

January 2006 Edition



**SCOTTISH EXECUTIVE DEVELOPMENT DEPARTMENT  
STRATHCLYDE EUROPEAN PARTNERSHIP  
EUROPEAN REGIONAL DEVELOPMENT FUND  
GRANT APPLICATION FORM**

APPLICANTS MUST REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM



Applicants should be aware that, if and when this, or any subsequently modified application, is approved the approved application form will become the first financial control document and will form the basis of any future monitoring or financial control inspection. For that reason, it is important that each section of the form is completed as accurately and clearly as possible and signed by your organisation's nominated, authorised signatory for ERDF purposes.

1. PROGRAMME
2. PRIORITY
3. MEASURE
4. PROJECT TITLE
5. APPLICATION TYPE

Western Scotland Objective 2 2000-2006 Programme  
Priority 3: Increase the economic and social cohesion of the region  
3.1: Community based regeneration  
ST ROCH'S CHILDCARE PROVISION 0-12 YEARS PROVISION  
☐ Capital ☒ Revenue

6. PROJECT SPONSOR
- Organisation Name  
Address

ST ROCH'S CHILDCARE SERVICE 0 - 12 YEARS PROVISION  
267 ROYSTON ROAD  
GLASGOW  
G21 2BS

Postcode

7. PROJECT LOCATION

267 ROYSTON ROAD

Please refer to and complete Annex A to this application form as follows:

- \* For revenue projects select ALL wards that the project and its services are expected to benefit
- \* For capital projects select the ward(s) in which the physical asset is located

For capital projects please also indicate the following:

Postcode  
Site owned by

8. ESTIMATED TIMESCALE

Estimated date for main contract to be let: 01-Apr-2003  
Estimated physical start date: 01-Apr-2003  
Estimated date of physical completion: 31-Dec-2004  
Estimated date of financial completion: 31-Dec-2004  
Agency letting main contract(s): N/A

9. PROJECT EXPENDITURE PROFILE (all figures should be entered to the nearest pound)

	2000	2001	2002	2003	2004	2005	2006	2007	2008	TOTAL
a. Total grant expenditure (£)				505,924	412,487					918,411
b. Total project expenditure (£)				505,924	412,487					918,411
c. % of total project expenditure										25.00%
d. Grant requested (£)				131,367	98,200					229,567

10. EXECUTIVE SUMMARY

Please provide a description in about 150 words on what ERDF will be paying for. Full details of the project should be provided in section 11. (1000 characters)

The grant will contribute to:

The revenue finance will help sustain the existing 104 childcare places and assist in the creation of an additional 15 Out of School care places. The funding will also contribute towards securing our current staffing complement of 36 posts and help create two new childcare posts.  
In % terms this means ERDF is contributing 25% of our eligible costs, and in total project costs reflects a figure of 20.4%.

In maintaining its contribution ERDF is assisting St Roch's in providing High Quality childcare, Enabling parents to gain access to Training Education and Employment and subsequently affect the cycle of Deprivation within the North of the City.

09 OCT 2002

## 11. PROJECT DESCRIPTION

Sections a. to f. give you the opportunity to describe fully the project for which grant is being sought, while addressing the specific points necessary for the project to be appraised.

a. Describe in more detail the background and context of this project. (1625 characters)

Created in 1998, St Roch's Childcare Service evolved from the highly successful Royston Springburn Mobile Creche Initiative (1989 - 1998). This development arose through perceived demand for affordable extended daycare for children of under 5 years of age and for an out of school care provision. The service is continually responding to community demand, resulting in an increase from the original childcare provision of 56 places to a current compliment of 104, increasing to 119 shortly.  
(Regardless of this steady Development the project still maintains a waiting list of 76 places).

This continuous demand for development from the community has resulted in the management committee taking the decision to apply itself and it's senior staff to a development programme, which in time will culminate in the creation of a purpose built nursery with additional community facilities.

Always working in Partnership the project seeks to meet the High standards set by the Care Commission, Investors in People and other organisations and individuals who can contribute to a high quality service.

b. Provide a full description of the works. (1625 characters)

The project is a childcare facility set up to provide high quality affordable childcare for the North of Glasgow. This provision allows the parents to take advantage of employment, education and training. We provide childcare places for children in the following age groupings.

0 - 1 yrs (9), 1 - 2 yrs (9), 2 - 3 yrs (15), 3 - 5 yrs (31) and 5 - 12 yrs (55) - total 119 places. By it's very nature the work provides opportunity for parents to improve the quality of live for themselves and their children. The service provides high quality affordable childcare, works within the framework of Government Curriculum and strives to create a highly motivated and inspirational setting for children.

The project continually strives to work in partnership with all other relevant agencies and community groups, working regularly in the community and consulting with parents and users in order to meet needs.

Employing 31 permanant posts and 5 sessiona staff the project is managed by a voluntary management committee, soon to become a Board. The day to day management is performed by an Officer in Charge and 2 Deputie Officers. Staff are highly motivated, well qualified and available to take part in extra curriculum training to keep standards high. Parents are regularly consulted as to their children's needs and play a major part in the management and development of the project. Delivered from 3 sites the management, practice, delivery and overall performance has to be handled with great professional skill. A recent acquisition to the project has been the inclusion of a Financa Officer.

c. Describe the mechanism for implementing the project including details of other funding partners and any in-kind contributions. (1625 characters)

St Roch's Childcare Service Management Committee are in the process of evolving and developing a Board of Directors. This Board will oversee current practice and new developments, and will have the legal safeguard of being a Co Ltd by Guarantee. The project has a staff complement of 36 people, including the new finance officer. Project management is conducted by an Officer in Charge and 2 Deputies. We are financed by a cocktail of funding as follows: SIP £419,139. Childcare Strategy £226,734. Scotting Exec Partnership (3 - 5 yrs olds only) £46,384. Parental fees £374,079. N O F £39,980. and this application for £229,567 which is 25% of our eligible costs.

In ensuring that the service implements what it claims, a variety of audits, inspections and government monitoring takes place annually. This service has always attained the highest possible rating and shall continue to do so. ie Monitoring and evaluation by Childcare Strategy and SIP, Investors in People, HMI and Annual Inspection by the Care Commission.

d. What are the anticipated outcomes? (1625 characters)

To date ERFD contribution has assisted in the creation of 36 positions and 104 childcare places. This application will enhance the service by providing 2 additional childcare posts and 15 out of school care places. From April 2003

#### PHYSICAL OUTPUTS

119 childcare places

38 employment positions

#### INTERMEDIATE RESULTS

2 part time positions (Play workers)

36 employment positions safeguarded

People into employment

93 families accessing childcare: 150 adults enabled to access employment, training or education.

No of jobless people securing employment	48
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No of people securing training/education	11
------------------------------------------	----

No of people under 25 yrs securing employment	79
-----------------------------------------------	----

No of people under 25 yrs securing training/education	27
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Other outcomes evidenced in the project are that of management committee development, changes in culture, personal and community change, material, emotional and personal development of adults associated with the project.

e. How does the project fit with Priorities/Measures of the Single Programming Document and selection criteria? (1625 characters)

Targeted towards the most disadvantaged families of the North Glasgow SIP area, the project currently, and during its new development phase, reflects an Equal Opportunities approach enabling adults to take advantage of Education/Training and Employment, thus creating the potential for new opportunities which will release people from the Poverty Trap.

In targeting local people for Employment (unemployment currently recorded is 39.5% 4/10/2001) the opportunity to engage staff in professional and personal development contributes an immediate impact into the local community.

Throughout the lifetime of the project we have successfully recruited and trained local people and will continue to do so. We have accessed funding from Childcare Strategy for NC<HNC< and SVQ training in childcare and will repeat this in 2003 and 2004. This is a valuable resource that enables us to continue with our ethos of providing opportunities for residents of the SIP area.

Currently the staff team comprises 18 ft, 12 pt, and 6 sessional staff, 14 live in the North of Glasgow, 8 of which live within the SIP area.

f. Demonstrate consideration of horizontal themes - equal opportunities and sustainable development, including environmental sustainability. (1625 characters)

Considering Horizontal Themes the Project can demonstrate innovation, sustainability, equal opportunities, information technology and the environment.

- \* Provision of high quality, affordable childcare to local residents, addressing these areas.
- \* Increased childcare places - to 119
- \* Employment opportunities to local residents.
- \* Training opportunities for all staff, certified childcare courses through Childcare Strategy funding.
- \* Management target of 100% qualified staff, (legislation requires 50%).
- \* Maximise Working Families Tax Credit.
- \* Proactive in generating income, strategic planning for long term sustainability, (partnership working and letting of 10,000 sqm in new centre Jan 2005).
- \* Monitoring of performance in environmental issues and use of IT as a substitute.
- \* Legislative requirements

0 - 1 yrs	1 adult to 3 children
1 - 2 yrs	1 adult to 3 children
2 - 3 yrs	1 adult to 5 children
3 - 8 yrs	1 adult to 8 children

1 additional member of staff for each 16 children  
1 person in charge at each location

The most recent count of our waiting list reveals 21 requests for Out of School Care (3 for holiday cover) and 55 for 0 - 5yrs, a total 76.

## 12. PROJECT MONITORING

a. Please complete the following tables, aggregating the proposed Physical Outputs and Intermediate Results the project/scheme/Programme expects to deliver along with details of how and when each of these indicators will be monitored. Please first complete Annex B, which will show the annual targets for each Physical Output and Intermediate Result.

Physical Outputs	Total Forecast 2000-2008	Frequency of Measurement	Method of Measurement
NUMBER OF COMMUNITY EVENTS/NETWORKS/INITIATIVES SUPPORTED	1.00	ANNUALLY	MONITORING RESULTS

Intermediate Result	Total Forecast 2000-2008	Frequency of Measurement	Method of Measurement
Total no. of gross new jobs created	39.00	QUARTERLY	STAFF RECORDS
No. of gross new jobs created for women	34.00	QUARTERLY	STAFF RECORDS
No. of gross new jobs created for members of ethnic minorities	3.00	QUARTERLY	STAFF RECORDS
No. of gross new jobs created for disabled people	2.00	QUARTERLY	STAFF RECORDS
No. of gross new jobs created in areas defined as most in need	39.00	QUARTERLY	STAFF RECORDS
No. of gross new jobs directly related to environmental activity	0.00	QUARTERLY	0
No. of gross jobs sustained	38.00	QUARTERLY	MONITORING OUTPUTS
No. of gross jobs sustained for members of ethnic minorities	1.00	QUARTERLY	MONITORING OUTPUTS
No. of gross jobs sustained for disabled people	1.00	QUARTERLY	MONITORING OUTPUTS
No. of jobless people securing employment	48.00	QUARTERLY	MONITORING OUTPUTS
No. of people under 25 securing employment	72.00	QUARTERLY	MONITORING OUTPUTS
No. of jobless people securing training/education	11.00	QUARTERLY	MONITORING OUTPUTS
No. of people under 25 securing training/education	27.00	QUARTERLY	MONITORING OUTPUTS

b. Describe any results which cannot be quantified readily but which provide added value across the whole Programme. (3250 characters)

ERDF finance enhances capacity building at a local level in a number of ways. Gaining employment and job retention, accessing training/education, partnered by affordable childcare, support families in becoming less benefit dependant.

Additional family income results in a more healthy diet and local spending is increased.

