

Wedi ei ariannu gan
Llywodraeth y DU



Funded by
UK Government

How to respond to a Verification Sample Request

4 November 2025



Verification Sample Process

- Every claim submitted will be subject to a sample verification check.
- You will receive the sample request **AFTER** your claim has been processed.
- The request will contain a “Grant Claim Verification Sample” spreadsheet listing the items selected for sampling.
- A sample may be selected from:
 - **Expenditure transaction list**
 - **Procurement undertaken**
 - **Branding and publicity**
 - **Outputs achieved to date**
 - **Outcomes achieved to date**



Verification Sample Process

- You must complete the 'Submission Form' tab of the spreadsheet and include the spreadsheet with your evidence.
- You must respond within **10 working days** of the request.
- **DO NOT** submit your response until you have a PDF file for every item listed in the sample request.
- Only one submission should be made - once all evidence is ready and can be provided together.



Guidance

"Grant Claim Verification Sample" spreadsheet – Sampling Guidance tab

Evidence Requirements	Audit evidence required	Additional notes
Transactions - Staff Costs	<p>We require a copy of</p> <ul style="list-style-type: none">- the job adverts stating a reference to UKSPF and/or Funded by UK Government logo.- secondment Letters, with reference to UKSPF and the % or number of days allocated to the post if not 100%- staff Contract of Employment, job description, payslip,- bank statement showing transaction value- the staff structure within organisation - list Job Title and Officer Name	<p>We only require these documents for the sample chosen to verify, not all staff. Specify any formulas used in your calculations. If you have submitted these documents as part of your application, you do not need to send again but please state.</p>
Transactions - Overheads	<p>Invoices, and breakdown of calculations on sum reached if not claimed based on an agreed %</p>	<p>Specify any formulas used in your calculations.</p>
Transactions - Purchases	<p>Purchase order Invoice or receipt Payment confirmation - e.g. BACS listing, ledger or bank statement</p>	<p>Purchase order is a requirement when there is no invoice or receipt to support the transaction.</p>
Outputs & Outcomes	<p>In the first instance, we require a list of how you have reached the amount achieved. We will request a selection from this list and will require the details as listed in the 'Evidence Requirements' column of the project's approved Annex B and claim form.</p>	<p>We only require the minimum details that will provide evidence that the participant/beneficiary is eligible to receive the support e.g. ID number, Date of birth, postcode and to support the total achieved. From this list of participant/beneficiary, we will select a sample to verify the evidence required. E.g. beneficiary data forms/attendance log. Any other information may be redacted. We do not require copies of passports, drivers licence, NI numbers etc.</p>
Procurement Activity	<p>A copy of the procurement tender evaluation report/statement</p>	<p>This should include details on the procurement process followed, brief, dates, how many bids received, how the decision was reached to appoint the successful bidder.</p> <p>If not the cheapest, explanation why the supplier was appointed.</p>
Branding and Publicity	<p>Photographs of plaques and billboards, flyers, beneficiary enrolment forms, invitations, any materials produced.</p>	<p>Ensure any evidence produced clearly demonstrates acknowledgment of the UKSPF funding. The "Funded by UK Government" logo should be prominent.</p>

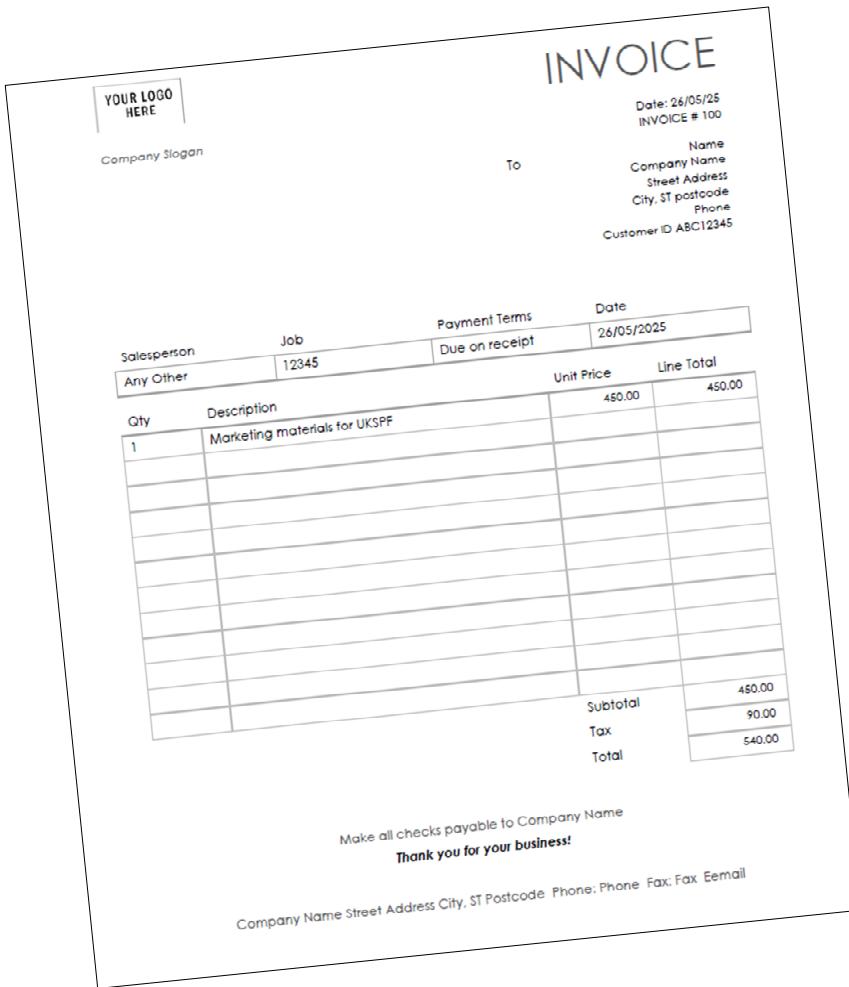
Examples of Evidence

- The following slides provide examples of suitable evidence for each of the following sample types.
 - **Expenditure transactions**
 - **Procurement activity**
 - **Branding and publicity**
 - **Outputs achieved to date**
 - **Outcomes achieved to date**



