

# Guidance for Applicants Buying Goods & Services



## Getting Quotes and Estimates

If you are applying for funding to buy equipment or goods, undertake building work etc., you'll first need to identify exactly what you want, and then get quotes from suppliers or contractors. What we need from you depends on the likely cost:

- **Goods and Services likely to cost less than £5,000:** one written quote required – screen shots are fine.
- **Goods and Services £5,000 - £20,000:** specification and three written quotes required.
- **Goods and Services £20,000+:** detailed specification and competitive tender required.

If you are in any doubt about what's needed – or (for example) there is only one supplier for the goods and services you need so you can only supply one quote - please talk to us.

## Spending Grant Money Locally

Pen y Cymoedd Wind Farm Community Fund wants to support local businesses and suppliers through its funding. We want to ensure as far as possible that funds invested in communities stay in those communities, whilst also ensuring that costs are broadly competitive and value for money can be demonstrated.

When you buy from an independent, locally owned business, your money helps to strengthen the local economy.

We welcome applications which commit to using local contractors and buying from local shops wherever possible. If you'd like to use a local supplier but they are more expensive than others elsewhere, set out the position and make a case.

## Reducing Environmental Impact

Projects should aim to have the least environmental impact – they should for example:

- avoid single use plastics wherever possible (including balloons, plastic bottles and cups etc.)
- reuse and recycle wherever possible
- consider ethical trading and Fair-Trade options

*Also see: Looking after the Planet Guidance Note*

## Purchasing a Vehicle

If the organisation or business is looking to purchase a vehicle to supplement normal activity, we would ask you to be very clear to explain what the impact on the organisation or business would be with this investment and consideration is given to how the ongoing costs to operate and maintain the vehicle can be covered. We would expect to see evidence that you can cover MOT / insurance and ongoing maintenance costs.

It is important that what we fund has longevity and impact and so we would only consider applications to purchase vehicles:

- from a reputable garage
- with a minimum of three months full warranty

We would not normally consider applications to cover the lease of vehicles.

If you are a community organisation and looking to purchase vehicles to deliver community benefit projects, we would encourage you to consider area wide travel solutions and how this asset could be utilised by the wider community as a shared facility.