Parent/guardian that can access the project are confident that the quality of service is excellent and value for money. This is also maximised by using funds to match other sources of funding.

Historically the availability of childcare has been a barrier to a vast range of opportunities. By addressing this care issue childcare creates a more equal environment improving the quality of life for local residents and a more positive image of the area.

Provide a breakdown of the eligible project costs for which ERDF grant is requested (please use the generic headings listed in Annex 3 of the guidance notes). Please ensure that Annex C to this form is also completed to provide a more detailed breakdown of some of the generic headings.

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Provide a breakdown of all the non eligible project costs for which ERDF grant is not requested (please use the generic headings listed in Annex 4 of the guidance notes).

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# 15. PROJECT FUNDING PACKAGE

This section should provide a comprehensive summary of the overall funding package for the project as detailed in the application form. Funding from sources other than ERDF is usually referred to as CO-FINANCE.

## NOTES:

- 1 For all CONFIRMED co-finance a copy of relevant approval documents should be appended to this form.
- 2 For all ANTICIPATED co-finance evidence that the funding has been applied for and the decision making timetable should be appended to this form.
- 3 All figures should be shown in full to the nearest £ sterling.
- 4 Any contribution in kind must be clearly identified, discussed with the Programme Executive and be in line with European Commission guidance.

SOURCE OF CO-FINANCE	CONTRIBUTION TO TOTAL PROJECT COSTS (f)	CONTRIBUTION TO ELIGIBLE PROJECT COSTS (f)	CONTRIBUTION TO NON-ELIGIBLE PROJECT COSTS (f)	GRANT REQUESTED (f)	HAS FINANCE BEEN CONFIRMED?	CO-FINANCE CONFIRMED (DATE)	CO-FINANCE EXPECTED (DATE)
PROJECT SPONSOR - The lead partner with full responsibility for overseeing project implementation, claims, monitoring and audit trail.					YES		
ST. ROCH'S CHILD CARE SERVICE 0 - 12 YEARS PRO				229,567	NO		
PROJECT PARTNERS - Other eligible bodies that will receive ERDF grant payment through the claims process.					*		
PUBLIC SECTOR FUNDERS - Public sector bodies that are providing co-finance for the project that will not receive direct ERDF grant payment.					*		
SIP	419,129	419,139			*		
CHILD CARE STRATEGY (EDUCATION DEPT)	216,734	226,734			*		
NEW OPPORTUNITIES FUND	42,971	42,971			*		
OTHER NON PRIVATE SECTOR FUNDERS - Non private sector bodies that are providing co-financing for the project that will not receive direct ERDF grant payment.					*		
PRIVATE SECTOR FUNDERS - Private sector organisations that are providing a direct contribution to the implementation of the project as detailed in this application form that will not receive direct ERDF grant payment. This does not include commercial bank loans, which may have been secured by the Project Sponsor and/or other public sector bodies.					*		
OTHER EUROPEAN COMMUNITY FINANCE EXCLUDING ERDF AND ESF					*		
European Investment Bank					*		
European Coal & Steel Community					*		
Other (please specify below)					*		
TOTAL FOR EACH COLUMN	688,844	688,844		229,567			

## 16. PROJECT JUSTIFICATION

This should cover the issues of demand, need and/or opportunity.

a. Justify the need for this project showing how the project complements, integrates with and enhances existing service provision.  
(3250 characters)

This project was established on the grounds of community and statutory organisations demands. Identified need in the arenas of childcare and after school care together with parental need in the forms of education/training/employment led to the projects inception. Remitted to aid the regeneration of the area the main aims of the project are as follows.

- A) Provide high quality, affordable, flexible childcare.
- B) Enable access to, or sustain, education, training or employment for parents/guardians.
- C) Empower local people through the development of a management committee and through the creation of new job

Continually operating with a waiting list, demonstrates clear demand, committed to an integrated approach. St Roch's Childcare Service has met the need to develop and expand, and continues to do so. With a commitment to partnership working St Roch's has sought funding and co-operation through a cocktail of funding streams. ie SIP, Childcare Strategy, Scottish Exec Partnership 3 - 5 yrs, Area Budget, Parental Fees, Key Fund and ERDF contributions. St Roch's has established itself as an integral part of the North of Glasgow's Childcare Provision. Staff attend and take part in the local admissions panel, partnering head teachers and staff from other childcare establishments, statutory and voluntary alike.

Annually monitored and evaluated, the service has demonstrated a high level of commitment to quality childcare, but despite a variety of government policies still struggles to meet demand. (current waiting list 76). Working closely with other childcare establishments avoids duplication and fosters good co-operative practices between centres, departments and organisations. St Roch's continues to strive to develop a strategic approach to providing childcare within the North of Glasgow.

Currently employing 36 staff and servicing 93 families within the local community St Roch's has become a major community resource for the people of the North of Glasgow. Recently due to demand, the organisation has received the backing of the local community, through parental meetings and local area strategy meetings to further pursue a New Build provision which will not only provide a base for high quality childcare but will service and enhance a full range of community needs and demands. Clearly the credibility established by the project has come about through meeting its aims, so much so that the local people trust the organisation to play the lead in their initiative.

b. Provide details of relevant market appraisals, evaluations or feasibility studies. For some types of projects you may be asked to provide copies of these documents. (3250 characters)

The project has always been in a position to take advantage of Studies appraisals and evaluations. Since October 2000 several papers have been produced, all detailing the high quality of service delivery, and exposing the need for expansion due to community demand. Such papers include;

- 1) ST ROCH'S CHILDCARE SERVICE FEASIBILITY STUDY (NOV 2000) It found that the project thought Strategically with a long term view, sought to meet community demand, was well regarded by users and partners and was in a position to expand, developing into three buildings. "All agencies canvassed in the Study held the project in high regard, parents and partner agency managers were impressed by the service and have been encouraging further development. The report concluded; " Given the overwhelming level of response and interest in Development of this nature, and the variety of suggestions and ideas emerging from the community and workers..a priority should be the development of a STATE OF THE ART NEW BUILD."
- 2) ANNUAL INSPECTION EDUCATION. DEPT (AUG 2001) This report alluded to the quality of work and commented; " THIS SERVICE OFFERS QUALITY CHILDCARE," it noted all policies and procedures were in place and recommended registration be continued.
- 3) BUSINESS PLAN CEIS (NOV 2001) In it's executive summary of the plan CEIS concluded; " Operating since 1998 St Roch's Childcare service has established itself as a centre of excellence delivering quality, affordable childcare in one of the most deprived areas of Glasgow." the report also found.. "the service offers a range of provision across the full spectrum of childcare" and finally that a NEW BUILD facility with cross agency support is a logical next step for a "COMMUNITY OF OPPORTUNITY" and would match policy aspirations of social inclusion and regeneration for an area of high deprivation.
- 4) ERDF Evaluation (Aug 2001) This document concluded that with ERDF contribution the project had; "demonstrated their capacity to meet and sustain their project objectives, made a significant difference to the lives of the people of the North of Glasgow. Consideration needs to be given to the future direction of the organisation and it's relationship with the community. A high level of dependency has been created between parents and children alike, and, with a growing waiting list the service is more in demand than ever."
- 5) ERDF AUDIT (Jan 2002). In this paper, under Outputs/Impacts, the inspection officers "reviewed the criteria for admission and Project Management's recording system and are content with the systems in place. The visiting officers were pleased to report that by the final claim stage all the outputs/impacts had been achieved or exceeded." They also noted by way of a site visit that "the project was being developed in line with the application".
- 6) H.M.I. Inspection (Jan 2002). A wholly satisfactory document highlighting, centre management, relationships, quality of staff, interactions with children, parents, agencies and the community as well as, very effective leadership, high quality teamwork and good procedures for staff development and review.
- 7) Annual Inspection Care Commission (Aug 2002) Not Available to date.

All of the above show a favourable appraisal of the project.

c. Provide details of linkages with any relevant local or national strategies. (1625 characters)

The project has always been linked to the local SIP strategic plan, and more recently the new action plan, and of course by the North Glasgow Ten year plan. More specifically linkages can be identified in Aid regeneration of the area, Provision of high quality Childcare and Partnership working. Within the local community the project plays an active part in Capacity Building, through parental involvement, community meetings and management committee responsibilities and training. Getting People back to work is a core aim of the project, living at the heart of our aims and objectives. Developing Community Partnerships and raising interest in Well functioning environments has become a major thrust and argument in the development of our new building, and, as relationships develop further with groups, such as the area strategy group and the local bowlers league (to mention but two), so to does our skill in partnership and well functioning communities. The project, by it's very nature, links into the Executives social justice challenge to end poverty within 20 years and with its finger on the pulse re Best possible Start policies and actions, the project is well positioned and versed in National and Local Strategies, as highlighted in our latest HMI inspection.

d. Explain how this project integrates with other EC funded projects. Include any reference to the performance of previous EC funded projects. (1625 characters)

The project actively strives to integrate with other EC funded projects in the following ways;

St Roch's provides childcare to students who access courses funded by ESF monies, for example; Central college of commerce, College of Building and Printing, North Glasgow College, Stow College, Ethnic Minorities Enterprise centre, Govan Initiative and One Plus. We provide student placements to ESF funded projects and colleges such as, Rosemount Lifelong Learning, Nautical College, and North Glasgow College.

Project staff have and are continually encouraged to access European funded courses in Childcare, Personal Development, and NEBS Management at a variety of colleges including North Glasgow, Nautical and Langside.

Access to other European funded initiatives are available to the project through Glasgow North Limited and a variety have been taken up in the arenas of First Aid, Developing Policies and Procedures and Health and Safety.

We have also taken advantage of Key fund, Phases 1 & 2 and the finance available has provided access to partnership working with other professional bodies such as Architects, Surveyors and Organisational Consultants enabling the project to advance it's development programme effectively and with integrity.

## 17. NEED FOR GRANT

a. Will the project proceed without the grant?

Yes

• No

b. Please supply information below to justify the answer given above. Please provide detail of any other additional justification for the need for grant, for example to improve the quality of the project or to increase the scale of the project. (3250 characters)

In order to continue operating the project must secure this grant. The award will be £229,567, 25% of eligible costs. If there were to be any reduction or withdrawal it would impose extreme financial pressure on families already living in one of the poorest areas of the city.

It would also disavow us of our key aim of providing "Affordable" childcare.

The project exists to support the most vulnerable of people and to create the arena for adults to begin to realise their potential through Education, Training and Employment. In all cases the line between real hardship and potential future improvement is constantly evidenced in the project, with the most minor of changes in users circumstances, we see people struggle to keep their heads above water on a daily basis. Any change in grant aid would inevitably have to be reflected in charges and would have devastating effects on the community.

Many of the projects successes have obviously been linked to the ERDF contribution, not only has the direct contribution been of great significance, but the fact that the project has secured European funding has enhanced our relationship with other funders and partners and lent credence to our projects status, to withdraw or reduce would seriously impair our effectiveness.

The fact that a fruitful relationship exists between the project and ERDF has added to the project's confidence in its bid to expand and develop its services, as detailed in our business plans and feasibility study. We have gone to the public, confident in our relationship, to consult and seek advice on the best way forward, knowing that partnership arrangements are the best way forward when dealing with social inclusion and reduction in poverty issues, we have been honest and in integrity, explaining to people the potential funding routes for Capital and Revenue monies. We have encouraged and recruited local people to take part in in order to progress their own communities. They have actively participated in public meetings and training week - ends and events, and given freely of their time, secure in the knowledge that real support is available in the form of funding bodies such as ERDF.