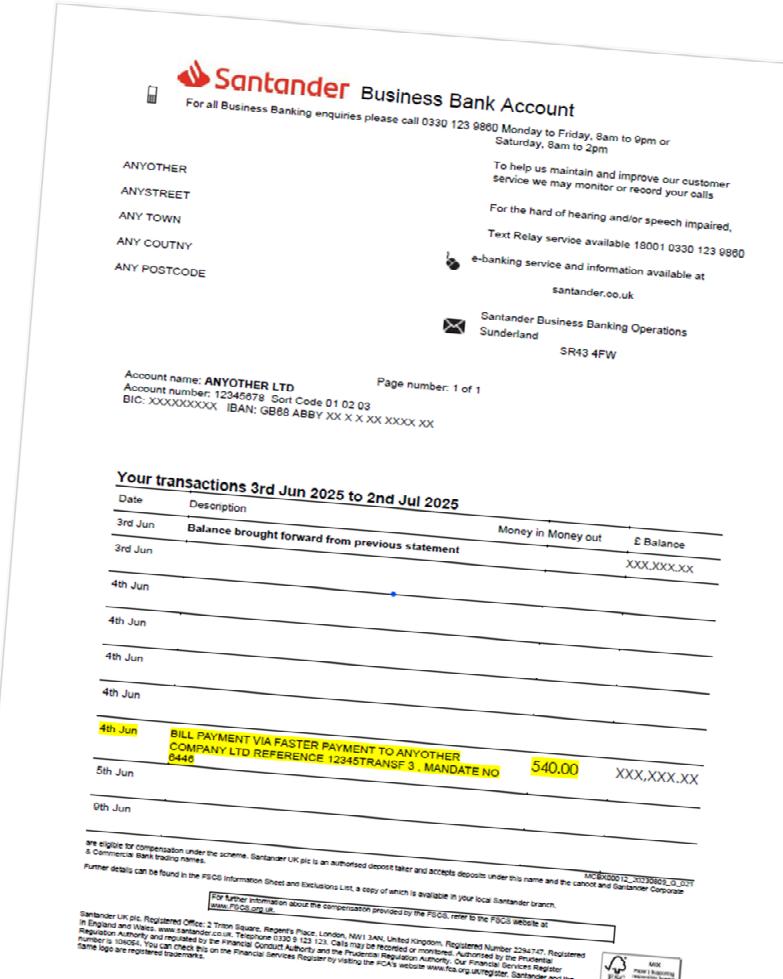
Expenditure transactions

1 – Invoice



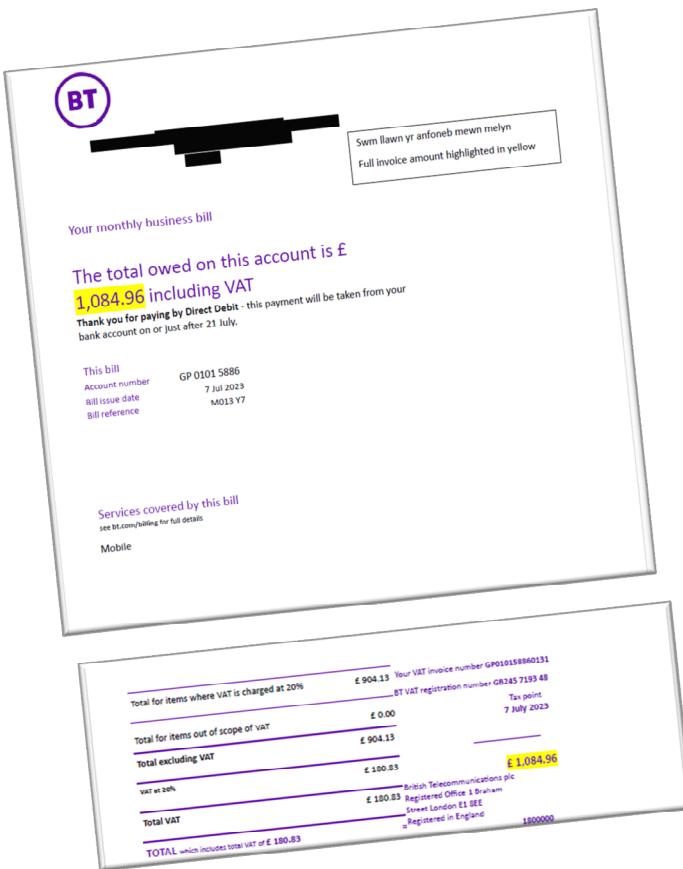
- Provide a copy of the invoice and a bank statement showing the invoice amount paid.
- The bank statement should correspond to the claim period.
- The bank statement needs to match the bank details provided at time of application

2 – Bank Statement



Expenditure transaction (partial invoice amount)

1 – Invoice (showing full amount)



2 – Calculation

If the full invoice amount is not claimed from UKSPF, provide a copy of your calculations to show how the claimed amount was reached.

