**HOUSING INFRASTRUCTURE FUND - APPLICATION FOR GRANT FUNDING**

**The application together with all supporting documents should be sent to the Scottish Government email address:** [**Infrastructurefund@gov.scot**](mailto:Infrastructurefund@gov.scot) ***The maximum file size should be no larger than 20MB***

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| *Please note also that:-*   1. *The Housing Infrastructure Fund* ***grant*** *programme (“the Fund”) is for Local Authorities and Registered Social Landlords registered in Scotland only; subcontractors, construction companies or SMEs delivering infrastructure are not eligible.* 2. *Incomplete applications will not be considered and will be returned with an invitation to re-apply. Re-submissions will be treated as new applications.* 3. *Applicants will be required to sign a declaration (section 9) that certifies that all information (financial or otherwise), data and responses provided in this application form are true, complete and accurate as at the date the responses were given and the date of submission of this application form to the Scottish Ministers.* 4. *Applicants must have made reasonable attempts to secure support from other public sector funding schemes before applying to the Fund.* 5. *The Scottish Government works with partner agencies when processing your application. The Scottish Government will ensure that all requirements to the Data Protection Laws are fulfilled in relation to the Project/Programme. Further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you can be found here:* [*https://www.gov.scot/privacy/*](https://www.gov.scot/privacy/). 6. *The Scottish Government may use some information from your application form for the purpose of research and statistical analysis in accordance with section 2(2) (r) of the Housing (Scotland) Act 1988.*      1. *The Scottish Government will publish details of awards made by the Fund including the organisation name and the level of grant approved. This will appear on the Scottish Government website in due course.* 2. *Please note that this application is subject to the requirements of the* [*Freedom Of Information (Scotland) Act 2002*](http://www.itspublicknowledge.info/Law/FOISA.aspx) *and the* [*Environmental Information (Scotland) Regulations 2004*](http://www.itspublicknowledge.info/Law/EIRs/EIRs.aspx) *and subsequent amendments.* 3. *Funding decisions will be based on information provided and will be final. Scottish Ministers reserve the right to make grant offers that differ from those requested by applicants.* 4. *Scottish Ministers reserve the right to adjust or amend funding criteria or close the Fund to applications at any time.* |

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| **1. Applicant Details** | |
| Organisation Name |  |
| Organisation Address |  |
| Contact Name |  |
| Position |  |
| Telephone Number (Landline) |  |
| Telephone Number  (Mobile) |  |
| Email address |  |
| ***Registered Social Landlords only*** *- please confirm that you are registered with the Scottish Housing Regulator and provide registration number* |  |