Much work has been done by staff and community alike, not only to sustain a well respected and valued community resource, but to build on it and create other equally excellent services around it, to change would have a very lasting and damaging effect on the inroads already built. We need to retain the current level, as indicated above, in order to deliver the service and build upon its success.

## 18. ECONOMIC SUSTAINABILITY

Has a Business Plan been enclosed?

• Yes      • No

If No, why has a business plan not been enclosed? (1625 characters)

Provide details of how the project will continue after ERDF funding has ceased. For capital projects please provide details of the arrangements for ongoing management. For revenue projects provide details of ongoing funding arrangements. (1625 characters)

We were initially dependant on the grant to a level of 50%, and currently 37.43%. In conjunction with seeking grants we are continuing to work towards a more self sustaining provision. This has been achieved by attracting SIP £419,139. Childcare Strategy £226,734. NOF £39,980. Scottish Exec (3- 5 yrs olds only) £46,384. Parental fees £374,079 and finally £229,567 ERDF which is 25% of eligible costs.

Furthermore the letting of 10,000 sq mtrs of commercial space from January 2005 within the New Build will attract a further £135,000 resulting in fees and rent providing 40% of the Total Revenue Project Costs with the opportunity to increase as we market the remaining resources.

## 19. EQUAL OPPORTUNITIES

Applicants are required to demonstrate that they have considered equal opportunities at all stages of the design of the project, and how it has been structured to ensure that equal opportunities will be mainstreamed throughout the project's aims and operation. The following questions are intended to allow applicants to describe the processes by which they have considered the equal opportunities implications on the design of the project and the evaluation of its objectives and outcomes.

a. Describe any potential barriers to access and participation to this project you have identified, for example, for women, ethnic minorities and people with disabilities, and how you made that assessment. (3250 characters)

Access is a major issue for this project, and it is three fold in the nature of it's limit's, one is in location, with it proving particularly difficult for wheelchair bound citizens to enter, the second is by the limit of spaces currently available and the third is poverty itself.

No limit is placed on people by nature of their ethnic background or social circumstance, nor are there any barriers in place to discriminate against gender, however it is difficult to recruit male staff into childcare and this by it's very nature places restrictions on the project which is committed to delivering a holistic experience to the children attending the service.

A potential barrier exists within the community of Royston it's self and this is the attitudinal barrier of discrimination. Whilst the area is developing into a multi cultural society, with a variety of differing cultures emerging, old prejudices die hard and the project, and indeed it's partner agencies, need to be ever aware of potential flash points and triggers. Admissions are operated through North Glasgow's Admissions panel, which obviously works to the current equal opportunities legislation, but the project must keep it's finger on the pulse of local community feelings and be seen to be an honest and fair service, both as an employer of local people and deliverers of a much needed service.

The project will continue to monitor these barriers, active and potential, and seek to reduce them wherever and whenever possible. Continuous training and maintaining Investors in People status will help this process, as will the moving to a New Build, immediately eradicating the wheelchair access problem and reducing the waiting list.

b. How will this project as proposed address these issues, and evaluate the outcomes against the equality objectives of the project and the Single Programme Document? (3250 characters)

By securing funding we will maintain our capacity to offer our service at an affordable price, ensuring access to childcare on low incomes, the project will continue to operate as an equal opportunities driven organisation, both for staff and users.

We will continue our practice of community consultation and community involvement in the overall development of the service, in particular the New Build initiative.

The project will continue it's Pilot work in the Integration of Children of Asylum seekers, learning from the experience and bringing that learning forward into the community.

Staff training will continue, as will the recruitment of male staff in particular.

The project will continue to operate across the spectrum of peoples within the community, advocating equality and practicing it within it's centres.

Partnership working will be continued with greater emphasis being placed on equality as a means to furthering inclusion.



c. Describe the procedures in place to ensure your organisation meets its obligations as an employer, and as a service provider, under the appropriate equal opportunities legislation. (3250 characters)

1. The project operates its Equal Opportunities Policy in line with local authority guidelines and terms and conditions of service as an equal opportunity employer.

2. The Project adopts the broader Scottish view that has been adapted to include women, people with disabilities and ethnic minorities.

3. As a service provider the project does not discriminate between one and two parent families, historically childcare places in Glasgow local authority provision have been primarily for single parent families.

4. Firm action is adopted with regard to Gender inclusion i.e. we actively seek to encourage male participation.

5. Equal opportunities are spelt out clearly in the projects induction materials.

The project monitors its equal opportunity position by:

1. Ensuring that in our service provision our curriculum covers all areas of child development including, an awareness of different cultures, religions and environments, and that within the supply of resources and training, staff are able to provide an extensive programme covering all aspects of equality. (Annual inspections verify this)

2. Employees Personal Development plans and Performance are monitored regularly through planned supervision, team meetings and training events.

St Roch's Childcare Service Equal Opportunities Statement reads as follows:

"Through the commitment of fair and just treatment to all involved within and outwith the project we aim to ensure that no person receives less favourable treatment on the grounds of race, religion or disability. We also aim to challenge any racist or sexist comments or remarks, and through education, to encourage all our children to have a better understanding of each others cultures, children with special needs, and to value each other, respecting that everyone is unique and may have different ideas and beliefs which should be respected."

## 20. THE ENVIRONMENT

a. What EC Directives or UK legislation is relevant to the project? What measures will be taken to meet or to exceed these regulatory standards? (3250 characters)

The organisation continues to strive to meet all relevant Health and Safety Legislation and have recently accessed appropriate staff training to allow us to complete Risk Assessments.

In terms of paying attention to environmental and cost factors St Roch's continues to reduce paper waste through the use of E mail technology, and reuse stationary products, such as, plastic wallets, paper clips etc.

Attention is given to the reduction in the use of electricity and a watching brief is in place to minimise waste of any kind, including water. We are about to take this a step further as the 5 - 12 yr olds that attend Out of School Care are preparing to research the re-cycling of paper within the project.

b. Describe, and wherever possible quantify, the project's positive and negative impacts on the environment in terms of the aims of the Programme, attaching the non-technical summary from the Environmental Assessment if one has been carried out. Explain the methods and techniques which will be used to monitor and assess impacts, with particular reference to:

- (a) Wildlife and nature conservation
- (b) Changes in land use, buildings or re-use of vacant and derelict land
- (c) Use of resources, including use of local raw materials, energy and water
- (d) Effects on air, water and soil quality
- (e) Modes and volumes of passenger and freight transport which will be generated by the project
- (f) Waste disposal, including waste minimisation and recycling
- (g) Training people in environmental management skills appropriate to the project (3250 characters)

(a) **Wildlife:** Although we are actively discouraged from having any type of animal within the project we are very aware of the benefits to childrens' all round development when they have access to a range of animals and insects.

Observations of visits to parks, deep sea world, zoo, pet shop, etc record the positive play and learning experienced by the children. Children clearly find outings enjoyable and stimulating as they participate in the planned activities that follow with great enthusiasm. Our programme for out of school care included an outdoor residential camp at Fordell Firs, Dumfermline. Summer 2002 a group of 24 children, 5 parent volunteers, and 5 staff took part in, and are hopeful that we can repeat the experience next year. The trip was subsidised by Glasgow Playscheme Association and a £40 charge for each child.

(c) We have increased our OSC provision to 40 and it will rise to 55 in 2003. Staff recruitment, selection and training has resulted in an excellent team of qualified and committed staff. Children continue to use the computers in the 3 - 5 & 5 - 12 yr age range. They participate with enormous enthusiasm and knowledge. We find the use of computers to be very cost effective as many of the packages have sound and bright colour and a member of staff can provide a learning activity for a number of children without any costs unless their intention is to produce a hard copy.

(d) Resources used by the project are safe for use by young children. ie non-toxic paint and materials as well as re-cycled paper and equipment we purchase must have safety marks.

(e) We own a 17 seater diesel minibus and it is used primarily for OSC but the younger children also have access to it prior to 2.30 pm each day. Outings are planned to provide for the maximum number of children to travel with the required number of staff, which varies according to age. This reduces the number of journeys required whilst providing educational opportunities for the maximum number of children. During school closures via Glasgow Playscheme Association we have access to 2 bus passes. Each allows 8 children and 2 adults to travel free of charge. Summer 2002 OSC children went on 29 trips using the passes these included beaches, swimming, adventure playgrounds, ice-skating, go-carting, cinema, museums etc.

(f) Waste is reduced by the use of IT, including e mail and Internet. Out of school care staff have included in their development plan a project that will research the re-cycling of waste paper within the project.

c. Where the project will have negative impacts in terms of the issues in 20b., please detail the steps taken to minimise, monitor and manage these impacts. Please provide details of any environmental advice taken from SNH, SEPA, Local Authorities and/or other agencies. (3250 characters)

We are unaware of any negative impacts we would cause. We are however increasingly aware of the effects and impacts that can have an effect on the environment and therefore strive to educate staff and children in how best to alleviate them where we can.

As January 2002 and time to build our New Centre approaches we will seek advice from professionals at all stages as to planning for an environmentally friendly and accessible building.

## RESPONSIBILITY OF APPLICANT (LEGAL & STATUTORY REQUIREMENTS FOR APPLICANTS)

### 21. PLANNING

Is planning permission required?

☒ Yes ☐ No

If Yes, has full planning permission been obtained?

☐ Yes ☐ No

If full planning permission has been obtained, indicate date of approval.

If full planning permission has still to be obtained, which of the following issues has the planning authority indicated need to be resolved before the project can proceed?

☐ Conflict with planning policy

☐ Access arrangements

☐ Discharges to air or water

☐ Other (please specify)

If planning permission is *not* required,

a. Is the project consistent with the approved Structure Plan and Adopted Local Plan for the area?

☐ Yes ☐ No

b. Will it require to be notified to the Scottish Ministers?

☐ Yes ☐ No

Is listed building consent required?

☐ Yes ☒ No

If Yes, indicate the date on which listed building consent was obtained.

If listed building consent has still to be obtained, please indicate:

a. When the application was/will be submitted.

b. When a decision is expected.

### 22. TENDERING ARRANGEMENTS

a. Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be, complied with.

☐ Yes ☐ No ☒ N/A

b. Has the project gone out to tender?

☐ Yes ☒ No

If Yes, have the contracts been advertised in the Official Journal of the European Communities

☐ Yes ☐ No

If the contracts have been advertised in the Official Journal, please indicate:

a. Advertisement number

b. Date

(Please supply a copy of the advertisement)

If No, please provide reasons and details of the tendering arrangements anticipated. (1000 characters)

N/A

c. For projects with contracts above the thresholds for advertising, please submit a completed Public Procurement Questionnaire, copies of which can be obtained from the Programme Management Executive.

d. For projects where no contracts are above the thresholds for advertising, a signed declaration form must be completed and sent to the appropriate Programme Management Executive (from where copies of the form can be obtained).

**23. STATE AID POLICY**

Does the project involve any State Aids?

☐ Yes ☒ No ☐ De Minimis

If Yes, please provide the following details:

Amount of aid

Confirm that the aid is within the relevant ceiling

☐ Yes ☐ No

Is the aid approved?