Name	Mobile	Mobile	Landline	June Charge	VAT	Total	Nominal/Recharge
Officer 1	07799837046		n/a	6.87	1.37	8.24	Project 7531
Officer 2	07485920349		01248 725759	11.44	2.29	13.73	Core 7077
Officer 3	07790365504			6.87	1.37	8.24	Project 7514
Officer 4	07485920336		01248 725755	11.44	2.29	13.73	
Officer 5	07508449201			6.87	1.37	8.24	Project 7514
Officer 6	07538129887	07485923277		6.87	1.37	8.24	Project 7724
Officer 7	07485915917		01248 858401	11.44	2.29	13.73	
Officer 8				6.87	1.37	8.24	Recharge Project X
Officer 9				6.87	1.37	8.24	Recharge Project X
Officer 10				7.33	1.47	8.80	Project 6606
Officer 11				6.87	1.37	8.24	Recharge Project X

SP	07485915901	01248 858393	11.44	2.29	13.73	
RM	07538129893	07485923734		6.87	1.37	8.24 Core 7077
AJ	07917759190			7.33	1.47	8.80 Recharge project X
BO	07485915902	01248 858394	11.44	2.29	13.73	Project 7724
SJ	07917352799			6.87	1.37	8.24 Recharge Project X
DP	07538129882	07485923731		6.87	1.37	8.24 Recharge Project X
LS	07920280595			6.87	1.37	8.24 Project 7514
RO	07485920320	01248 858406	11.44	2.29	13.73	
ST				6.87	1.37	8.24 Project 7514
SM		n/a	6.87	1.37	8.24	Project 7531

904.13 180.83 1,084.96
1,084.96

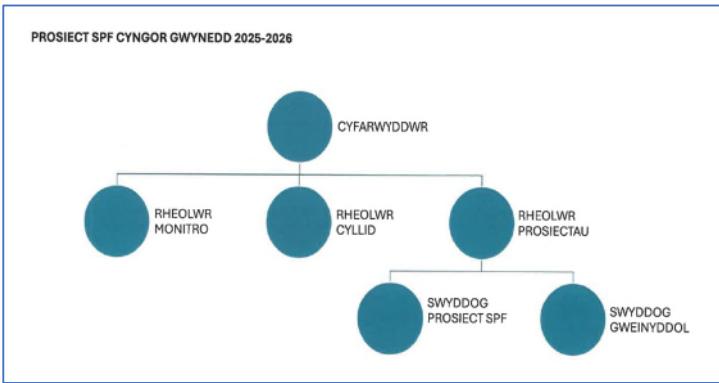
Invoice amount £1,084.96
Allocated SPF £810.40
Balance £274.56

3 – Bank Statement (showing full amount)

 Santander Business Bank Account For all Business Banking enquiries please call 0330 123 9860 Monday to Friday, 8am to 9pm or Saturday, 8am to 2pm To help us maintain and improve our customer service we may monitor or record your calls
ANYOTHER
ANYSTREET
ANY TOWN
ANY COUNTRY santander.co.uk ANY POSTCODE
For the hard of hearing and/or speech impaired, Text Relay service available 18000 0330 123 9860 e-banking service and information available at Santander Business Banking Operations Sunderland SR43 4FW
Page number: 1 of 1 Account name: ANYOTHER LTD Account number: 12345678 Sort Code 01 02 03 BIC: XX000000X IBAN: GB66 ABBY XX X XX XXXX XX
Your transactions 3rd Jul 2025 to 2nd Aug 2025
Date Description Money in Money out £ Balance
3rd Jul Balance brought forward from previous statement XXX,XXX.XX
3rd Jul
4th Jul
4th Jul
4th Jul
4th Jul
21st Jul BILL PAYMENT VIA DIRECT DEBIT TO BT COMPANY LTD REFERENCE 123456TRANSF 3, MANDATE NO 12345 1,084.96 XXX,XXX.XX

Expenditure transaction: Salary

1 – Organisation chart showing the role funded by UKSPF



2 – Job description referring to UKSPF funding the role

PEN2C **Swydd Ddisgrifiad** **Cyngor Gwynedd 03/14**

Teitl y Swydd **Cronfa Ffyniant Cyffredin: Gogledd Cymru, (swydd dros dro hyd at 31 Mawrth 2025)**

Rhif Arfani **4183** **Dyddiad y Swydd** **3MX016** **Graddiau Cyflog** **S2 (pl. 18 – 22)**

Rhif Swydd ar y sefydliad swyddi **3MX015**

Atebol i Swydd **Rheolwr Prosiectau**

Adran **Economi a Chymuned**

Gwasanaeth **Rheolaeth Adranol**

Uwod i Tim i Ardal

Lloediad **Swyddfeydd Cyngor Gwynedd, Caernarfon / cartref (gweithio hybrid)**

Parpase y Swydd

- Cefnogi darparioeth effeithlon Cronfa Ffyniant Cyffredin y DU (UKSPF) yng Ngogledd Cymru
- Helpu i datoliog buddiannau'r awdurdod arweiniol (Cyngor Gwynedd) wrth gylwynno'r haglen.
- Sicrhau bod pob ihanbarth Gogledd Cymru yn ganoleg i bopeth yr ydym yn ei wneud.

Cyfrifoldeb am Adnoddau e.e. staff, cyllid, eiffor

- Offer swyddfa fel cyfforddwr, llôn, ac ofi.

