

ATISN 21970 - Redacted email documents

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Doc 1

From: [Welsh Government Official 1]
Sent: Tuesday, August 1, 2023 10:26 AM
To: [Ceredigion Official 1]
Cc: [Ceredigion Official 2]; Culture Division / Adran Diwylliant <Culture@gov.wales>
Subject: RE: Rhaglen Grant Cyfalaf Trawsnewid 2024/25 / Transformation Capital Grant Programme 2024/25

Hi [Ceredigion Official 1]

Thank you for your query. We have a number of webinars scheduled to discuss the process. I've just sent out the email with details of these – the first one is one the 14 August which is after your manager returns from annual leave. Can I suggest that you attend one of these first, and then following that we can arrange a meeting should you require further advice.

Cofion cynnes

[Welsh Government Official 1]

From: [Ceredigion Official 1]
Sent: Friday, July 28, 2023 3:54 PM
To: [Welsh Government Official 1]
Cc: [Ceredigion Official 2]
Subject: RE: Rhaglen Grant Cyfalaf Trawsnewid 2024/25 / Transformation Capital Grant Programme 2024/25

1. Hi [Welsh Government Official 1], I have a new boss, who would like to meet up and discuss the process, would it be possible to have a remote meeting to discuss it, with whomever it concerns. He's on leave until the 11th of August, so sometime after that. His name is [Ceredigion Official 2], I've copied him in.

Kind regards

[Ceredigion Official 1]

From: [Welsh Government Official 1],
Sent: 28 July 2023 15:50
To: [Welsh Government Official 1],

Subject: Rhaglen Grant Cyfalaf Trawsnewid 2024/25 / Transformation Capital Grant Programme 2024/25

Neges ddwyieithog yw hon - Gweler isod ar gyfer y fersiwn Saesneg.

This is a bilingual message - Please see below for English version.

Rhaglen Grant Cyfalaf Trawsnewid 2024/25

Mae Llywodraeth Cymru, drwy Adran Diwylliant, yn gwahodd datganiadau o ddiddordeb ar gyfer ei rhaglen grant cyfalaf Trawsnewid 2024/25 ar gyfer amgueddfeydd, archifau a llyfrgelloedd. Bydd y grantiau hyn yn galluogi sefydliadau llwyddiannus i drawsnewid darpariaeth gwasanaeth i gynnig cyfleusterau a gwasanaethau cynaliadwy, modern a deniadol mewn amgueddfeydd, archifau a llyfrgelloedd lleol ledled Cymru.

Bydd y cynllun grant yn gweithredu fel proses dau gam; y cam cyntaf yw cyflwyno datganiad o ddiddordeb (DD). Bydd angen i ymgeiswyr llwyddiannus yn y cam hwn ddatblygu a chyflwyno cais llawn yn yr ail gam. Bydd y ddau gam yn gystadleuol, ac yn amodol ar gadarnhad cyllidebau Llywodraeth Cymru. Nid yw DD llwyddiannus yn sicrhau arian yng Ngham 2.

Mae gwybodaeth am y cynllun a'r ffurflen ymgeisio ar gael ar ein wefan:

Grant cyfalaf ar gyfer amgueddfeydd, archifau, llyfrgelloedd (2024 i 2025): canllawiau ar gyfer ymgeiswyr

<https://www.llyw.cymru/grant-cyfalaf-ar-gyfer-amgueddfeydd-archifau-llyfrgelloedd-2024-i-2025-canllawiau-ar-gyfer>

Grant cyfalaf ar gyfer amgueddfeydd, archifau, llyfrgelloedd (2024 i 2025): ffurflen gais

<https://www.llyw.cymru/grant-cyfalaf-ar-gyfer-amgueddfeydd-archifau-llyfrgelloedd-2024-i-2025-ffurflen-gais>

Dyddiad cau ar gyfer cyflwyno DD: Erbyn 5pm 22 Medi 2023. Rydym yn hapus i dderbyn ceisiadau trwy e-bost at diwylliant@llyw.cymru

Os oes unrhyw gwestiynau gennych, anfonwch e-bost at diwylliant@llyw.cymru

Transformation Capital Grant Programme 2024/25

The Welsh Government, through its Culture Division, is inviting Expressions of Interest for its 2024/25 Transformation Capital Grant Programme for museums, archives and libraries. These grants will enable successful organisations to transform service

delivery to offer sustainable, modern, attractive facilities and services in local museums, archives and libraries across Wales.