☐ Yes ☐ No

If the aid is approved,

a. Approval number

b. Date

  

If the aid is *not* approved,

a. Aid number assigned by the Commission

b. Date of notification to the Commission

  

Please explain why the aid is *not* approved. (3250 characters)

#### 24. PUBLICITY REQUIREMENTS

NOTE TO APPLICANTS: It is a condition of grant that the ERDF contribution to this project is publicised in accordance with EC Council Regulation No. 1159/2000 of 30 May 2000.

Please indicate which of the following forms of publicity will be implemented:

- ☐ a. Prominent Site Signage During Works
- ☒ b. Permanent Plaque on the Premises
- ☒ c. Specific Press and Media Releases
- ☒ d. Acknowledgement in all Media Releases
- ☒ e. Acknowledgement in all Project Documentation
- ☐ f. Other (please specify in box below)

Detail any other methods that will be used to publicise the project and any ERDF award. (3250 characters)

[Redacted content]

## 25. CERTIFICATION

To be signed by a Designated Officer of each Applicant Organisation using the following page if necessary in the case of Multi Agency Applications.

PROJECT TITLE **ST ROCH'S CHILDCARE PROVISION 0-12 YEARS PROVISION**

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.

I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.

I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.

Project Sponsor Name	<b>ST ROCH'S CHILDCARE SERVICE 0 - 12 YEARS PROVISION</b>
Funding Committed to this project	<b>£688,844</b>
Name of Designated Officer	<b>HELEN O'HARE</b>
Position in Organisation	<b>CHAIRPERSON</b>
Address	<b>C/O ST ROCH'S CHILDCARE SERVICE 267 ROYSTON ROAD, GLASGOW G21 2BS</b>
Postcode	<b>G21 2BS</b>
Signature of Designated Officer	<b>[REDACTED]</b>
Date	<b>8-10-02</b>
Contact Person for this project	<b>[REDACTED]</b>
Address	<b>[REDACTED]</b>
Telephone	<b>[REDACTED]</b>
Project Partner Name	<b>[REDACTED]</b>
Funding Committed to this project	<b>[REDACTED]</b>
Name of Designated Officer	<b>[REDACTED]</b>
Position in Organisation	<b>[REDACTED]</b>
Address	<b>[REDACTED]</b>
Postcode	<b>[REDACTED]</b>
Signature of Designated Officer	<b>[REDACTED]</b>
Date	<b>[REDACTED]</b>
Contact Person for this project	<b>[REDACTED]</b>
Address	<b>[REDACTED]</b>
Telephone	<b>[REDACTED]</b>
Contact person for this project and for the Sponsor Organisation	<b>[REDACTED]</b>
Telephone	<b>[REDACTED]</b>
Fax Number	<b>[REDACTED]</b>
Email Address	<b>[REDACTED]</b>

### ENCLOSURES

- ☐ Map
- ☐ Diagram
- ☐ Drawing
- ☐ Report
- ☐ Other



25. CERTIFICATION (continued)

PROJECT TITLE **ST ROCH'S CHILDCARE PROVISION 0 -12 YEARS PROVISION**

*I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.*

*I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.*

*I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.*

*I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.*

*I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.*

Project Partner Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

Project Partner Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

## 25. CERTIFICATION (continued)

To be signed by a Designated Officer of each Private Sector Funder (using the following page if necessary).

PROJECT TITLE **ST ROCH'S CHILDCARE PROVISION 0-12 YEARS PROVISION**

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.

I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.

I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

**25. CERTIFICATION (continued)**

**PROJECT TITLE** **ST ROCH'S CHILDCARE PROVISION 0 -12 YEARS PROVISION**

*I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.*

*I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.*

*I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.*

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*I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.*

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

# GEORAPHICAL COVERAGE

INEX A

Please use the dropdown menus:  
 \* For revenue projects select ALL wards that the project and its services are expected to benefit  
 \* For capital projects select the ward(s) in which the physical asset is located

Ward	Number	Name
Argyll and Bute	38021	Helensburgh East
	38022	Helensburgh Central
	38023	Helensburgh West
	38024	Rhu/Garelochhead
	38025	Arrochar/Kilcregan
	38026	Cardross/Craigendornan
East Ayrshire	36011	Cumnock East
	36012	Lugar, Logan and Muirkirk
	36013	Cumnock South and Old Cumnock
	36014	Cumnock West and Auchinleck
	36015	Catrine, Sorn and North Auchinleck
	36021	New Cumnock
	36023	Paina and Dalrymple
	36024	Dougan, Ochilvie, Rankinston and Strat
	36025	Mauchline
East Dunbartonshire	44011	Kilmarnock and London No. 1
	44012	Kilmarnock and London No. 2
	44013	Kilmarnock and London No. 3
	44014	Kilmarnock and London No. 4
	44015	Kilmarnock and London No. 5
	44016	Kilmarnock and London No. 6
	44021	Kilmarnock and London No. 7
	44022	Kilmarnock and London No. 8
	44023	Kilmarnock and London No. 9
	44024	Kilmarnock and London No. 10
	44025	Kilmarnock and London No. 11
	44026	Kilmarnock and London No. 12
	44031	Kilmarnock and London No. 13
	44032	Kilmarnock and London No. 14
	44033	Kilmarnock and London No. 15
	44034	Kilmarnock and London No. 16
	44035	Kilmarnock and London No. 17
	44036	Kilmarnock and London No. 18
East Dundee	33011	Barrow
	33012	Keystone
	33013	Craigdin
	33014	Clode
	33015	Kilmarinny
	33021	Thorn
	33022	Cashell
	33023	Weston
	33024	Kestington
	33025	Chapelton
	33011	Hillhead/Broomhill
	33012	Harrogate
	33013	Central
	33014	Woodhead
	33015	Lezgie
	33021	Kennure and Balderock
	33022	Cadda
	33023	Woodhill
	33024	Auchmuty/Crowhill
	33025	Campsie and Torrance
	33031	Milton and Gartshore
	33035	South Lezgie/Waterside
East Renfrewshire	40011	Thornliebank
	40012	Giffnock West
	40013	Giffnock East
	40014	Netherton
	40015	Clarkston and Stampertland
	40016	Williamwood
	40021	Mearns
	40022	Crookfur
	40023	Broom
	40024	Busy
	40025	Kirkhill
	40026	Balsham
	49051	Barnhead West
	49052	Barnhead North
	49053	Barnhead East
	49054	Barnhead South
	49055	Nelson
Glasgow City	41011	Drumry
	41012	Summerhill
	41021	Blairdrie
	41022	Kilpheddie
	41031	Yoker
	41032	Kilpheddie
	41041	Scotswood
	41042	Broomhill
	41051	Kelvinhall
	41052	Kelvinhall
	41061	Summerston
	41062	Maryhill
	41071	Milton
	41072	Ruchill
	41081	North Kelvin
	41082	Woodlands
	41091	Patrick
	41092	Anderson
	41101	Spangmuir
	41102	Robertson
	41111	Kippoburn
Included	41112	Comhair
Included	41121	Alexandra Park
	41122	Deanston
	41131	Central
Included	41132	Callon
	41141	Belvedere
	41142	Canary
	41151	Partick
	41152	Stirling
	41161	Lithamhill
	41162	Riddrie
	41171	Opencroft
	41172	Barnhill
	41181	Mount Vernon
	41182	Barnhill
	41191	Gartloch
	41192	Eastcros
	41201	Drumoyne

## GEOGRAPHICAL COVERAGE (continued)

INEX A

Number	WARD Name
<b>Glasgow City (continued)</b>	
41202	Govan
41211	Penilee
41212	Cardonald
41221	Mosspark
41222	Bellahouston
41231	Pollock
41232	Cowglen
41241	South Nitshill
41242	Arden
41251	Pollokshields
41252	Shawlands
41261	Kinning
41262	Hutchesontown
41271	Queen's Park
41272	Crosshill
41281	Pollokshaws
41282	Newlands
41291	King's Park
41292	Aikenhead
41301	Torvalen
41311	Linn Park
41312	Castlemilk
41321	Glenwood
<b>Inverclyde</b>	
43011	Kilmacolm
43012	Port Glasgow East
43013	Port Glasgow South
43014	Clune Brae
43015	Port Glasgow West
43021	Gibshill
43022	Blairmore
43023	Bellville
43024	Greenock East Central
43025	Broomhill
43031	Gateside
43032	Bow
43033	Larkfield
43034	Upper Larkfield
43035	Greenock South
43041	Greenock West Central
43042	Greenock West End
43043	Cardwell Bay
43044	Gourock
43045	Firth
<b>North Ayrshire</b>	
37011	Irvine West
37012	Irvine Townhead
37013	Irvine Vineburgh
37014	Irvine North
37015	Irvine Woodlands
37021	Dreghorn
37022	Broomlands
37023	Bournehill
37024	Chile Toll
37025	Irvine Landward
37031	Kilwinning East
37032	Kilwinning South
37033	Kilwinning West
37034	Stevenson North
37035	Stevenson South
37041	Beith
37042	Dalry

Number	WARD Name
<b>North Ayrshire (continued)</b>	
37043	Garnock East
37044	Kilbirnie South
37045	Kilbirnie North
37051	Salcoats East
37052	South Beach
37053	Salcoats North
37054	Ardrossan South
37055	Ardrossan North
37061	West Kilbride
37062	Largs South
37063	Largs North
37064	Fairlie, Skelmorlie and Cambrac
<b>North Lanarkshire</b>	
35011	Kildrum and Park
35012	Balloch, Ravenswood and Searat North
35013	Village, Dullatur and Searat South
35021	Abrahamhill West
35022	Abrahamhill East
35023	Carbarn East
35024	Carbarn West and Greenfauld
35031	Condorrat East
35032	Westfield and Condorrat West
35033	Croy and Kilsyth South West
35034	Queenzieburn and Kilsyth North West
35035	Banton and Kilsyth Central and East
47011	Townhead
47012	Blair Park
47013	North Central and Glenboig
47014	Central
47021	Bargeddie and Langloan
47022	Kirkwood
47023	Old Monklands
47024	Kirkshaws
47031	Rochsoles/Glenmavis
47032	Rawyards/Holchills
47033	New Monkland West
47034	New Monkland East
47041	Whinhall
47042	Cairnhill
47043	Gartlea
47044	Craigcnik
47051	Calder
47052	Shawhead
47053	Wood Hall
47054	Chapelhall
48011	Ladywell
48012	Calder Valley
48013	Forgewood
48014	North Motherwell
48015	Brandon
48021	Craigcnik
48022	Central Wishaw
48023	South Coltness
48024	Carbosnerhan
48025	North Coltness
48031	Knowetop
48032	Muirhouse
48033	Netherton
48034	Thornlie-Pether
48035	Garnon
48041	Newmains
48042	Stane

