

Food Skills Cymru

Food and Drink Businesses Terms and Conditions of the Programme

1. Business Eligibility

- The food and drink manufacturing or processing site must be located in Wales for a business to be eligible for funding. This can also include production and manufacturing sites where the head-quarters are registered outside of Wales
- The business site must be a unit specifically used for processing and manufacturing, retail is not supported through the programme
- The programme can only support employed individuals, but this can include part time employees
- Employees must be over the age of 16 to receive funding
- Employees living outside Wales are eligible providing their place of employment is located in Wales
- Businesses must demonstrate they are viable, looking to engage with the programme, be included in measuring success and provide information to Food Skills Cymru throughout the programme lifetime for reporting purposes
- The programme is looking to support businesses who are able to create economic impact

2. De Minimis

- Any business who wants to access the funding cannot have received more than €200,000 support from the Welsh Government within the last 3 years
- Before a business can be supported, they will need to sign a De Minimis declaration form stating that they have not exceeded the De Minimis level of support
- After receiving support through Food Skills Cymru the business will be sent a letter confirming the level of support, this must be retained by the business as evidence for future funding applications through programmes that adhere to De Minimis State Aid rules
- For more information on the De Minimis rules please follow the link <https://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

3. Level of Support Available

The level of funding available per business depends on the number of employees

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| • Micro Businesses (1 – 10 employees) | up to 80% |
| • Small and medium employers (11- 249 employees) | up to 70% |
| • Large organisations (> 250 employees) | up to 50% |

4. Food and Drink Business Innovation Growth Diagnostic – Skills Section

- The Skills Diagnostic section of the Food and Drink Business Innovation Growth Diagnostic is compulsory and must be completed before accessing the funding
- The Skills Diagnostic section will be completed with a member of the Food Skills Cymru team face to face or over the telephone

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- Once the Skills Diagnostic section is completed the business will be sent a unique training plan and a copy of the funding application form
- Completing the Skills Diagnostic section does not guarantee that a funding application will be supported by the programme
- The whole Food and Drink Business Innovation Growth Diagnostic must be completed at a later date by the business, failure to complete the Diagnostic may result in the Welsh Government recouping the funding received through the programme

5. Funding Application Process

- All funding applications submitted are scored internally and only applications that can demonstrate return on investment will be supported
- More than one funding application can be submitted within a 12 month period, subject to the funding ceiling of €200,000
- Total course costs must be over £200 for Lantra to process an application
- Everything stated in the application forms must be true and correct. Lantra should be notified of any changes in the details provided
- If appropriate, Food Skills Cymru will signpost a business to Project Helix, Cywain and other relevant projects for support
- Lantra will choose the most appropriate training provider to deliver the training for a business. Businesses cannot select which training provider to deliver the training
- The level of funding awarded is based on the value of the euro calculated at the beginning of each month
- Notification of funding outcomes are sent to businesses via email through a One Drive link
- Training providers and businesses will be notified of each others' contact details at the same time
- Businesses must receive funding approval in writing before commencing the training course
- The training provider will need to make contact with the business within 10 working days upon receiving a funding approval letter
- It is up to the training provider and the business to set a training date and to confirm any special requirements
- The business must have not received, and not intend to claim support from any other source made available by the European Communities, Welsh Government, or bodies exercising public functions within the UK in relation to the works detailed in their application form
- If a business does not complete the training within 12 months they cannot apply for funding for the same course again
- It is possible to cancel a funding application if the business can demonstrate extenuating circumstances as to why they will not complete the course within 12 months. Lantra must receive cancel requests in writing

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6. Food & Drink Businesses Commitments

- The business must pay the agreed financial contribution as set out in the funding approval letter to the training provider before the course commences
- If beneficiaries do not turn up for training courses or a business cancels within an unrealistic timescale it is up to the business to resolve any outstanding costs with the training provider
- All Food Skills Cymru beneficiary forms provided by the training provider on the training day must be completed by each individual attending a course

7. GDPR

- Lantra have programme privacy notices on all relevant documentation
- Full privacy notice is available on the website
- Lantra will only forward business details onto training providers who are successful on winning a tendering exercise
- Lantra will share statistical analysis with the Welsh Government, our contractors, which is a requirement of the reporting commitments of the programme
- Lantra will seek permission from Businesses before using any details within Comms and Marketing activities

8. Evaluation

- Lantra will be procuring a separate contract to appoint an external organisation to evaluate the Food Skills Cymru programme
- Businesses will have to consent to taking part in the evaluation process

This document is version controlled and Lantra reserve the right to update and amend this document if and when required.

The document was last updated on Thursday the 4th of April 2019

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