The grant scheme will operate as a two-stage process; the first stage of which is submission of an Expression of Interest (EOI). Successful applicants at this stage will be asked to develop and submit a full second stage application. Both stages will be competitive, and subject to confirmation of Welsh Government budgets. A successful EOI does not guarantee funding at stage 2.

Information about the grant scheme and how to apply is available on our website:

Transformation capital grant for museums, archives, libraries (2024 to 2025): guidance for applicants

<https://www.gov.wales/transformation-capital-grant-museums-archives-libraries-2024-2025-guidance-applicants>

Transformation capital grant for museums, archives, libraries (2024 to 2025): application form

<https://www.gov.wales/transformation-capital-grant-museums-archives-libraries-2024-2025-application-form>

Deadline for submission for EOIs: 5pm on 22nd September 2023. We are happy to accept applications by e-mail to culture@gov.wales

If you have any queries please e-mail culture@gov.wales

[Welsh Government Official 1],

Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein [hysbysiad preifatrwydd](#) yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. On leaving the Welsh Government this email was scanned for all known viruses. The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our [Privacy Notice](#) explains how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

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Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ateb Saesneg i bob gohebiaeth Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Ymwadiad:

Er y cymerir pob gofal posib i sicrhau cywirdeb unrhyw wybodaeth a chyingor a roddir yn yr ohebiaeth hon, ni dderbynnir atebolrwydd am unrhyw golledion a all godi o unrhyw gamgymeriadau sy'n gynwysedig ac fe'ch atgoffir o'r angen i chi ofyn am gyngor proffesiynol eich hun.

Bwriedir y neges ebost hon, ac unrhyw atodiadau iddi, at sylw'r person(au) y'i danfonwyd atynt yn unig. Os nad chi yw'r derbynnydd y cyfeiriwyd y neges hon ato ef neu hi, neu'r person sydd gyfrifol am drosglwyddo'r neges hon iddo ef neu hi, mi ddylech hysbysu'r anfonwr ar eich union. Oni bai mai chi yw'r person neu gynrychiolydd y person y cyfeiriwyd y neges hon at ef neu hi nid ydych wedi eich awdurdodi i, ac ni ddylech chi, ddarllen, copio, dosbarthu, defnyddio na chadw'r neges hon nac unrhyw gyfran ohoni.

O dan GDPR y DU, Deddf Diogelu Data 2018, a Deddf Rhyddid Gwybodaeth 2000, gellir datgelu cynnwys yr e-bost hwn.

We welcome correspondence in Welsh and English. Correspondence received in Welsh will be answered in Welsh and correspondence in English will be answered in English. Corresponding in Welsh will not involve any delay.

Disclaimer:

While reasonable care is taken to ensure the correctness of any information and advice given in this correspondence no liability is accepted for losses arising from any errors contained in it and you are reminded of the need to obtain your own professional advice.

The information in this email and any attachments is intended solely for the attention and use of the named addressee(s). If you are not the intended recipient, or person responsible for delivering this information to the intended recipient, please notify the sender immediately. Unless you are the intended recipient or his/her representative you are not authorised to, and must not, read, copy, distribute, use or retain this message or any part of it.

Under the UK GDPR, Data Protection Act 2018 and the Freedom of Information Act 2000 the contents of this email may be disclosed.

Doc 2

From: [Ceredigion Official 2]
Sent: Friday, September 22, 2023 3:04 PM
To: Culture Division / Adran Diwylliant <Culture@gov.wales>
Cc: [Ceredigion Official 1]
Subject: Completed

Good afternoon,

Please find attached Expression of interest form for the Transformation Capital Grant Form.

I hope it meets with your criteria as a worthwhile project.

If there are any queries or clarification needed please let me know,

Diolch,

[Ceredigion Official 2]

See also separate Doc 2a

Doc 3

From: [Welsh Government Official 2] **On Behalf Of** Culture Division / Adran Diwylliant
Sent: Monday, November 13, 2023 2:50 PM
To: [Ceredigion Official 2]
Cc: [Ceredigion Official 1]
Subject: 2024-CTG-019 - C CC - Aberaeron Library - Stage 1 Decision Letter

Dear [Ceredigion Official 2]

Please find attached a decision letter for your recent expression of interest to the Transformation grant scheme.

