell the whole or any part of its interest in any capital assets, including Equipment, nor charge, mortgage, or part with possession of the same without the express prior written approval of the Authority. In the event of a sale or other disposal of capital assets within 5 years of the first payment of a Grant the Grantee is required to repay to the Authority (within one month of the receipt of the sale proceeds) such proportion of the sale proceeds as the Grant bears to the cost of the project.

19. Publicity

The Authority shall be entitled to make public in such a manner as the Authority may reasonably require, details of the Grant offered/paid to the Grantee hereunder for the purposes of publicity should it so require. The Grantee shall be expected to give publicity to the Authority's and the Sustainable Development Fund's contribution to the Project in any publicity given to the Project. Such disclosure at all times to be subject to the Grantee's rights under the Data Protection Act 1998 as amended and the Freedom of Information Act 2000.

20. Warrant

In accepting this Offer of Grant the signatories of the acceptance confirm that they are authorised to sign on behalf of the Grantee.

21. Equal Opportunities

The Grantee shall maintain and operate an equal opportunities policy.

22. Insurance

The Grantee shall maintain a comprehensive policy of insurance in respect of all Capital Assets including equipment and staff funded by the Grant. Such insurance shall cover loss, damage or theft of all Capital Assets and, in respect of staff funded by the Grant, personal injury or death. If the Authority so demands the Grantee shall produce evidence of such current Insurance cover.

23. Insolvency

If the Grantee is wound up or goes into liquidation (including being subject to an administration order), receivership, bankruptcy, enters into any arrangement with creditors; or is likely, in the reasonable view of the Authority, to become unable to pay any of its debts, then the Authority shall be entitled to withhold any further payments to the Grantee or to anyone acting for or on its behalf or in its name, and reclaim any part payment already paid.

24. State Aid

If applicable you are being offered assistance in line with either: Commission Regulation (EC) No 1407/2013 of 24 December 2013, Commission Regulation (EC) no 1408/2013 of 18 December 2013 or Commission Regulation (EU) No 717/2014 of 27 June 2014 on the application of Articles 107 and 108 of the Treaty to de minimis aid.

The grant is at all times subject to compliance with the above Commission Regulation and any statutory modification or reenactment thereof.

Please read & complete the de minimis aid statement



De Minimis State Aid Declaration

The De Minimis Regulation covers small amounts of aid ("de minimis" aid) within a predetermined threshold which do not count as State aid because the Commission considers that such small amounts of aid will have a negligible impact on trade and competition and are therefore exempt from the notification requirements of the EC competition rules.

The de minimis regulations relating to industry, agriculture or fisheries and aquaculture allow an undertaking to receive up to either: **€200,000, €15,000 or €30,000** in any three fiscal years, depending upon which de minimis regulation is applicable. Please note that the limits are in Euros, therefore when measuring the level of aid given, the official Commission Euro / £ exchange rate **at the time that the assistance is granted** must be used to determine the amount of aid given.

To confirm that you are able to receive this assistance you must declare the full amount of aid, from any public source, and in any format, you have already received over the last 3 fiscal years. You must declare whether or not it was de minimis aid. All aid received whether de minimis aid or exempted aid, **must be declared**.

Please provide copies of any available state aids notification letters you have received as evidence of aid received.

Note that this is a change from the requirements of previous regulations. Although unrelated aid which is approved under a block exemption or a state aid notified scheme does not normally have to be cumulated with de minimis aid, if you are seeking de minimis aid for an activity which has previously, or is currently receiving aid under a state aid notified or block exempted scheme, the value of this aid must be added to the de minimis aid currently offered by this project and the combined value of the aid be below the de minimis ceiling.

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits

- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Landfill tax
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under de minimis (as de minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was de minimis aid or about its value, check with the organisation, which provided it and if they are unable to say or there is any uncertainty then please contact us for advice.

Any de minimis aid awarded to you under this project will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, **the offer letter must be retained** and shown to any other aid awarding body who requests information from you on how much de minimis aid you have received during the three fiscal years including the year in which this award has been made.

False declarations will lead to the recovering of the value of the assistance offered with interest

Declaration

I declare that the amount of state aid received by the company/organisation over the last three years is:

Year and date aid was granted	Value of the aid	From which body or under which scheme	What activity or item was the aid given for	Was it under a notified scheme or block exemption ? (y/n)	State Aids Notification Letter provided? (y/n)

If none please state 'NONE' here:

Signed Date

Position

Must be an officer able to bind the organisation in legal agreements

Company/Organisation (full Legal Name)

.....

Please return this form together with your grant acceptance form to :-

SDF Officer,
 Pembrokeshire Coast National Park Authority, Llanion Park, Pembroke Dock, SA72 6DY.