Number	Name	WARD
48043	Dykehead	
48044	Cleland	
48045	Bentham	
48051	Tannochside	
48052	Fairlie	
48053	Woodlands/Vicpark	
48054	Bellsbush North/Central	
48055	Oriston	
48061	Mossend	
48062	Holytown	
48063	New Stevenston	
48064	Newarthill-Carlin	
48065	Bellsbush East	
50032	Chryson	
50033	Woodsideburn	
50034	Stops	
Renfrewshire		
49011	Shortwoods	
49012	St James	
49013	Perthshire	
49014	Oakley	
49015	Millarston	
49021	Bredland	
49022	Foxbar	
49023	Stoney	
49024	Glenburn South	
49025	Glenburn North	
49031	Castledale	
49032	Lochfield	
49033	Hawthorn	
49034	Huntlyhill	
49035	Saunders	
49041	Seaburn	
49042	Barnbarrow	
49043	Gallowhill	
49044	Sandyford	
49045	Ralston	
49061	Johnstone Central	
49062	Johnstone Cockburn Mill	
49063	Johnstone Castle	
49064	Johnstone Spiteston	
49065	Edgely	
49071	Blythswood	
49072	Deanside	
49073	Townhead	
49074	Artglen	
49075	Moortown	
49081	Linwood East	
49082	Linwood West	
49083	Kilbarchan	
49084	Bridge of Weir	
49085	Lochwinnoch	
49091	Inchinnan	
49092	Park Mains	
49093	Birkenshaw	
49094	Bishopston	
49095	Houston	

Number	Name	WARD
45011	Heathfield	
45012	Newton	
45013	Blackcad	
45014	Whitehills	
45015	Craig	
45021	Ron	
45022	Forthill	
45023	Holmston	
45024	Seaford	
45025	Alloa	
45031	St Catherine's	
45032	St Nicholas	
45033	Kilnecrag	
45034	Ardbank Mosskirk and St Onyiah	
45035	Coyton and Kincaidston	
45041	Troon South and West	
45042	Troon North and Central	
45043	Troon East	
45044	Tarbolton, Symington and Craigie	
45045	Dunoon, Largs and Monkton	
45051	Alisa	
45052	Glenkenneth	
45053	Maybole	
45054	Carrick North	
45055	Carrick South	
South Lanarkshire		
39011	Maxwellton	
39012	Long Calderwood	
39013	Monksbush	
39014	Blacklaw	
39015	Caldercraigs	
39021	Dunmure	
39022	Westwoodhill	
39023	Harrington	
39024	Westmains	
39025	Eastmains	
39031	Kelvin	
39032	Lochgait	
39033	Head House	
39034	Avondale South	
39035	Avondale North	
39036	Cross House	
41302	Rathfriland	
41322	Pennahill (Part)	
41331	Camperslang	
41332	Halfway	
42011	Hillhouse	
42012	Udston	
42013	Wellhall North	
42014	Central	
42015	Burnbank	
42021	Ferniegart	
42022	Fairhill	
42023	Woodhead	
42024	Low Waters	
42025	Cadzow	
42031	Dalserf	

## BREAKDOWN OF GENERIC COST HEADINGS

Please use the following sheets to provide a full breakdown of eligible staffing and capital equipment costs.

## 1. Staffing Costs

EXPENDITURE ITEM	ELIGIBLE COSTS	NON ELIGIBLE COSTS	TOTAL COSTS	
SALARY COSTS	810,974	318,438	1,129,412	
REVENUE COSTS	107,437	99,034	206,471	
TOTAL COSTS	918,411	417,472	1,335,883	
INCOME				
ERDF	229,567			
STP	419,139			
CHILDCARE STRATEGY	226,734			
NEW OPPORTUNITIES FUND	42,971			
PARENTAL FEES (GENERATED INCOME)	374,079			
3-5 PARTNERSHIP (GENERATED INCOM	43,393			
	1,335,883			
<b>FULL ELIGIBLE ERDF COSTS</b>				
SALARY COSTS				
POST & HRS	PT YR1	SALARY YR1	PT YR2	SALARY YR2
OIC @ 38	43	£35,712.00	44	£28,121.00
DEPUTE @ 38	30	£32,832.00	40	£25,484.00
DEPUTE @ 38	39	£32,332.00	40	£25,484.00
0-1 C/C @ 38	14	£18,120.00	15	£12,873.00
0-1 C/C @ 38	13	£15,834.00	14	£12,382.00
0-1 C/C @ 25	18	£11,840.00	18	£9,170.00
1-2 C/C @ 38	15	£18,485.00	18	£12,982.00
1-2 C/C @ 38	13	£15,834.00	14	£12,382.00
1-2 C/C @ 25	18	£11,840.00	18	£9,170.00
2-3 C/C @ 38	13	£15,834.00	14	£12,382.00
2-3 C/C @ 38	18	£18,981.00	17	£12,982.00
2-3 C/C @ 38	14	£18,120.00	15	£12,873.00
3-5 C/C @ 25.5	18	£11,835.00	18	£9,324.00
3-5 C/C @ 25.5	14	£10,617.00	15	£8,297.00
3-5 C/C @ 25.5	14	£10,817.00	15	£8,297.00
3-5 C/C @ 25.5	15	£11,082.00	18	£8,698.00
3-5 C/C @ 38	15	£18,485.00	18	£12,982.00
OSC @ 25	18	£13,489.00	17	£10,412.00
OSC @ 25	13	£12,848.00	14	£9,898.00
OSC @ 25	18	£13,489.00	17	£10,412.00
OSC @ 25	14	£12,877.00	15	£9,876.00
OSC @ 25	14	£12,877.00	15	£9,876.00
OSC @ 25	14	£12,877.00	15	£9,876.00
OSC @ 25 (note 1)	13	£9,432.00	14	£8,899.00
CLERICAL @ 23	11	£9,404.00	12	£7,229.00
DOMESTIC @ 20	8	£7,651.00	8	£5,882.00
FINANCE @ 30	28	£18,272.00	28	£18,113.00
SESS	4728HRS	£28,542.00	4443HRS	£27,769.00
TOTAL COSTS		£450,278.90		£360,696.00
<b>STAFFING STRUCTURE</b>				
2-3YRS	1 ADULT TO 5 CHILDREN			
3-5YRS	1 ADULT TO 8 CHILDREN			
5-12YRS	1 ADULT TO 8 CHILDREN			
For each multiple of 16 children there has to be 1 extra member of staff and where the childcare places are in a separate building there must be one additional who is supernumary.				
St Roch's Primary	Millers Centre	St Roch's Secondary		
0-1yrs 9 places 2x38hrs staff 2x25hrs staff	2-5yrs 15 places 4x38hrs staff	3-5yrs 31 places 6x38hrs staff		
1-2yrs 9 places 2x38hrs staff 2x25hrs staff				
5-12yrs 40 places 7x25hrs staff				

## 2. Capital Equipment



APPROVED

ID 762

December 2002: Version 1.1

WSE/ERDF/03/331/01791



**SCOTTISH EXECUTIVE DEVELOPMENT DEPARTMENT  
STRATHCLYDE EUROPEAN PARTNERSHIP  
EUROPEAN REGIONAL DEVELOPMENT FUND  
GRANT APPLICATION FORM**

APPLICANTS MUST REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM



Applicants should be aware that, if and when this, or any subsequently modified application, is approved the approved application form will become the first financial control document and will form the basis of any future monitoring or financial control inspection. For that reason, it is important that each section of the form is completed as accurately and clearly as possible and signed by your organisation's nominated, authorised signatory for ERDF purposes.

1. PROGRAMME
2. PRIORITY
3. MEASURE
4. PROJECT TITLE
5. APPLICATION TYPE

Western Scotland Objective 2 2000-2006 Programme
Priority 3: Increase the economic and social cohesion of the region
3.1: Community based regeneration
ONTOWORK in Dunbartonshire
<input checked="" type="radio"/> Capital <input type="radio"/> Revenue

6. PROJECT SPONSOR

Organisation Name  
Address

WEST DUNBARTONSHIRE COUNCIL
Council Offices Garshake Road
Dumbarton
G82 3PU

Postcode

7. PROJECT LOCATION

45 Bank Street Alexandria
---------------------------

Please refer to and complete Annex A to this application form as follows:

- \* For revenue projects select ALL wards that the project and its services are expected to benefit
- \* For capital projects select the ward(s) in which the physical asset is located

For capital projects please also indicate the following:

Postcode

G83 0NA
---------

Site owned by

WDC
-----

8. ESTIMATED TIMESCALE

Estimated date for main contract to be let

01-Jun-2001
-------------

Estimated physical start date

01-Aug-2001
-------------

Estimated date of physical completion

01-Oct-2001
-------------

Estimated date of financial completion

01-Aug-2002
-------------

Agency letting main contract(s)

Hay Lough Davis
-----------------

9. PROJECT EXPENDITURE PROFILE (all figures should be entered to the nearest pound)

	2000	2001	2002	2003	2004	2005	2006	2007	2008	TOTAL
Total cost of project (£)		20,000	2,339	500						22,839
ERDF contribution (£)		20,000	2,339	500						22,839
Percentage of grant allocated		100%	100%	100%						100%

10. EXECUTIVE SUMMARY

Please provide a description in about 150 words on what ERDF will be paying for. Full details of the project should be provided in section 11. (1000 characters)

The grant will contribute to:

Cost of conversion of premises from a Bookmakers office, in an unsightly and unsound state to a facility offering an open plan office/reception area, dual purpose training room, interview room, two private offices, kitchen and bathroom.

This will enable the organisation to deliver increased services to the client group, create 3.5 jobs and improve the appearance of the general area.

15 SEP 2003

## 11. PROJECT DESCRIPTION

Sections a. to f. give you the opportunity to describe fully the project for which grant is being sought, while addressing the specific points necessary for the project to be appraised.

a. Describe in more detail the background and context of this project. (1625 characters)

A review of services was carried out in 99/00 by Unemployed Initiative Group (now ONTOWORK) which highlighted the opportunity for development of services. A Business Plan for the period 2000 -2003 was compiled in conjunction with partners (WDC, SED, WDP, Employment Services, Learning Works Etc). Subsequently, an application for ESF in July 2001, supported by SED was successful, this created 3.5 jobs and enabled enhanced service delivery. The increase in services necessitated larger premises and these were identified by WDC. There were considerable conversion costs as the premises were previously used as a Betting Office and had become rundown. An application for funding to WDP Partnership to convert the building was successful with an award of £40,000.00 being granted.

The Business Plan of Ontowork was compiled in line with the Social Inclusion Strategies of WD Partnership, the Anti Poverty and Lifelong Learning Strategies of WD Council and the Regeneration Strategies of SE Dunbartonshire.

b. Provide a full description of the works. (1625 characters)

Removed all existing fixtures and fittings, demolished walls to form open plan office.

Installed structural steel beams, all floors and ceilings brought to same level.

Constructed Training and Interview rooms, Offices and Reception area.

Removed structurally defective roof and replaced with Plastisol metal roof.

Upgraded electrical wiring, installed 20 electrical points.

Installed additional radiators.

Fitted basic kitchen units.

Removed brickwork and timber tiling, installed double glazed windows and roller shutters.

Painted and decorated, laid carpets, lino as required.

Altered entrance to toilet.

Built concrete wheelchair ramp and installed handrails.

All architectural and CDM functions.

Erection of signage to include very visible logos on windows.

c. Describe the mechanism for implementing the project including details of other funding partners and any in-kind contributions. (1625 characters)

After identifying suitable premises, various funding options were considered and an application supported by SE Dunbartonshire and WD Council was made to WD Partnership. A grant of £40000 was awarded leaving a shortfall which was covered by an in kind contribution from WD Council and Ontowork.

A local firm Hey, Lough Davis, were engaged to oversee the building/conversion process, tender documents, planning applications, all architectural and CDM functions.

d. What are the anticipated outcomes? (1625 characters)

Ontowork have created a training room to accommodate 14 people. To date it has been utilised for delivery of Steps to Excellence 6 day training course, Employability courses. More recently a small (4) suite of computers has been added to deliver 1 to 1 and group training.