As you have been successful in passing stage one of the application process, I attach the following documents to enable you to proceed with your stage two application:

- Stage 2 Application and project plan template guidance notes 2024-25
- Stage 2 Application form
- Stage 2 Financial Summary Spreadsheet

Applicants need to follow the guidance to maximise their score.

Please make arrangements to discuss your Stage 2 application with your advisor, named on the decision letter, by **30 November 2023**.

Your completed Stage 2 application must be submitted to culture@gov.wales by **5pm on 26th January 2024**. We will not accept applications after this date.

Best wishes

Capital Grants Team

From: [Ceredigion Official 2]
Sent: Friday, September 22, 2023 3:04 PM
To: Culture Division / Adran Diwylliant <Culture@gov.wales>
Cc: [Ceredigion Official 1]
Subject: Completed

Good afternoon,

Please find attached Expression of interest form for the Transformation Capital Grant Form.

I hope it meets with your criteria as a worthwhile project.

If there are any queries or clarification needed please let me know,

Diolch,

[Ceredigion Official 2]

See also separate Doc 3a-3g

Doc 4

From: [Ceredigion Official 1]
Sent: Monday, December 18, 2023 1:18 PM
To: [Welsh Government Official 1]
Subject: Aberaeron

Dear [Welsh Government Official 1], please see attached.

Kind Regards

[Ceredigion official 1]

See also separate Doc 4a-4d

Doc 5

From: [Ceredigion Official 1]

Sent: Tuesday, January 16, 2024 3:19 PM

To: [Welsh Government Official 1]

Subject: Aberaeron bid document for Friday's meeting

Hi [Welsh Government Official 1], this isn't finished, but it's what we've got so far, so that you can give us a bit of feedback on Friday. We are still awaiting some things from third parties, but everything seem on track for us to finish and put the bid in by the 26th.

Kind regards

[Ceredigion Official 1]

See also separate Doc 5a

Doc 6

From: [Welsh Government Official 1]

Sent: Friday, January 19, 2024 3:35 PM

To: [Ceredigion Official 1]; [Ceredigion Official 2]

Subject: Annotated pdf attached

For your info.

[Welsh Government Official 1]

See also separate Doc 6a

Doc 7

From: [Welsh Government Official 1]

Sent: Tuesday, January 23, 2024 3:07 PM

To: [Ceredigion Official 1]; [Ceredigion Official 2]

Subject: Answers to questions

Hi Both

1. Page 2 section 1. Applicant Details. Form asks for Service address, if different from main contact. Main contact is [Ceredigion Official 1] based at Ceredigion library. Service applying for grant is Aberaeron library, which is hoping to move

to council building in Penmorfa. Should the service address be current location of Aberaeron library, or the proposed location Penmorfa?

Put current address for Aberaeron library

2. Matched funding. Ceredigion are proposing 20% matched funding for the project. They mentioned they had contingencies in their costings, but they were considering adding this to the matched funding element. They would ensure that a minimum of 10% matched funding was there before the contingency amount was added. Is this acceptable or do they not list contingencies at all?

Do not include contingency in the match-funding break-down

Hope that helps

[Welsh Government Official 1]

Doc 8

From: [Ceredigion Official 1]

Sent: Friday, January 26, 2024 8:46 AM

To: [Welsh Government Official 1]

Subject: Confirmations

Good morning [Welsh Government Official 1], one last thing before we send the application in, are the following confirmations sufficient, or do you require something more?

Confirmation of relevant permissions*

It has been confirmed with the CLO for economy and regeneration and planning that we have no need for any additional permissions for this work.

Confirmation of match funding*

As corporate lead officer for Customer Contact, ICT & Digital I can confirm this has been discussed and agreed with our Corporate lead officer for finance and procurement who is our Section 151 officer, our Chief Executive and the corporate leadership group and confirm these funds have been agreed.

Kind regards

[Ceredigion Official 1]

Doc 9

From: [Welsh Government Official 1]
Sent: Friday, January 26, 2024 8:56 AM
To: [Ceredigion Official 1]
Subject: RE: Confirmations

Those should be sufficient [Ceredigion Official 1]

[Welsh Government Official 1]

From: [Ceredigion Official 1]
Sent: Friday, January 26, 2024 8:46 AM
To: [Welsh Government Official 1]
Subject: Confirmations

Good morning [Welsh Government Official 1], one last thing before we send the application in, are the following confirmations sufficient, or do you require something more?