Prif Ddyletswyddau

- I gefnogi y datblygiad a gweithrediad prosesau a systemau i sicrhau bod yr UKSPF yn cael ei gylwyno'n effeithlon yng Ngogledd Cymru a fydd yn buddsodol £126.46 miliwn ar draws Ynyr Môn, Gwynedd, Conwy, Sir Ddinbych, Sir Ifan a Wrecsam erbyn mis Mawrth 2025.
- Cefnogi y datblygiad a gweithrediad prosesau a systemau i sicrhau bod yr UKSPF yn cael ei gylwyno'r haglen a gylwyniadau Llywodraeth y DU ar holl nwyddogaethau cyffredinol.
- Cefnogi datblygiad a gweithrediad prosesau a systemau effeithlon sydd eu haren ar gyfer cylwyno'r UKSPF yng Ngogledd Cymru (gan gynnwys cefnodiad, gweud penderfyniadau, dewis prosiectau, datblygiadau cyllid, howliauau, ac ofi).
- Cefnogi cylwyno'r prosesau sy'n olynol o dan y cylundeb cyfreithiol rhwng y sioedd unigol a Chyngor Gwynedd fel yr awdurdod arweiniol.
- Cydweithio gyda thithau Cyfreithiol a Chyllid Cyngor Gwynedd yn ôl yr angen i weinyddu'r UKSPF yng Ngogledd Cymru.
- Gweithio'n agos aciadau thithau UKSPF leol yn ychwanegu'r rhaglen yn llwyddiannus.

Amgylchiadau Arbenigol e.e. angen i weithio oriau anghymdeithasol, trefnadau gwaith arbenigol, a.y.y.b.

- Yn angen i weithio oriau anghymdeithasol yn unol â'r gof.

Amlinellad yn unig o ddyletswyddau'r swydd a ddangosir uchod, a hynny er mwyn rhoi syniad o'r lefel cyfrifoldeb sydd ynghywym â hi. Nid yw'r swydd ddisgrifiad hon yn fanwl gynhwysfawr, ac fe all dyletswyddau'r swydd newid o bryd i'w gilydd heb newid ei natur sylfaenol na'r lefel cyfrifoldeb.

I'w lewisi gan ddyletswydd y swydd

Llofnod Ddileddyd y Swydd	Dyddiad
---------------------------	---------

I'w lewisi gan swyddog hon gan

Llofnod y Perhaeth	Dyddiad
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Ariennir y swydd hon gan Llywodraeth y DU drwy Gronfa Ffyniant Cyffredin y DU.

3 – Letter of appointment acknowledging UKSPF

Ian Jones
Gofynnwch ari/Ask for: Mari P Jones
01286 679480
Ein Cyf / Our Ref: Llythyd: SPF
Eich Cyf / Your Ref:

Mr A N Other

Rhif Cyflog: 123456
01/04/2025

CYNGOR GWYNEDD

Annwyl Mr A N Other

Swydd: Ymestyn Hyd Cyntdeb Dros Dro

Yn unol a'r hyn sydd edi ei adrodd wrth eisoes, dyma cadarnhad ymestyniad i'ch cytundeb fe; Swyddog SPF hyd at 31/03/2026.

Nid oes unrhyw newid arall i'ch amodau a thelerau gwaith fel a'i nodir yn eich Datganiad o Fanylion Cyflogaeth dyddiedig 30/06/2025.

Mae'r swydd yn cael ei ariannu yn rhannol gan Llywodraeth y DU drwy Gronfa Ffyniant Cyffredin y DU.

Hoffwn fantaisio ar y cyfe i ddymuno'n dda i chi yn eich swydd newydd.

Yn gywir
Ariannu
Mari P Jones
Rheolwr Gwasanaeth Cefnogol

Swyddfa'r Cyngor
Caernarfon
Gwynedd, LL55 1SH
01766 771000
www.devhood.llw.cymru

4 – Payroll showing amount claimed from UKSPP

Time	13:31:23	Employer Costs - History					
Process Date From : 01/04/2025			Process Date To : 31/05/2025				
Ref.	Employee Name	Gross Pay		Gross Pay		Employer Pension*	Total
		Date Pre-	Post-	Employer Sacrifice	Sacrifice		
337	A N Other	30/04/2025	2,554.29	2,554.29	320.59	561.94	3,436.62
		31/05/2025	2,840.62	2,840.62	357.59	616.21	3,814.42
		Employee Total:		£5,394.91	£5,394.91	£678.18	£1,178.15
		Grand Total:		£5,394.91	£5,394.91	£678.18	£1,178.15

5 – Employee Payslip

Ref	Employee Name	Process Date	N.I. Number																																			
	MR A N OTHER	30/04/2025																																				
Payments		Units	Rate	Amount	Deductions	Amount																																
Salary		1.00	2554.2867	2554.29	PAYE Tax	268.00																																
					National Insurance	120.50																																
					Pension	166.03																																
Holidays: Taken: 0.00		Remaining: 0.00																																				
			<table> <thead> <tr> <th colspan="2">This Period</th></tr> </thead> <tbody> <tr> <td>Total Gross Pay</td><td>2554.29</td></tr> <tr> <td>Gross for Tax</td><td>2388.26</td></tr> <tr> <td>Earnings for NI</td><td>2554.29</td></tr> <tr> <td>Payment Period</td><td>Monthly</td></tr> <tr> <td>Employer NI</td><td>320.59</td></tr> <tr> <td>Er Pension</td><td>561.94</td></tr> </tbody> </table>		This Period		Total Gross Pay	2554.29	Gross for Tax	2388.26	Earnings for NI	2554.29	Payment Period	Monthly	Employer NI	320.59	Er Pension	561.94	<table> <thead> <tr> <th colspan="2">Year To date</th></tr> </thead> <tbody> <tr> <td>Total Gross Pay TD</td><td>2554.29</td></tr> <tr> <td>Gross for Tax TD</td><td>2388.26</td></tr> <tr> <td>Tax Paid TD</td><td>268.00</td></tr> <tr> <td>Earnings for NI TD</td><td>2554.29</td></tr> <tr> <td>National Insurance TD</td><td>120.50</td></tr> <tr> <td>Ee Pension TD</td><td>166.03</td></tr> <tr> <td>Employer NI TD</td><td>320.59</td></tr> <tr> <td>Er Pension TD</td><td>561.94</td></tr> </tbody> </table>		Year To date		Total Gross Pay TD	2554.29	Gross for Tax TD	2388.26	Tax Paid TD	268.00	Earnings for NI TD	2554.29	National Insurance TD	120.50	Ee Pension TD	166.03	Employer NI TD	320.59	Er Pension TD	561.94
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Employer NI TD	320.59																																					
Er Pension TD	561.94																																					
CYNGOR GWYNEDD			Tax Code: C1257 Dept:102 Tax Period: 1 Payment Method: BACS		Net Pay	1999.76																																