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| **2. Information about the infrastructure project – fit with HIF criteria** |
| **2.1.** You should adequately justify and evidence that the five key criteria of the Fund have been met to access support.  **Failure to complete all five sections will result in your application being declined.** |
| **(a) Key Criteria 1 -** Developments/Projects should be part of a clear planning framework and either included in the current Strategic Housing Investment Plans (SHIPs) for the local area or be able to evidence that it will be included in forthcoming SHIPs.  *You should explain how your infrastructure investment plans align with local strategic priorities and why this is a priority for delivery within the context of local housing need and demand, and the contribution to local community place plans or similar.*  *You should also evidence why the site is currently blocked due to excessive infrastructure constraints.* |
| **ANSWER HERE:** |
| **(b) Key Criteria 2** - Costs should be related to infrastructure works out-with the curtilage of the development and can be demonstrated as representing Value for Money for any public support.  *You should evidence:-*   * *how you consider that costs represent VfM and confirm the nature and location of the works within the wider development plans* * *the timescales for delivery of the infrastructure works required to unlock the site for development* * *The timescales for delivery of the homes that will be unlocked by the infrastructure Investment and provide clear estimates on when these homes will be completed.*      * *a breakdown of the number of homes that will be unlocked by this infrastructure funding. This should be broken down to show all tenures and delivery timescales for the development.*   *You should also explain the wider impacts and consequential infrastructure requirements triggered by the housing delivery within the context of the developments plans.* |
| **ANSWER HERE:** |
| **(c) Key Criteria 3 -** Costs cannot be met by either the applicant organisation or another funding source and there is strong evidence that the funding being requested is the minimum amount required to ensure a project is viable.  *You should evidence what actions have been taken to address this criteria and why other funding sources are not available.* |
| **ANSWER HERE:** |
| **(d) Key Criteria 4 -** There is clear alignment with the Housing to 2040 strategy core aims.  *You should provide evidence that the application and project will ensure:-*   * *strong place-based investment approach which aligns with the place-based requirements of the Affordable Housing Supply Programme.* * *clearly defined infrastructure investment approach that drives forward affordable housing delivery* * *investment will contribute towards the National Performance Framework, as identified in the* [*Housing to 2040 strategy*](https://www.gov.scot/publications/housing-2040-2/pages/6/)*.* * *The project will contribute towards Net Zero delivery* * *Fair work policies will be adhered to:-* [*https://www.gov.scot/policies/employment-support/fair-work-and-pay/*](https://www.gov.scot/policies/employment-support/fair-work-and-pay/) * *That the project will meet AHSP requirements as set out in relevant guidance notes -* [*https://www.gov.scot/publications/affordable-housing-supply-guidance-notes/*](https://www.gov.scot/publications/affordable-housing-supply-guidance-notes/) |
| **ANSWER HERE:** |
| **e) Key Criteria 5 –** Local strategic context  *You should provide evidence of any local strategic context or background that is relevant to this application and would provide added value to this application.*  *This can include reference to wider regeneration activity which is linked to this application – for instance place-based investment principles, including 20 minute neighborhoods, City Regional Deal activity etc. More information on the place-principle is available at the link below:-*  [*https://www.gov.scot/publications/place-principle-introduction/*](https://www.gov.scot/publications/place-principle-introduction/) |
| **ANSWER HERE:** |

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| **3. Information about the infrastructure project – project details** |
| **3.1** Please provide the full name and address of the project including postcode (if available) and grid reference together with a site plan and location plan (attached as a PDF to this application) |
| **ANSWER HERE:** |
| **3.2** Please confirm if you are the sole developer for this project or whether you are working in partnership with another developer as part of a larger project. If working in a partnership, please provide details of the partner and an overview of the whole project so that we can understand what the position is in terms of (1) land ownership and its control, and (2) whether any partner would be eligible for grant. |
| **ANSWER HERE:** |
| **3.3** Please confirm the planning status of the development and provide details of any planning consents required and timescales for these being discharged and the anticipated timescales for full planning to be achieved. |
| **ANSWER HERE:** |
| **3.4** Where Section 75 agreements or other legal obligations are in force for the development, please provide details and include copies of relevant agreements. |
| **ANSWER HERE:** |
| **3.5** Please provide details of any building consents and road construction consents in place or that will be required and include copies of the relevant consents. |
| **ANSWER HERE:** |
| **3.6** Please give details and include copies of any relevant site investigation, environmental or other land engineering reports undertaken to date and details of any further reports which are required to be undertaken. |
| **ANSWER HERE:** |
| **3.7** Are you aware of any other barriers/constraints to development on the site, other than finance for infrastructure through this scheme? Please provide details on any issues to be resolved that relate to services, flooding, boundary disputes etc. |
| **ANSWER HERE:** |
| **3.8** Does your organisation own or have control of the site and/or the land that infrastructure works will be carried out on? Please provide details of all legal agreements in place in relation to land ownership/access rights and include information on any planned ownership changes or controls that will be put in place in the future. |
| **ANSWER HERE:** |
| **3.9** Are you aware of any burdens or securities over the site that may prevent development or potentially impact on its delivery? If so, please provide details below. |
| **ANSWER HERE:** |