The training room has also been used by other organisations such as Women's Aid and Citizens Advice Bureau for training purposes and Loch Lomond Shores Ltd and Women's Aid for recruitment purposes.

e. How does the project fit with Priorities/Measures of the Single Programming Document and selection criteria? (1625 characters)

Ontowork provide services that are community based and are the first point of contact for people some way from the labour market. It encourages Lifelong Learning to address skill shortages by providing current labour market and training opportunities. Ontowork have a training policy and staff members are encouraged to develop. An example of this would be a staff member undertaking CIPD training to develop and enhance courses delivered by Ontowork. Ontowork work in partnership with local organisations such as JOBLINK to co-fund certificated courses e.g. forklift and HGV license. To meet E-Commerce objectives, Ontowork have created a small computer suite which clients are encouraged to use. All clients requesting a CV are offered an E.mail address. Ontowork provide innovative solutions for clients such as Thos. Int. assessment, a 5 day employability course and Personal Development seminars. Ontowork work with WD Partnership to realise the Social Justice Agenda of the Scottish Executive by improving the ability and confidence of SIP residents to apply for work and attend interviews, increased opportunities to benefit from workbased training, increased confidence and self esteem, improved ability to solve problems and realise personal goals.

f. Demonstrate consideration of horizontal themes - equal opportunities and sustainable development, including environmental sustainability. (1625 characters)

Ontowork operate the Equal Opportunities Policies of WD Council. Ontowork have contacted WD Council to register an interest in assisting Asylum Seekers due to arrive in the area 03/04. A range of support measures are in place through the Lift Off Fund such as grants to pay for child care when SIP clients have job interviews or attend Ontowork courses. Ontowork ensures sustainability of work or training opportunities by providing current accurate information on these opportunities. The Thos Int assessment ensures that clients are directed to jobs inline with their work skills. Ontowork operate in partnership with local organisations to ensure support measures are appropriate to the clients need. An example of this would be cross referral of clients and ensuring clients are given advice on financial implications of the uptake of work or training, e.g. Back to Work Benefits. In the conversion of premises, Ontowork appointed a specialist organisation to ensure all EC directives and UK legislation were complied with. Reviews of environmental issues are reviewed on a quarterly basis. Ontowork recycle all paper waste, plastic bottles in conjunction with Greenlight Recycling. Ontowork recruit clients on to Greenlight Recycling ILM project. In the maintenance of courtyard/small garden area, available environmentally friendly products are used.

Ontowork have purchased the Focus Managers guide to reducing energy bills which advises on lighting, heating, boilers and electrical issues. An example of the advice being implemented would be the purchase of slimline fluorescent tubes being installed.

## 12. PROJECT MONITORING

- a. Please complete the following tables, aggregating the proposed Physical Outputs and Intermediate Results the project/scheme/Programme expects to deliver along with details of how and when each of these indicators will be monitored. Please first complete Annex B, which will show the annual targets for each Physical Output and Intermediate Result.

Physical Output	Physical Output	Frequency of Measurement	Method of Measurement
1		Quarterly	Quarterly Site Reports
2		Quarterly	Quarterly Site Reports
3		Quarterly	Quarterly Site Reports
4		Quarterly	Quarterly Site Reports
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Physical Output	Physical Output	Frequency of Measurement	Method of Measurement
1		6 weekly	Report to Management Committee
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

b. Describe any results which cannot be quantified readily but which provide added value across the whole Programme. (3250 characters)

Ontowork offer services which are accessed by SIP residents at a stage appropriate to them: e.g. clients who have been long term unemployed would start with Confidence Building and Personal Development Courses, clients who are job ready utilise the CV and job match services. 70% of our clients reach us by recommendation of previous clients.

Networking is a strength of Ontowork and this enables Ontowork to refer clients to services more appropriate to their need e.g. clients with drug/alcohol issues and referred to the Alternatives project, although Ontowork keep in touch on a monthly basis.

The statistics of the first quarter, April to June 03, show that 22 SIP clients moved into work with 8 clients sustaining a job . 9 personal development workshops were delivered, 8 confidence building sessions took place, 12 clients undertook interview skills training, 19 clients received Guidance on training, 14 applications were made to the Lift Off Fund.

Job searches amounted to 2500, a core of 60 clients receive this service on a daily basis.

Provide a breakdown of the eligible project costs for which ERDF grant is requested (please use the generic headings listed in Annex 3 of the guidance notes). Please ensure that Annex C to this form is also completed to provide a more detailed breakdown of some of the generic headings.

[illegible]

Provide a breakdown of all the non eligible project costs for which ERDF grant is not requested (please use the generic headings listed in Annex 4 of the guidance notes).

### NON ELIGIBLE SITE ACQUISITION COSTS



**15. PROJECT FUNDING PACKAGE**

This section should provide a comprehensive summary of the overall funding package for the project as detailed in the application form. Funding from sources other than ERDF is usually referred to as CO-FINANCE.

- 1 For all CONFIRMED co-finance a copy of relevant approval documents should be appended to this form.
- 2 For all ANTICIPATED co-finance evidence that the funding has been applied for and the decision making timetable should be appended to this form.
- 3 All figures should be shown in full to the nearest £ sterling.
- 4 Any contribution in kind must be clearly identified, discussed with the Programme Executive and be in line with European Commission guidance.

[illegible]

## 16. PROJECT JUSTIFICATION

This should cover the issues of demand, need and/or opportunity.

a. Justify the need for this project showing how the project complements, integrates with and enhances existing service provision. (3250 characters)

Ontowork was developed from a strategic review of services where all key local stakeholders identified gaps in provisions for assisting longterm unemployed, socially excluded individuals improve their job prospects and gain sustainable employment. Ontowork has created a continuum of services ranging from outreach through assessment to guidance and job search match.

Outreach is a key strand of services to engage hard to reach groups. Ontowork delivers its services through a range of locations such as the Cerman Centre, Skypoint Social Inclusion Centre and local community centres. Ontowork has partnership arrangements with organisations such as Womens Aid, Healthy Living Initiative, Confidence Building and Personal Development courses in tandem with these organisations acts as an introduction to the organisation.

Ontowork has identified the Thomas International Assessment tool which highlights the work skills of the client and directs them to job and training opportunities they are most likely to sustain. Key words and phrases are extracted from the assessment for insertion in the clients CV and job application forms.

Ontowork delivers training on an outreach and inhouse basis. All training is delivered either as an individual seminar or as a pre-employment course. Many clients are a long way from the labour market and in line with Futureskills Scotland Employers Survey, Ontowork concentrate on personal development skills training. Training offered to clients and partner organisations include: Steps to Excellence (6 day) confidence building course, communication, barriers to progress, assertiveness, team working, team management, dealing with conflict, decision making, CV preparation and interview skills.

Ontowork offer 1-1 support to clients through its Information Guidance on further education, training or job opportunities and by linking with the Citizens Advice Bureau to assist accessing Family Tax Credit and other money advice. Each client has a Personal Action Plan which charts their route to training or employment.

Ontowork have a small computer suite where 1-1 tuition takes place.

The Job Access Service links SIP clients to jobs by matching the client to opportunities available via local and national newspapers and Internet recruitment sites, compiles CVs, delivers videoed mock interviews and offers aftercare support when a client obtains a job.

Support services offered to clients via the Lift Off Fund include childcare/travel to interview costs, 1st months travel after obtaining a job, essential clothing ,tools, short training courses e.g. Rail Track Safety. Ontowork co-fund training applications such as HGV license and RGIT certificates with organisations such as Joblink and Action Team for Jobs.

At the first contact with Ontowork a progression route is agreed with the client.

There are four main strands to services, Assessment, F.Educ/Training and employment guidance, Jobs Access, Confidence building/Personal Development The client enters into services at their agreed level. An example of this would be clients some way from the labour market accessing Personal Development training,moving on to information on training or employment and ultimately Jobs Access Services.

b. Provide details of relevant market appraisals, evaluations or feasibility studies. For some types of projects you may be asked to provide copies of these documents. (3250 characters)

Ontowork emerged out of a detailed consultation process which included a one day workshop while all learning, training and employment agencies in West Dunbartonshire were given the opportunity to input into the development of Ontowork. An awayday with staff, Management Committee and funders ensured that the project fit with the Social Inclusion strategies of West Dunbartonshire Partnership, West Dunbartonshire Councils Joint Economic Strategy, Anti-Poverty strategy and lifelong learning strategy, the All Age Guidance bid by Careers Service and the Community Regeneration strategies of Scottish Enterprise Dunbartonshire. The current delivery of personal development training is a result of Futureskills Scotland Employer survey.

c. Provide details of linkages with any relevant local or national strategies. (1625 characters)

Ontowork fit in with the Improving Employment Agenda of key local strategies such as S.E. Dunbartonshire Economic Inclusion and Community Regeneration strategy, WD Council Joint Economic Development, Community Learning and Anti-Poverty strategies. The partnership approach meets the Making It Work Together Agenda. The emphasis on training levels of labour market awareness, improved motivation and job search skills as well as proactively linking individuals to key growth areas of employment also supports the national strategies of Skills for Scotland and S.E. Developing Scotland's Workforce.

d. Explain how this project integrates with other EC funded projects. Include any reference to the performance of previous EC funded projects. (1625 characters)

Ontowork work in partnership with:

Learning Works - Cross referral of clients

Joblink - Cross referral of clients and joint funding of training applications such as HGV licence, RGIT offshore safety certificates.

With Project - Referral of clients and Ontowork deliver Thos International work skills assessment, CV's and interview skills.

Prior to the opening of Loch Lomond Shores, the company used Ontowork training room to hold seminars for prospective employees. Workable - Job coaching project of the Wise Group. Ontowork delivered a 5 day Employability Course.

Healthy Living Initiative - Ontowork delivered the Personal Development, Confidence Building and Job Seeking Skills element of a 26 week Gateway to Employment course.

Ontowork deliver employability services to projects such as ILM Local Housing Association.

**17. NEED FOR GRANT**

a. Will the project proceed without the grant?

☐ Yes

☒ No

b. Please supply information below to justify the answer given above. Please provide detail of any other additional justification for the need for grant, for example to improve the quality of the project or to increase the scale of the project. (3250 characters)

This project was submitted under the reserve list strategy agreed by the Western Scotland Programme Monitoring Committee, The Scottish Executive and European Commission in June 2003.

If successful, this funding would be used to enhance our current training facility and to work with West Dunbartonshire Partnership to deliver specific training to Socially Excluded individuals.





### 18. ECONOMIC SUSTAINABILITY

Has a Business Plan been enclosed?

☐ Yes ☒ No

If No, why has a business plan not been enclosed? (1625 characters)

All organisational goals and targets of last Business Plan (2000-2003) have been met.

Currently Business Plan is being updated in preparation for IIP 3 year re-assessment in December 2003 and will cover the period 2004-2007.

Premises issues are reported to the Management Committee on a 6 weekly basis.

Development of services and use of the training room are discussed at monthly development sub group.

Provide details of how the project will continue after ERDF funding has ceased. For capital projects please provide details of the arrangements for ongoing management. For revenue projects provide details of ongoing funding arrangements. (1625 characters)

Ontowork maintain the building and grounds on a regular basis. There is a budget set aside each year for planned maintenance and improvements.