6 – Batch and/or Bank Statement

ACH Credits

You have authorised this payment

The status for payment 90012785QFO1 is: Forward dated instruction received by bank

Pay from

CYNGOR GWYNEDD

GB GBHRFBCA403014-11187457 GBP

90012785QFO1

ACH Credits

GBP 55,614.38

Fr 25 Apr 2025

MTH 1

25

Instruction reference number

Transaction type

Batch amount

Value date

Your batch reference

Total entries

Transactions

Entry

Beneficiary name

Sort code

Account number

Payment details

Payment advice

Amount (GBP)

17

Mr A N OTHER

538102

17826543

Payroll Posting

1,999.76

- The same Net Pay amount should appear on the bank statement and payslip.
- However, if payment is made via batch then the Net Pay value should appear in the batch statement and the batch value appear in the bank statement.

All evaluation scores are contained within the scoring folder held in the tender file on SharePoint.

Each evaluator scored each Tender independently and then met on the 24th of February to discuss scores awarded. Each evaluator was happy that there was consistency within the scores provided. An average score was developed from both scores.

VB ensured all scores were correct.

Daily Rate		Score	Score for Price	GB Scores	CM Scores	Total	Average
Tender Applicant							
BIDDER 1		8	21	702	690	1392	696
BIDDER 2		5	21	677	690	1367	683.5
BIDDER 3		13	19	653	666	1319	659.5
BIDDER 4		3	23	626	664	1290	645
BIDDER 5		15	19	628	653	1281	640.5
BIDDER 6		7	21	627	615	1242	621
BIDDER 7		17	17	629	604	1233	616.5
BIDDER 8		6	21	615	615	1230	615
BIDDER 9		14	19	561	541	1102	551
BIDDER 10		10	19	566	516	1082	541
BIDDER 11		1	25	538	538	1076	538
BIDDER 12		16	17	529	492	1021	510.5
BIDDER 13		12	19	516	503	1019	509.5
Bidder 14		7	21	502	502	1004	502
BIDDER 15		9	19	478	503	981	490.5
BIDDER 16		4	21	427	390	817	408.5
BIDDER 17		2	23	414	389	803	401.5
BIDDER 18		11	19	378	403	781	390.5

6 organisations with the highest average score were appointed to the Framework. Successful and unsuccessful e-mails were sent out on the 25th and 26th of February.

The Framework commenced on the 1st of April 2025.

Procurement Activity

- Tender Evaluation Statements are acceptable for procurement activity between the UKSPF thresholds of £2,500-£25,000. This should include information on the 3 quotes and scoring details. If the cheapest quote has not been chosen, then an explanation is required.
- Tender Evaluation Reports should be made available if a full tender process was undertaken.
- You must retain all documents to support any procurement activity carried out for UKSPF purposes.

Outputs claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

Example Evidence Requirements for OP03: Amount of Public Realm Created or Improved (in m²) =

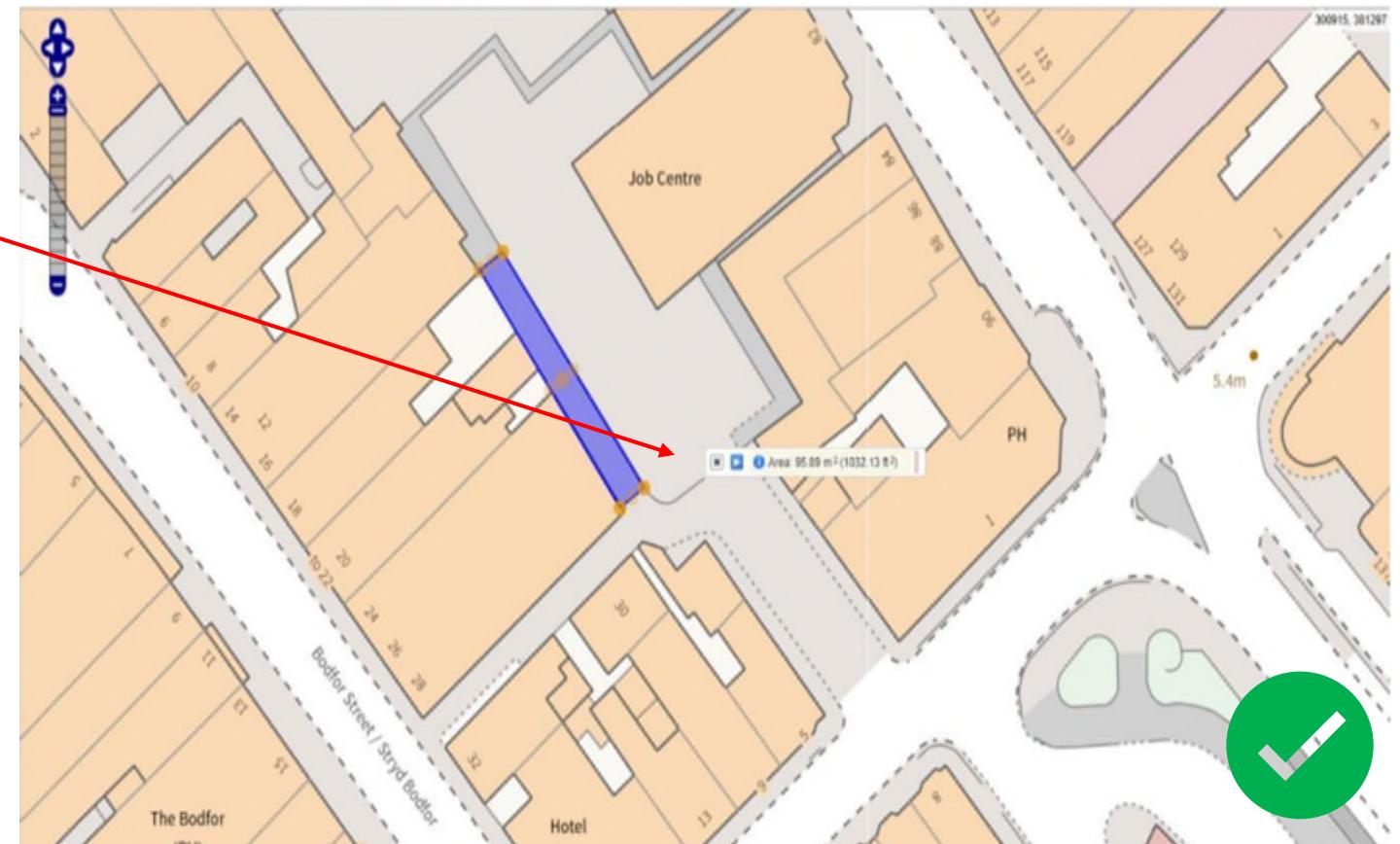
- Location (including coordinates);
- Square metres created or improved.
- Specify if 'created' or 'improved';
- Before and after photographs of the building or space.