Confirmation of relevant permissions* It has been confirmed with the CLO for economy and regeneration and planning that we have no need for any additional permissions for this work.
Confirmation of match funding* As corporate lead officer for Customer Contact, ICT & Digital I can confirm this has been discussed and agreed with our Corporate lead officer for finance and procurement who is our Section 151 officer, our Chief Executive and the corporate leadership group and confirm these funds have been agreed.

Kind regards

[Ceredigion Official 1]

Doc 10

From: [Ceredigion Official 1]
Sent: Thursday, February 1, 2024 2:48 PM
To: [Welsh Government Official 2]
Subject: Aberaeron bid

Hi [Welsh Government Official 2], hopefully this is the correct finance spreadsheet, with a reduced grant application. We have removed the items that didn't have a quote, and indexed the quotes to the appendices. Hopefully correct this time. I've attached all the documents again on this e-mail to keep them together.

Our apologies on the mix up, and thanks for getting back to us.

Kind regards

[Ceredigion Official 1]

See also separate Doc 10a-10s

Doc 11

From: [Ceredigion Official 1]
Sent: Thursday, March 21, 2024 12:23 PM
To: [Welsh Government Official 1]
Cc: [Ceredigion Official 2]
Subject: Capital Transformation Bid

Hi [Welsh Government Official 1], hope your keeping well. Just a question on the grant bid, are we still expected to hear whether we have been successful or not, on or before the 29th, or does the current political situation mean that any announcement will be postponed, until a new Cabinet has been formed.

Kind regards

[Ceredigion Official 1]

Doc 12

From: [Welsh Government Official 1]
Sent: Friday, March 22, 2024 2:34 PM
To: [Ceredigion Official 1]
Cc: [Ceredigion Official 2]; [Welsh Government Official 2]
Subject: RE: Capital Transformation Bid

Hi [Ceredigion Official 1]

At this point we are not sure if we will be able to make this deadline due to the cabinet reshuffle. We will send award and decision letters as soon as we can.

Kind regards

[Welsh Government Official 1]

From: [Ceredigion Official 1]
Sent: Thursday, March 21, 2024 12:23 PM
To: [Welsh Government Official 1]
Cc: [Ceredigion Official 2]
Subject: Capital Transformation Bid

Hi [Welsh Government Official 1], hope your keeping well. Just a question on the grant bid, are we still expected to hear whether we have been successful or not, on or before the 29th, or does the current political situation mean that any announcement will be postponed, until a new Cabinet has been formed.

Kind regards

[Ceredigion Official 1]

Doc 13

From: [Welsh Government Official 2]
Sent: Tuesday, April 30, 2024 4:57 PM
To: [Ceredigion Official 1]
Cc: [Welsh Government Official 1]; [Welsh Government Official 3]; [Welsh Government Official 4];
Subject: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 1]

Thank you for your application to the 2024/25 Transformation Grants Programme. I am pleased to confirm your application has been successful and we will be awarding funding pending submission of the following on or before **15th May 2024**.

- Resubmission of your finance spreadsheet to show clearly how the total project cost has been reached.
- Provision of robust quotes as evidence of the costs identified.
- Confirmation that the project timeline is correct and realistic.
- Formal evidence of confirmation of match funding.
- An update on the status of the user consultation.
- SMART Key Performance Indicators and the most appropriate measures to use to monitor the success of the project should be discussed and agreed with the named advisor ([Welsh Government Official 1])

If you have any questions or concerns, please contact [Welsh Government Official 1] or myself.

Best wishes

[Welsh Government Official 2]

Doc 14

From: [Ceredigion Official 1]
Sent: Wednesday, May 1, 2024 10:35 AM
To: [Welsh Government Official 1]
Subject: Grant Aberaeraon

Morning [Welsh Government Official 1], we've just received the good news re: the Aberaeron grant. There are a few things we have to do before we receive the money, have you any availability to meet up next week, on Tue, Wed or Thur to discuss this further.

Kind regards

[Ceredigion Official 1]

Doc 15

From: [Welsh Government Official 1]

Sent: Thursday, May 9, 2024 10:22 AM

To: [Welsh Government Official 2]; [Ceredigion Official 1]; [Ceredigion Official 2]

Cc: [Welsh Government Official 3]; [Welsh Government Official 4]

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 1] and [Ceredigion Official 2]

Thank you for your time today to discuss your CTG application. Below is a summary of the items we discussed in red text against items listed in [Welsh Government Official 2]; email.