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| 4. Information about the grant you are requesting |
| **4.1** What is the total capital expenditure on the development, including the infrastructure works and what will the grant funding be used for?  *Please provide a breakdown of all works elements of the development to show clearly those costs out-with the curtilage of the site that require funding support from Scottish Government.* |
| **ANSWER HERE:**   |  |  |  | | --- | --- | --- | | Total development costs | £ | | | Total infrastructure costs out with curtilage of site (ICOCS) | £ | | | Grant amount requested | **£** | | | Shown as % of ICOCS costs | **00.0%** | | | Shown as % of total development costs | **00.0%** | | |  | | | | **Infrastructure cost headings** | **Total cost** | **Grant funded amount** | | Work Item 1 | £ | £ | | Work Item 2 | £ | £ | | Etc |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **TOTALS** | **£** | **£** | |
| **4.2** Estimated infrastructure works site start and completion dates broken down by Financial Years and Months |
| **ANSWER HERE:**   |  |  |  | | --- | --- | --- | | Start date | (month) | FY (20XX/20XX) | | End date | (month) | FY (20XX/20XX) | | Total infrastructure development period | | XX months | |
| **4.3 Estimated** spend and grant drawdown profile for the works by Financial Years and Months. |
| **ANSWER HERE:**  *A simplified excel cash-flow can be provided by the applicant as a PDF annex to show spend and drawdown amounts.* |

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| **5. Infrastructure funding from public sector schemes** |
| ***Applicants should have attempted to secure sufficient funding from UK Government, Scottish Government or other public sector schemes before applying to the Fund*.** |
| **5.1** Please confirm if you have applied for funding from any UK, Scottish Government or other public sector schemes. |
| |  |  | | --- | --- | |  | *Please check box* | | **YES** |  | | **NO** |  | |
| **5.2** If yes, please provide details of what schemes you have applied for and whether any applications were declined or, if awarded, why these did not fully meet your requirements.  *(Please note: any evidence of award or a decline should be submitted with your application.)* |
| **ANSWER HERE:** |
| **5.3** If no, please explain why you have not applied. |
| **ANSWER HERE:** |
| **6. Technical review of tender costs to ensure Value for Money** |
| **6.1** Applications should provide as much information as possible on the tender process and costs associated with the overall development.  This information will be checked to ensure that (a) costs items are eligible under HIF criteria and (b) value for money is assured by the tender process |
| **ANSWER HERE:**  Details of tender process being used and relevant Tender documentation to be attached to application. |

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| **7 Funding Declaration** |
| **7.1** Please sign the funding declaration noted below. Failure to complete this section of the form could delay your application.     |  | | --- | | I, **[  INSERT YOUR NAME, POSITION & SIGNATURE ]**  confirm that I hold the relevant signing authority and herby certify that all information (financial or otherwise), data and responses provided in this application form in relation to the Organisation are true, complete and accurate as at the date the responses were given and the date of submission of this application form to the Scottish Ministers. | |

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| **8 Subsidy Control Compliance** |
| **8.1** Please also note that the Fund is being provided under ***“the EU-UK Trade and Co-operation Agreement regulations on Subsidy Control”,*** in particular:-   * You will be required to meet the terms of Subsidy Control compliance, as set out in the standard Scottish Government grant offer for the Fund. * Details of successful applications to the Fund will be publicised by Scottish Government as required under the Subsidy Control framework. |

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| **9 Returning your application** |
| **9.1** Completed application forms should be emailed to [**Infrastructurefund@gov.scot**](mailto:Infrastructurefund@gov.scot)   * Please check that you have completed all sections of this form, provided the information noted in the checklist (section 8) and signed the declaration (Section 9) * To note: for supporting information under section 7, please provide as an email attachment **under 20MB** or alternatively provide a download link (for instance: drop box). |

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| **For internal use - Version control** | **1.01** |

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