Before and after photographs showing improvement.



Location: This map alone was unacceptable because not all of the shaded area was included in the works.



Outputs claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

1 – List of enterprises

Example Evidence Requirements for OP10 - Number of enterprises receiving non-financial support =

- Enterprise Name;
- Enterprise Address (including postcode);
- Description of type of support provided.

From this list a sample would then be selected and the information listed on the right would need to be submitted.

Outputs claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

2 – The Evidence here has been accepted for OP025 – Number of Organisations receiving Grants.

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APPLICATION FORM FOR NON-FINANCIAL SUPPORT

Business Name: T J Hughes a'i Fab

Address of Registered Office: [REDACTED]

Company Registration Number: [REDACTED]

Type of Enterprise, tick to indicate which case(s) applies to the applicant enterprise (see notes attached for guidance)

Autonomous enterprise
 Partner enterprise
 Linked enterprise (if stated in governing documents)

In order to confirm the category of your enterprise please complete the following:

Headcount (FTE)	Annual Turnover	Balance Sheet Total
5	280933	243588

All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply must be derived from a reliable estimate made in the course of the financial year.

Compared to the previous accounting period is there a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-size or big enterprise)?

No
 Yes

10/08/2025

Mr T J Hughes
any address
Any town
Any County

Dear Mr T J Hughes,

Cyngor Gwynedd Business Support Approval

Further to your application I can confirm that Gwynedd Business Support has agreed to provide you with 4 hours of support in applying for business grants.

The value of this support is £850. This support is being provided under the Minimal Funding Assistance (MFA) provisions of the UK Subsidy Control Act 2022. Under the terms of the regulation, you are required to keep this record for a minimum of 10 years following support.

Llywodraeth y DU  UK Government

Support Requested

Advice on which grants are available for me to apply for my business. Support in completing grant application forms

UK Subsidy Control Act 2022

The support and advice provided under Gwynedd Business Support for Social Enterprises constitutes Minimal Financial Assistance (MFA) as specified in section 36(1) of the Subsidy Control Act (2022). Before providing any support or advice, we require written confirmation that receipt of this support will not exceed your MFA threshold of £315,000 cumulated over this and the previous two financial years. This means you must confirm that you have not received more than £315,000 in MFA subsidies or comparable types of subsidies (EU State Aid de minimis or Small Amounts of Financial Assistance (awarded after Dec 31st 2020)) cumulated over this and the previous two financial years.

To confirm this, please provide details of MFA, EU De Minimis or SAFA aid received (either in cash or in kind) cumulated over this and the previous two financial years. *If no support received input zero

Date	Type of support e.g. training, business advice, grant funding	*Amount (Gross)
10/08/2023	Consultant support to provide a business plan	£1,500

We take this opportunity to remind you that you are required to keep a written record of the amount of MFA you have received and the date/s when it was received. The written record must be kept for at least **three years beginning** with the date on which the MFA was given. This will enable you to respond to future requests from public authorities on how much MFA you have received and whether you have reached the cumulative threshold.

UK State Aid Confirmation Statement

I understand that the support and advice I have applied for as part of the project will be MFA under section 36(1) of the Subsidy Control Act (2022). I further understand that any breach of the UK State Aid Regulations could lead to me being required to repay some or all the aid I have received as part of this programme together with interest.

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Feedback Form (attach letter confirming support)

Did you receive the support as stated within the offer letter? Including the stated number of hours of support?	If not, why not?	Comments
		Yes – was signposted to the different grant opportunities for my enterprise and received support in complete a grant application.
Was the support provided in the language of your choice?	If not, why not	Yes
How has the support impacted on your enterprise?	Provide as much details as possible	I was informed of the various grants available for my enterprise, and given support in completing a grant application. I have been successful in receiving a grant to improve access to my Building which has led to receiving more customers.