- Resubmission of your finance spreadsheet to show clearly how the total project cost has been reached.
- Provision of robust quotes as evidence of the costs identified.

On checking the feedback from the assessors I believe this is down to their concern as to whether the schedule of work is accurate and market tested. You confirmed that this had been prepared in line with Council procurement procedures, and was prepared by a Quantity Surveyor so was judged to be accurate costing. Detailed costing can not be obtained until tendering on confirmation of grant. You will annotate the application to ensure this is detailed.

- Confirmation that the project timeline is correct and realistic.

You are revising this based on later start

- Formal evidence of confirmation of match funding.

You agreed that you would get a letter from the Finance Officer to confirm this

- An update on the status of the user consultation.

You confirmed that the initial “political” consultation has begun, but user consultation is dependent on confirmation of funding. You will provide an updated comms plan detailing when this will take place to ensure that user needs are considered throughout the project.

- SMART Key Performance Indicators and the most appropriate measures to use to monitor the success of the project should be discussed and agreed with the named advisor ([Welsh Government Official 1])

We agreed the following revisions to the original KPIs submitted as part of the application:

- Reduce Library carbon footprint by more than 4000 kg/CO₂ on previous year - can you provide current footprint data for comparison?

- To increase children's issues by 20% from 4079 to over 5000 in the first year after completion of the project
- To increase our visitor figures by 20% from 6670 to over 7900 in the first year after completion of the project.
- Increase loans from health and wellbeing collection by 10% in the first year after completion - need to include current figures as benchmark
- Measures for mobile service? e.g. requests satisfied within 5 days, increase in loans data for mobile van. This is to be based on what data you currently collect, and can easily measure to show the impact of having a second base for the van. You noted that you anticipated that the van would be making more deliveries, rather than empty runs back and forth to base.

Any further queries please do come back to me or [Welsh Government Official 2], and we look forward to seeing your response.

[Welsh Government Official 1]

From: [Welsh Government Official 2];
Sent: Tuesday, April 30, 2024 4:57 PM
To: [Ceredigion Official 1]
Cc: [Welsh Government Official 1]; [Welsh Government Official 3]; [Welsh Government Official 4]
Subject: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 1]

Thank you for your application to the 2024/25 Transformation Grants Programme. I am pleased to confirm your application has been successful and we will be awarding funding pending submission of the following on or before **15th May 2024**.

- Resubmission of your finance spreadsheet to show clearly how the total project cost has been reached.
- Provision of robust quotes as evidence of the costs identified.
- Confirmation that the project timeline is correct and realistic.
- Formal evidence of confirmation of match funding.

- An update on the status of the user consultation.
- SMART Key Performance Indicators and the most appropriate measures to use to monitor the success of the project should be discussed and agreed with the named advisor ([Welsh Government Official 1])

If you have any questions or concerns, please contact [Welsh Government Official 1] or myself.

Best wishes

[Welsh Government Official 2];

Doc 16

From: [Ceredigion Official 2]

Sent: Sunday, May 12, 2024 6:12 PM

To: [Welsh Government Official 1]; [Welsh Government Official 2]; [Ceredigion Official 1]

Subject: Re: 2024-CTG-019 - C CC - Aberaeron Library

Hi [Welsh Government Official 2],

Please find attached updated documents supporting the items discussed.

I have adjusted timelines and can confirm they are correct and realistic, and have updated KPIs.

I have updated the finance spreadsheet to explain the surveyors pricing and to confirm a full tender will be undertaken in line with our procurement rules. All other costs are based on actual quoted costs.

I have also attached formal evidence confirming grant match funding.

Hopefully this clarifies all outstanding issues, but please let me know if you need anything else.

Thanks

[Ceredigion Official 2]

From: [Welsh Government Official 1]

Sent: 09 May 2024 10:21

To: [Welsh Government Official 2]; [Ceredigion Official 1]; [Ceredigion Official 2]

Cc: [Welsh Government Official 3]; [Welsh Government Official 4];

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 1] and [Ceredigion Official 2]

Thank you for your time today to discuss your CTG application. Below is a summary of the items we discussed in red text against items listed in [Welsh Government Official 2]'s email

- Resubmission of your finance spreadsheet to show clearly how the total project cost has been reached.
- Provision of robust quotes as evidence of the costs identified.