## 19. EQUAL OPPORTUNITIES

Applicants are required to demonstrate that they have considered equal opportunities at all stages of the design of the project, and how it has been structured to ensure that equal opportunities will be mainstreamed throughout the project's aims and operation. The following questions are intended to allow applicants to describe the processes by which they have considered the equal opportunities implications on the design of the project and the evaluation of its objectives and outcomes.

a. Describe any potential barriers to access and participation to this project you have identified, for example, for women, ethnic minorities and people with disabilities, and how you made that assessment. (3250 characters)

Through networking with local statutory and voluntary agencies and 11 years experience of working with clients looking for education/training or work, Ontowork have identified the barriers as:-

Access to current local and national labour market information

Access to information on training courses outwith mainstream provision

Lack of confidence/self esteem/Personal skills

Access to financial information/assistance

Childcare

Addictions

Mental & Physical Health Issues

Literacy & Numeracy

Outdated Skills

Gender imbalance

b. How will this project as proposed address these issues, and evaluate the outcomes against the equality objectives of the project and the Single Programme Document? (3250 characters)

To address the barriers facing the client group Ontowork provide a range of practical solutions and support measures.

**Access to current labour market information**

Ontowork offer a quality information service to clients by providing local and national newspapers, accessing relevant websites and by participating in appropriate networks.

**Access to Information on courses**

Networking with local organisations, Ontowork provides current information on training opportunities being delivered by organisations such as One Plus, Healthy Living Initiative. Ontowork are founder members of the newly formed West Dunbartonshire Training and Employment Connections and a website is currently being designed which will advertise the availability of local courses and ultimately clients can sign up for a course via the site.

**Lack of confidence/self esteem/personal development**

Ontowork offer the Steps to Excellence 6 day confidence building course to clients and through other organisations, Personal Development seminars - barriers to progress - communication - dealing with conflict - decision making - assertiveness - customer care.

**Access to financial information/assistance**

When clients obtain a job or training place, financial concerns arise. Ontowork have an arrangement with the local Citizens Advice Bureau who advise on Back to Work benefits, student loans etc. Clients are also encouraged to discuss with the CAB any other issues eg debt they may have. This enhances the clients ability to sustain a job or training place. When clients obtain a job or training interview, Ontowork can fund travel and childcare through the Lift Off Fund.

Long term unemployed clients face financial difficulties in obtaining essential clothing or tools. The Lift Off Fund would be granted to allow the purchase.

The Lift Off Fund would fund renewal of certificates which had lapsed eg HGV licence.

**Childcare**

For clients attending courses run by Ontowork, childcare costs are met through ESF funding.

**Addictions/Mental & Physical Health Issues**

Clients with addiction and mental health issues are outwith Ontowork's area of expertise, but referral arrangements are in place with organisations such as Alternatives (addiction issues) and SAM-H, Stepping Stones and Workable for mental health issues. Contact is maintained with client. Ontowork premises are fully accessible and Ontowork have a partnership arrangement with OPENING to access Specialist advice in preparing training materials for sensory impaired clients.

**Literacy & Numeracy**

Ontowork work closely with CLAN, WD Council initiative. Staff have received Spotter/Referral training from the initiative. All training materials are regularly reviewed for Literacy issues.

**Gender Imbalance**

Ontowork actively promote opportunities to males within the local growth areas of Tourism Hospitality as well as promoting technology training to women.

Ontowork increases the number of women accessing learning and employment by working in partnership with local groups such as Women's Aid and Gingerbread.

Ontowork have monthly monitoring systems in place and operate a planning-doing-reviewing

c. Describe the procedures in place to ensure your organisation meets its obligations as an employer, and as a service provider, under the appropriate equal opportunities legislation. (3250 characters)

To meet our needs as an employer, Ontowork have a Staff Handbook detailing Terms & Conditions of Employment, Grievance & Disciplinary procedures, Health & Safety Policy, Staff Tribunal Policy, Maternal/Paternal Leave Policies. Ontowork has adopted the Equal Opportunities Policies of West Dunbartonshire Council.

Staff have undergone training in Equal Opportunities delivered by the Citizens Advice Bureau. Spotter/Referral Training by WDC Adult Literacy Team. Speakers at Staff Meetings have included Alternatives (drug/alcohol issues), Stepping Stones (mental health issues).

Ontowork Staff Handbook has been used as an example of good practice. Ontowork operate a Time Off In Lieu system and are seeking advice on Family Friendly Written Policies.

All training materials, are examined for gender and literacy issues.

Ontowork actively promote opportunities for employment in the Tourism and Hospitality to male clients who would traditionally disregard these opportunities.

Female clients are encouraged to take up technology training.

## 20. THE ENVIRONMENT

a. What EC Directives or UK legislation is relevant to the project? What measures will be taken to meet or to exceed these regulatory standards? (3250 characters)

All EC directives and UK legislation have been complied with and all appropriate certificates have been issued by Planning Dept. of West Dunbartonshire Council.

The relevant legislation applied to the conversion is:

1. Building Scotland Act and Regulations
2. Town Planning Act
3. Disabilities Scotland Access Guide

No hazardous materials were used.

b. Describe, and wherever possible quantify, the project's positive and negative impacts on the environment in terms of the aims of the Programme, attaching the non-technical summary from the Environmental Assessment if one has been carried out. Explain the methods and techniques which will be used to monitor and assess impacts, with particular reference to:

- (a) Wildlife and nature conservation
- (b) Changes in land use, buildings or re-use of vacant and derelict land
- (c) Use of resources, including use of local raw materials, energy and water
- (d) Effects on air, water and soil quality
- (e) Modes and volumes of passenger and freight transport which will be generated by the project
- (f) Waste disposal, including waste minimisation and recycling
- (g) Training people in environmental management skills appropriate to the project (3250 characters)

In a positive sense, the improvement of the building has increased the physical attractiveness of the locality. The ceilings of the premises have been lowered and a plastisol insulated roof has been installed thus reducing heat loss and reducing energy costs. Double glazing has been installed. Drainage has been upgraded. The courtyard/small grassed area are regularly maintained with environmentally friendly products. Ongoing work with Greenlight Recycling in recycling office waste.

c. Where the project will have negative impacts in terms of the issues in 20b., please detail the steps taken to minimise, monitor and manage these impacts. Please provide details of any environmental advice taken from SNH, SEPA, Local Authorities and/or other agencies. (3250 characters)

No negative impacts have been incurred. All work has been appropriate and passed by West Dunbartonshire Council. Environmental issues are reviewed by Staff and Management Committee on a regular basis.

**RESPONSIBILITY OF APPLICANT (LEGAL & STATUTORY REQUIREMENTS FOR APPLICANTS)**

**21. PLANNING**

Is planning permission required?

☒ Yes ☐ No

If Yes, has full planning permission been obtained?

☒ Yes ☐ No

If full planning permission has been obtained, indicate date of approval.

06-Jun-2001

If full planning permission has still to be obtained, which of the following issues has the planning authority indicated need to be resolved before the project can proceed?

☐ Conflict with planning policy

☐ Access arrangements

☐ Discharges to air or water

☐ Other (please specify)

If planning permission is *not* required,

a. Is the project consistent with the approved Structure Plan and Adopted Local Plan for the area?

☐ Yes ☐ No

b. Will it require to be notified to the Scottish Ministers?

☐ Yes ☐ No

Is listed building consent required?

☐ Yes ☒ No

If Yes, indicate the date on which listed building consent was obtained.

If listed building consent has still to be obtained, please indicate:

a. When the application was/will be submitted.

b. When a decision is expected.

**22. TENDERING ARRANGEMENTS**

a. Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be, complied with.

☒ Yes ☐ No ☐ N/A

b. Has the project gone out to tender?

☒ Yes ☐ No

If Yes, have the contracts been advertised in the Official Journal of the European Communities?

☐ Yes ☒ No

If the contracts have been advertised in the Official Journal, please indicate:

a. Advertisement number

b. Date

(Please supply a copy of the advertisement)

If No, please provide reasons and details of the tendering arrangements anticipated. (1000 characters)

Tendering arrangements were dealt with by Hay, Lough and Davis and completed with appropriate legislation.

c. For projects with contracts above the thresholds for advertising, please submit a completed Public Procurement Questionnaire, copies of which can be obtained from the Programme Management Executive.

d. For projects where no contracts are above the thresholds for advertising, a signed declaration form must be completed and sent to the appropriate Programme Management Executive (from where copies of the form can be obtained).

### 23. STATE AID POLICY

Does the project involve any State Aids?

☐ Yes ☒ No ☐ De

If Yes, please provide the following details:

Amount of aid

Confirm that the aid is within the relevant ceiling

☐ Yes ☒ No

Is the aid approved?

☐ Yes ☒ No

If the aid is approved,

a. Approval number

b. Date

If the aid is *not* approved,

a. Aid number assigned by the Commission

b. Date of notification to the Commission

Please explain why the aid is *not* approved. (3250 characters)



#### 24. PUBLICITY REQUIREMENTS

NOTE TO APPLICANTS: It is a condition of grant that the ERDF contribution to this project is publicised in accordance with EC Council Regulation No. 1159/2000 of 30 May 2000.

Please indicate which of the following forms of publicity will be implemented:

- ☐ a. Prominent Site Signage During Works
- ☐ b. Permanent Plaque on the Premises
- ☐ c. Specific Press and Media Releases
- ☐ d. Acknowledgement in all Media Releases
- ☐ e. Acknowledgement in all Project
- ☒ f. Other (please specify in box below)

Detail any other methods that will be used to publicise the project and any ERDF award. (3250 characters)

Ontowork would acknowledge ERDF support by the inclusion of the the ERDF logo on all stationery, publicity adverts and website.

Press release in conjunction with West Dunbartonshire Partnership.

Currently Ontowork display logos of funders on a 7"5" x 2.6" window display. It would be our intention to add an ERDF logo.

[REDACTED]

## 25. CERTIFICATION

To be signed by a Designated Officer of each Applicant Organisation using the following page if necessary in the case of Multi Agency Applications.

PROJECT TITLE **ONTOWORK in Dumbartonshire**

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.

I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.

I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.

Project Sponsor Name	<b>WEST DUNBARTONSHIRE COUNCIL</b>
Funding Committed to this project	<b>£20,000</b>
Name of Designated Officer	Eric Walker
Position in Organisation	Head of Finance
Address	Council Offices, Garshake Road, Dumbarton
Postcode	G82 3PU
Signature of Designated Officer	
Date	12-Sep-2003
Contact Person for this project	
Address	
Telephone	
Project Partner Name	<b>WEST DUNBARTONSHIRE PARTNERSHIP</b>
Funding Committed to this project	<b>£2,899</b>
Name of Designated Officer	
Position in Organisation	
Address	
Postcode	
Signature of Designated Officer	
Date	
Contact Person for this project	
Address	
Telephone	
Contact person for this project and for the Sponsor Organisation	
Telephone	
Fax Number	
Email Address	

### ENCLOSURES

- ☐ Map
- ☐ Diagram
- ☐ Drawing
- ☐ Report
- ☐ Other

25. CERTIFICATION (continued)

PROJECT TITLE ONTOWORK in Dunbartonshire

*I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.*

*I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.*

*I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.*

*I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.*

*I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.*

Project Partner Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

Project Partner Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

25. CERTIFICATION (continued)

To be signed by a Designated Officer of each Private Sector Funder (using the following page if necessary).