Signed: T J Hughes

Date: 30/10/25

- A copy of the application for non-Financial Support
- Letter to organisation confirming support approval and type of support provided.
- Feedback form completed by organisation confirming support received.
- This also shows evidence of how any previous MFA Subsidy has been checked and provided under this grant.

Chwioredd Massey			
Surname	Postcode	Method to reach	Activity
Jones	LL58	Advertising on social media/flyers in schools and community halls	To view and learn of the Massey Sisters collection of the botany of the island
Williams	LL58		
Morgan	LL60		
Owen	LL61		
Evans	LL78		
Williams	LL77		
Hughes	LL77		
Jones	LL77		
Jones	LL72		
Edwards	LL71		

Outputs claimed

These lists are examples of the evidence we would require to support OP17-Number of People Reached

- Surname;
- First part of postcode;
- method and measurement used for reaching people.

From this list a sample would be selected and the evidence on how they were reached and the support provided would need to be submitted.

Sioe Bobl Bach			
Surname	Postcode	Method to reach	Activity
Edwards	LL60	Advertising on social media/flyers in schools and community halls	Bilingual show for early years children and their families on reading Mali and the Sea by Tamar Williams
Hughes	LL61		
Williams	LL68		
Morgan	LL72		
Morgan	LL73		
Jones	LL73		
Jones	LL73		
Edwards	LL73		
Edwards	LL77		

Stori a Chan Corn Hir			
Surname	Postcode	Method to reach	Activity
Hughes	LL65	Advertising on social media/flyers in schools and community halls.	Welsh Language story and rhymetime
Hughes	LL65		
Williams	LL69		
Williams	LL69		
Williams	LI69		
Davies	LL71		
Davies	LL71		
Davies	LL71		

Outputs claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

Example Evidence Requirements for OP18- Number of People receiving support to gain employment =

- Surname;
- First part of postcode;
- Type of support.

From this list a sample would be selected and the information listed under column G of the Evidence Requirements document should be submitted.

Remember! People must be aged 16 years and over for both OP18 and OP19.

1 – List of people receiving support

OP18 - Number of people receiving support to gain employment in Gwynedd and Anglesey

Local Authority	Postcode	Project ID	Surname	Participant engaged in job searching?	Responded to 9 protected characteristics
Gwynedd	LL23	1G	Jones	Yes	Yes
Gwynedd	LL38	2G	Owen	Yes	Yes
Gwynedd	LL39	3G	Williams	Yes	Yes
Gwynedd	LL55	4G	Morgan	Yes	Yes
Gwynedd	LL55	5G	Jones	Yes	Yes
Gwynedd	LL55	6G	Parry	Yes	Yes
Gwynedd	LL57	7G	Roberts	Yes	Yes
Gwynedd	LL54	8G	Evans	Yes	Yes
Gwynedd	LL49	9G	Hughes	Yes	Yes
Gwynedd	LL49	10G	Huws	Yes	YES
Gwynedd	LL49	11G	Lloyd-Williams	Yes	NO
Gwynedd	LL55	12G	Parry	Yes	Yes
Gwynedd	LL55	13G	Jones	Yes	Yes
Gwynedd	LL47	14G	Roberts	Yes	Yes
Anglesey	LL58	1A	Owains	Yes	Yes
Anglesey	LL58	2A	Gibbard	Yes	Yes
Anglesey	LL60	3A	Jones	Yes	Yes
Anglesey	LL61	4A	Williams	Yes	NO
Anglesey	LL78	5A	Hughes	Yes	NO
Anglesey	LL77	6A	Morgan	Yes	NO
Anglesey	LL77	7A	Edwards	Yes	Yes
Anglesey	LL77	8A	Edwards	Yes	Yes
Anglesey	LL72	9A	Rogers	Yes	Yes
Anglesey	LL71	10A	Riley	Yes	NO
Anglesey	LL70	11A	Selby	Yes	Yes
Anglesey	LL69	12A	Hobson	Yes	Yes

OP19 - Number of people receiving support to sustain employment

Local Authority	Postcode	Project ID	Date of birth	Type of support given	Surname	Retained Employment
Anglesey	LL58	OP1A	26/03/1971	Counselling	Roberts	Yes
Anglesey	LL59	OP2A	25/05/1961	Basic skills	Williams	Yes
Anglesey	LL58	OP3A	23/07/2005	Maths skills	Evans	Yes
Anglesey	LL59	OP4A	07/05/1965	Counselling	Morgan	Yes
Anglesey	LL65	OP5A	30/03/2000	Mental Health and Wellbeing	Walker	Yes
Anglesey	LL65	OP6A	15/12/1968	Basic skills	Rogers	Yes
Anglesey	LL69	OP7A	22/09/2005	Counselling	Hughes	Yes
Anglesey	LL69	OP8A	19/11/1998	Mental Health and Wellbeing	Williams	Yes
Anglesey	LL71	OP9A	04/08/2005	Mental Health and Wellbeing	Jones	Yes
Anglesey	LL71	OP10A	30/03/1993	Basic skills	Jones	Yes
Gwynedd	LL54	OP1G	27/04/2011	Basic skills	Smith	No
Gwynedd	LL54	OP2G	25/10/1999	Basic skills	Griffiths	Yes
Gwynedd	LL54	OP3G	03/08/1975	Mental Health and Wellbeing	Evans	Yes
Gwynedd	LL41	OP4G	12/07/1987	Counselling	Owen	Yes
Gwynedd	LL41	OP5G	29/06/1985	Counselling	Davies	Yes
Gwynedd	LL43	OP6G	30/04/1988	Spelling	Parry	Yes
Gwynedd	LL43	OP7G	11/09/1999	Maths skills	Parry	No

Outputs claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

Example Evidence Requirements for OP23- Number of households receiving support =

- Address of household (including postcode);
- Type of support.