On checking the feedback from the assessors I believe this is down to their concern as to whether the schedule of work is accurate and market tested. You confirmed that this had been prepared in line with Council procurement procedures, and was prepared by a Quantity Surveyor so was judged to be accurate costing. Detailed costing can not be obtained until tendering on confirmation of grant. You will annotate the application to ensure this is detailed.

- Confirmation that the project timeline is correct and realistic.

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- SMART Key Performance Indicators and the most appropriate measures to use to monitor the success of the project should be discussed and agreed with the named advisor [Welsh Government Official 1]

We agreed the following revisions to the original KPIs submitted as part of the application:

- Reduce Library carbon footprint by more than 4000 kg/CO₂ on previous year - can you provide current footprint data for comparison?

- To increase children's issues by 20% from 4079 to over 5000 in the first year after completion of the project
- To increase our visitor figures by 20% from 6670 to over 7900 in the first year after completion of the project.
- Increase loans from health and wellbeing collection by 10% in the first year after completion - need to include current figures as benchmark
- Measures for mobile service? e.g. requests satisfied within 5 days, increase in loans data for mobile van. This is to be based on what data you currently collect, and can easily measure to show the impact of having a second base for the van. You noted that you anticipated that the van would be making more deliveries, rather than empty runs back and forth to base.

Any further queries please do come back to me or [Welsh Government Official 2], and we look forward to seeing your response.

[Welsh Government Official 1]

Gynghorydd Llyfrgelloedd

Libraries Advisor

From: [Welsh Government Official 2];

Sent: Tuesday, April 30, 2024 4:57 PM

To: [Ceredigion Official 1]

Cc: [Welsh Government Official 1]; [Welsh Government Official 3]; [Welsh Government Official 3];

Subject: 2024-CTG-049 - C CC - Aberaeron Library

Dear [Ceredigion Official 1]

Thank you for your application to the 2024/25 Transformation Grants Programme. I am pleased to confirm your application has been successful and we will be awarding funding pending submission of the following on or before **15th May 2024**.

- Resubmission of your finance spreadsheet to show clearly how the total project cost has been reached.
- Provision of robust quotes as evidence of the costs identified.
- Confirmation that the project timeline is correct and realistic.
- Formal evidence of confirmation of match funding.
- An update on the status of the user consultation.

- SMART Key Performance Indicators and the most appropriate measures to use to monitor the success of the project should be discussed and agreed with the named advisor [Welsh Government Official 1]

If you have any questions or concerns, please contact [Welsh Government Official 1] or myself.

Best wishes

[Welsh Government Official 2]

See also separate Doc 16a-16d

Doc 17

From: [Welsh Government Official 1]

Sent: Tuesday, May 14, 2024 9:14 AM

To: [Ceredigion Official 2]; [Welsh Government Official 2]; [Ceredigion Official 1]

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Thanks [Ceredigion Official 2], just confirm we have received your submission.

[Welsh Government Official 1]

Gynghorydd Llyfrgelloedd

Libraries Advisor

Is-adran Diwylliant | Culture Division

Grŵp Addysg, Diwylliant a'r Gymraeg | Education, Culture & Welsh Language Group

Llywodraeth Cymru | Welsh Government

From: [Ceredigion Official 2];

Sent: Sunday, May 12, 2024 6:12 PM

To: [Welsh Government Official 1]; [Welsh Government Official 2]; [Ceredigion Official 2]

Subject: Re: 2024-CTG-019 - C CC - Aberaeron Library

Hi [Welsh Government Official 2],

Please find attached updated documents supporting the items discussed.

I have adjusted timelines and can confirm they are correct and realistic, and have updated KPIs.

I have updated the finance spreadsheet to explain the surveyors pricing and to confirm a full tender will be undertaken in line with our procurement rules. All other costs are based on actual quoted costs.

I have also attached formal evidence confirming grant match funding.

Hopefully this clarifies all outstanding issues, but please let me know if you need anything else.

Thanks

[Ceredigion Official 2]

Doc 18

From: [Welsh Government Official 2]

Sent: Wednesday, June 5, 2024 2:05 PM

To: [Ceredigion Official 1]

Cc: [Welsh Government Official 1]; [Welsh Government Official 4]; [Welsh Government Official 3]; [Ceredigion Official 2]

Subject: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 2]

Please find attached a decision pack for your recent grant application:

- Grant award letter
- Grant claim form
- Interim Project Monitoring Report
- End of Project Evaluation Report
- Match Funding Evidence Form
- Schedule 5 - Audit Certificate (this should be completed and submitted with your final claim)

Please read all of the paperwork carefully, noting the specific conditions of grant noted in sections **5, 6 and 10** of the award letter and the **Schedules** at the end of the letter.