From this list a sample would be requested and the information listed on the right should be submitted.

1 – List of households

OP23 - Number of households receiving support

Local Author	Project ID	Postcode	Type of support	Responded to 9 protected characteristics	Sample requested from list
Anglesey	OP232A	LL58	Help with energy bills	yes	Registration form providing details of support, include name, address and postcode. If financial support provided, copies of documentation.
Anglesey	OP233A	LL58	Help with energy bills	yes	
Anglesey	OP234A	LL58	Help with energy bills	yes	
Anglesey	OP235A	LL65	Help with energy bills	yes	
Anglesey	OP236A	LL65	Benefits and grants	yes	
Anglesey	OP237A	LL65	Benefits and grants	yes	
Gwynedd	OP231G	LL55	Benefits and grants	yes	
Gwynedd	OP232G	LL55	Benefits and grants	yes	
Gwynedd	OP233G	LL55	Help with energy bills	yes	
Gwynedd	OP234G	LL56	Help with energy bills	yes	
Gwynedd	OP235G	LL56	Help with energy bills	yes	
Gwynedd	OP236G	LL56	Help with energy bills	No	
Gwynedd	OP237G	LL56	Help with energy bills	yes	

1 – Written statement

Outcomes claimed

OC02 – Increased use of cycleways or footpaths

Anyother Footpath, My Town, LL55 1SH

350 meters of Footpath improved.



Counters placed at footpath entry June 2024 and the figure for the period 01/07/2024 – 30/09/2024 showed 358 number of users.

Counter reading on 02/10/25 for the period 01/07/2025 – 30/09/2024 showed 528 number of users.

Increase in the number of footpath users for this quarter **170**.

Signed:

S Williams Head of Pathways Dept.

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

Example Evidence Requirements for OC02- Increased use of cycleways or footpaths =

- Address of cycleways or pathways (including postcode);
- Baseline figures before work completed;
- Before and after photographs of cycleway or pathway created or improved

Outcomes claimed

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

Example Evidence Requirements for OC04- Increased number of Users =

- Address of facilities/amenities
- Baseline figures before support provided
- Information to support figures reported.

In this example the evidence for Segontium Roman Fort a baseline figure is not available. They are therefore unable to show an increase and the number of users cannot be claimed.

However, for OC05- Increase visitor numbers newly established venues without a baseline, that are created during the reporting period can be included. The written statement provided would need to clarify the position.

1 – Written statement

OC04 – Increased number of Users

Lloyd George Museum, Llanystumdwy LL52 0SH

Admission Numbers July 2024	Admission Number July 2025	Increase in numbers	How data was recorded
560	695	135	Admission tickets

Anglesey Transport Museum, Llanfair PG LL61 6TN

Admission Numbers August 2024	Admission Number August 2025	Increase in numbers	How data was recorded
264	329	65	Registration form on entry

Segontium Roman Fort Caernarfon LL55 2LN

Admission Numbers June 2025	Admission Number June 2025	Increase in numbers	How data was recorded
	92	92	Counters

No baseline figures available therefore unable to show an increase in numbers

1 – Statement from Lloyd George Museum Chairman as follows:

Thank you for the support in promoting the new display at Lloyd George Museum. I can confirm that due to the promotion we received an additional 135 in numbers compared to last year. We have the admission ticket numbers to support the figure.

Signed: D Jones

2 – Further to promoting the August open day, I can confirm that there was an increase of 65 attendees this year compared to last year. These have been recorded via the registration entry forms. We also have photos of the event.

Signed: Corporal N Parry

3 – Admission numbers for June 25 was 92, and the data collected from the counter at the entrance to the Building.

Signed: P Hughes

Outcomes claimed

Example Evidence Requirements for OC05- Increased visitor numbers =

- Address of facilities/amenities
- Baseline figures before support provided

- Refer to the 'Output and Outcomes List and Evidence Requirements' document on the SPF North Wales website.

1 – Written statement

OC05 - INCREASE IN VISITOR NUMBERS

2022-2023 previous year data before SPF funded activity	2022											2023											Total	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Number of people attending visitor centre	2263	2028	1314	2834	3556	3060	3602	1330	835	2112	3987	1269												28190
From Oct 23 to Feb 2025: SPF timeframe													2023											
Number of people attending visitor centre	1473	1777	1801	1718	3342	2602	3015	1759	950	1329	4523	1579												25868
Difference compared to same month prior to SPF funding	-790	-251	487	-1116	-214	-458	-587	429	115	-783	536	310												-2322
	increase in visitor numbers 1877																							



The statement above is unacceptable. The numbers show that there is not an overall increase in visitor numbers. The baseline of the previous time period should be used and not only the months showing an increase be counted.

CORRECT VERSION SHOWING AN INCREASE IN VISITOR NUMBERS

2022-2023 previous year data before SPF funded activity	2022											2023											Total	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Number of people attending visitor centre	2263	2028	1314	2834	3556	3060	3602	1330	835	2112	3987	1269												28190
From Oct 23 to Feb 2025: SPF timeframe													2023											
Number of people attending visitor centre	2350	2001	1801	2900	3560	3075	3700	1759	950	2500	5000	3500												33096
Difference compared to same month prior to SPF funding	87	-27	487	1800	3350	2800	3025	429	115	388	1013	2231												15698



This statement is acceptable. The numbers show the overall increase in visitor numbers compared to the baseline of the previous time period.