Please note the requirement for a Legal Charge or Property Restriction based on the work being undertaken, as detailed in **Clause 5, Funding pre-conditions**.

Written Project Monitoring Reports should accompany all claims made. This is in line with monitoring requirements as set out in section **10** of the award letter.

The Cabinet Secretary is intending to make a public announcement of the grant awarded under this scheme during July. We will contact you closer to the time to confirm the date. In the meantime, **please we would ask you not to formally announce this work or undertake any publicity relating to it.**

If you wish to accept the grant, please sign and return the grant award letter to Culture Division Culture@gov.wales within 28 days of receiving this e-mail. We are happy to accept letters signed with electronic signatures by e-mail.

I would be grateful if you could reply to confirm that you have received this e-mail.

Yours sincerely

[Welsh Government Official 2]

See also separate Doc 18a-18f

Doc 19

From: [Welsh Government Official 2]

Sent: Tuesday, August 20, 2024 11:55 AM

To: [Ceredigion Official 1]

Cc: [Ceredigion Official 2]

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Hi [Ceredigion Official 1]

Apologies for chasing, but we don't appear to have received your signed award letter. Is it possible for you to send a copy to me ASAP?

Many thanks

[Welsh Government Official 2]

From: [Welsh Government Official 2]

Sent: Wednesday, June 5, 2024 2:05 PM

To: [Ceredigion Official 1]

Cc: [Welsh Government Official 1]; [Welsh Government Official 4]; [Welsh Government Official 3]; [Ceredigion Official 2]

Subject: 2024-CTG-019 - C CC - Aberaeron Library

Dear [Ceredigion Official 2]

Please find attached a decision pack for your recent grant application:

- Grant award letter
- Grant claim form
- Interim Project Monitoring Report
- End of Project Evaluation Report
- Match Funding Evidence Form
- Schedule 5 - Audit Certificate (this should be completed and submitted with your final claim)

Please read all of the paperwork carefully, noting the specific conditions of grant noted in sections **5, 6 and 10** of the award letter and the **Schedules** at the end of the letter.

Please note the requirement for a Legal Charge or Property Restriction based on the work being undertaken, as detailed in **Clause 5, Funding pre-conditions**.

Written Project Monitoring Reports should accompany all claims made. This is in line with monitoring requirements as set out in section **10** of the award letter.

The Cabinet Secretary is intending to make a public announcement of the grant awarded under this scheme during July. We will contact you closer to the time to confirm the date. In the meantime, **please we would ask you not to formally announce this work or undertake any publicity relating to it.**

If you wish to accept the grant, please sign and return the grant award letter to Culture Division Culture@gov.wales within 28 days of receiving this e-mail. We are happy to accept letters signed with electronic signatures by e-mail.

I would be grateful if you could reply to confirm that you have received this e-mail.

Yours sincerely

[Welsh Government Official 2]

Doc 20

From: [Welsh Government Official 2]

Sent: Thursday, September 19, 2024 12:42 PM

To: [Ceredigion Official 1]

Cc: [Ceredigion Official 2]

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Importance: High

Dear [Ceredigion Official 1]

Apologies for the long delay in providing an update.

Jack Sargeant MS, Minister for Culture, Skills and Social Partnership, is due to issue a press release announcing all successful Transformation Capital Grant awardees for the 2024/2025 scheme. The list of successful projects is scheduled for publication at **9am on the 20th September** and is under strict embargo until 00:01 on 20th September.

You are free to formally make announcements relating to your projects after the embargo has passed/expired. **Any announcement should be sent to us for clearance, prior to issue.**

Additionally, we have not received your signed award letter, are you able to submit this to me **ASAP**?

Many thanks for your patience, please feel free to get in touch if you have any questions.

Best wishes

[Welsh Government Official 2]

From: [Welsh Government Official 2]

Sent: Tuesday, August 20, 2024 11:55 AM

To: [Ceredigion Official 1]

Cc: [Ceredigion Official 2]

Subject: RE: 2024-CTG-019 - C CC - Aberaeron Library

Hi [Ceredigion Official 1]

Apologies for chasing, but we don't appear to have received your signed award letter. Is it possible for you to send a copy to me ASAP?

Many thanks

[Welsh Government Official 2]