PROJECT TITLE **ONTOWORK in Dunbartonshire**

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.

I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.

I will inform the Programme Management Executive and the Scottish Executive immediately of any changes to the project.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, and/or the Scottish Executive may carry out on the spot checks.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project

Address

Telephone

25. CERTIFICATION (continued)

PROJECT TITLE **ONTOWORK in Dunbartonshire**

*I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.*

*I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms with the application and the Regulations and that adequate management and financial safeguards, including internal audit procedures, exist.*

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*I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application and/or the European Regional Development Fund Regulations.*

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

Private Sector Funder Name  
Funding Committed to this project  
Name of Designated Officer  
Position in Organisation  
Address

Postcode

Signature of Designated Officer

Date

Contact Person for this project  
Address

Telephone

# GEOGRAPHICAL COVERAGE

Please use the dropdown menus:

ANNEX A

\* For capital projects select the ward(s) in which the physical asset is located

WARD		WARD	
Number	Name	Number	Name
<b>Argyll and Bute</b>		<b>East Renfrewshire</b>	
38021	Helensburgh East	40001	Thornhillbank
38022	Helensburgh Central	40002	Giffnock West
38023	Helensburgh West	40003	Giffnock East
38024	Rhu/Garaboidhead	40004	Napierlee
38025	Arrochar/Kilcraggan	40005	Blackston and Stimpeland
38026	Cardross/Craigmorran	40006	Williamwood
<b>East Ayrshire</b>		40007	Mearns
36001	Cumnock East	40008	Crookfur
36002	Jugay, Logan and Muirkirk	40009	Broom
36003	Cumnock South and Old Cumnock	40010	Billy
36004	Cumnock West and Auchinleck	40011	Kirkhill
36005	Galloway, Stair and North Auchinleck	40012	Baglesham
36006	Alew Cumnock	40013	Barrhead West
36007	Paisley and Dalrymple	40014	Barrhead North
36008	Bronzan, Ochilree, Rankinston and Stair	40015	Barrhead East
36009	Mauchline	40016	Barrhead South
44010	Kilmarnock and Loudon No. 1	40017	Nelliston
44011	Kilmarnock and Loudon No. 2	<b>Glasgow City</b>	
44012	Kilmarnock and Loudon No. 3	41001	Drumdy
44013	Kilmarnock and Loudon No. 4	41002	Summerhill
44014	Kilmarnock and Loudon No. 5	41003	Blairdardie
44015	Kilmarnock and Loudon No. 6	41004	Knightscliffe
44016	Kilmarnock and Loudon No. 7	41005	Yoker
44017	Kilmarnock and Loudon No. 8	41006	Knightswood
44018	Kilmarnock and Loudon No. 9	41007	Scotstoun
44019	Kilmarnock and Loudon No. 10	41008	Broomhill
44020	Kilmarnock and Loudon No. 11	41009	Kelvindale
44021	Kilmarnock and Loudon No. 12	41010	Kelvinside
44022	Kilmarnock and Loudon No. 13	41011	Summerston
44023	Kilmarnock and Loudon No. 14	41012	Maryhill
44024	Kilmarnock and Loudon No. 15	41013	Milton
44025	Kilmarnock and Loudon No. 16	41014	Rushill
44026	Kilmarnock and Loudon No. 17	41015	North Kelvin
44027	Kilmarnock and Loudon No. 18	41016	Woodlands
<b>East Dunbartonshire</b>		41017	Barick
33001	Barick	41018	Knightswood
33002	Keystone	41019	Shumburn
33003	Granghill	41020	Solihurst
33004	Clober	41021	Kennethhill
33005	Kilmarnock	41022	Cowfairs
33006	Thorn	41023	Alexander Park
33007	South Hill	41024	Granghill
33008	Warriston	41025	Granghill
33009	Kessington	41026	Granghill
33010	Chapelton	41027	Granghill
33011	Hillhead/Broomhill	41028	Granghill
33012	Granghill	41029	Granghill
33013	Granghill	41030	Granghill
33014	Woodhead	41031	Granghill
33015	Lenzie	41032	Granghill
33016	Kenneth and Baldernock	41033	Granghill
33017	Granghill	41034	Granghill
33018	Woodhead	41035	Granghill
33019	Granghill/Crowhill	41036	Granghill
33020	Granghill and Torrance	41037	Granghill
33021	Milton and Oatridge	41038	Granghill
33022	South Lenzie/Waterside	41039	Granghill
		41040	Granghill
		41041	Granghill
		41042	Granghill
		41043	Granghill
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		41045	Granghill
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		41048	Granghill
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		41110	Granghill
		41111	Granghill
		41112	Granghill
		41113	Granghill
		41114	Granghill
		41115	Granghill
		41116	Granghill
		41117	Granghill
		41118	Granghill
		41119	Granghill
		41120	Granghill

Ward	Number	Name
North Ayrshire (continued)		
37001	37001	Charnock Hill
37002	37002	Kilpatrick South
37003	37003	Kilpatrick North
37004	37004	Salisbury North
37005	37005	Salisbury South
37006	37006	West Calder North
37007	37007	West Calder South
37008	37008	Ardsay North
37009	37009	Ardsay South
37010	37010	Large North
37011	37011	Large South
37012	37012	Large North
37013	37013	Large South
37014	37014	Large North
37015	37015	Large South
37016	37016	Large North
37017	37017	Large South
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37026	37026	Large North
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37028	37028	Large North
37029	37029	Large South
37030	37030	Large North
37031	37031	Large South
37032	37032	Large North
37033	37033	Large South
37034	37034	Large North
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37042	37042	Large North
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37119	37119	Large South
37120	37120	Large North
37121	37121	Large South
37122	37122	Large

[illegible]

GEOGRAPHICAL COVERAGE (continued)

ANNEX A

WARD	
Number	Name
North Lanarkshire (continued)	
48049	Byrehead
48050	Cleland
48051	Benhar
48052	Annieshall
48053	Radcliffe
48054	Woodlands/Viewpark
48055	Bellshill North/Central
48056	Orcharton
48057	Mosshead
48058	Holytown
48059	New Stevenston
48060	Newarthill/Carrin
48061	Bellshill East
48062	Obiston
48063	Moodiestoun
48064	Stepps
Renfrewshire	
49011	Shortroods
49012	St James
49013	Fergushill
49014	Orchard
49015	MHarrison
49016	Breadland
49017	Foxbar
49018	Stately
49019	Orchard South
49020	Orchard North
49021	Castlehead
49022	Lockfield
49023	Hayfield
49024	Huntlyhill
49025	Bance
49026	Barthill
49027	Barthill
49028	Gallowhill
49029	Sherryford
49030	Railton
49031	Johnstone Central
49032	Johnstone/Cochrane Mill
49033	Johnstone North
49034	Johnstone Sports/ton
49035	Barrowhill
49036	Barrowhill
49037	Downhead
49038	Arden
49039	Arden
49040	Arden
49041	Arden
49042	Arden
49043	Arden
49044	Arden
49045	Arden
49046	Arden
49047	Arden
49048	Arden
49049	Arden
49050	Arden
49051	Arden
49052	Arden
49053	Arden
49054	Arden
49055	Arden
49056	Arden
49057	Arden
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49094	Arden
49095	Arden

WARD	
Number	Name
South Ayrshire	
45011	Wardhead
45012	Newton
45013	Brechead
45014	Whitlens
45015	Craigie
45016	Roa
45017	Portgill
45018	Holmston
45019	Safield
45020	Alway
45021	St Gilberts
45022	St Nicholas
45023	Kingston
45024	Arnpark, Mossblown and St. Gifford
45025	Galloway and Kincaidston
45026	Green South and West
45027	Green South and Central
45028	Green East
45029	Thornhill, Springton and Craigie
45030	Dunbar, Leith and Monkton
45031	Wig
45032	Glendome
45033	Maybole
45034	Garrie North
45035	Garrie South
South Lanarkshire	
49041	Maxwellton
49042	Long Calderwood
49043	Marshall
49044	Blackburn
49045	Calderhead
49046	Dumcarril
49047	Washwoodburn
49048	Greenhill
49049	Washburn
49050	Washburn
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49053	Washburn
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49057	Washburn
49058	Washburn
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49060	Washburn
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49070	Washburn
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49075	Washburn
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49093	Washburn
49094	Washburn
49095	Washburn

GEOGRAPHICAL COVERAGE (continued)

WARD	
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WARD	
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Number	Name	
<b>South Lanarkshire (continued)</b>		
42032	Leithall East	
42033	Leithall North	
42034	Leithall South	
42035	St. Charles	
42041	Whimington	
42042	Whimston	
42043	Wigton/Whimston	
42044	Whimston	
42045	Whimston	
46011	Lanark North	
46012	Lanark South	
46013	Lanark West	
46014	Lanark West	
46015	Clyde Valley	
46021	Bilgar	
46022	Dinnington	
46023	Carroll	
46024	Carmichael	
46025	Douglas	
46026	Lanark Carstairs	
46031	Carluke Whitehill	
46032	Carluke Whitehill	
46033	Carluke West	
46034	North	
46035	Law/Carluke	

Number	Name	
<b>West Dunbartonshire</b>		
34011	Whitburn	
34012	Balmain Central	
34013	Mountblow	
34014	Parkhall	
34015	Linnvale/Dunhill	
34021	Kilbowie	
34022	Kilbowie West	
34023	Kilbowie South	
34024	Kilbowie North	
34025	Harrogate	
34026	Dunfether	
34027	Old Kilpatrick	
34028	Dumbarton West	
34029	Dumbarton Central	
34030	Dumbarton North	
34031	Dumbarton South	
34032	Dumbarton/Bowling	
34033	Renfrew/Alexandra South	Included
34034	Fulford/Dean Lass	
34035	Halpine/Kilmarnock	
34036	Bonhill East	
34037	Riverside	

# QUANTIFIABLE PROJECT MONITORING

a. Physical Output - This table should detail forecasts for the physical activity directly related to this project. These should be in accordance with the headings detailed in the Guidance Notes Annex. Please use the 8 drop down lists:

Physical Outputs:	2000	2001	2002	2003	2004	2005	2006	2007	2008	TOTAL
1										
2										
3		147.70								147.70
4		30.00								30.00
5		1.00								1.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

b. Intermediate Result - This table should detail forecasts for the intermediate results anticipated from this project. These should be in accordance with the headings detailed in the Guidance Notes Annex. Please use the 8 drop down lists:

Intermediate Results:	2000	2001	2002	2003	2004	2005	2006	2007	2008	TOTAL
1		14.00								14.00
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Please use the following sheets to provide a full breakdown of eligible staffing and capital equipment costs.

This image shows a full page of blank graph paper. The grid consists of small squares formed by thin black lines. A thicker horizontal line runs across the middle of the page, dividing it into two equal halves. There are also vertical lines that create columns of varying widths, with narrower columns at the far left and right edges. The entire page is framed by a double-line border.

## BREAKDOWN OF GENERIC COST HEADINGS (continued)

## 2. Capital Equipment

Downtakings	
Access Ramp	£3,355.00
Door Infills	£1,450.00
Reception Desk	£870.00
Suspended Ceilings	£780.00
Windows	£2,865.00
Roof	£7,185.00
Drainage	£6,350.00
Heating	£1,350.00
Joinery	£1,260.00
Decoration	£1,895.00
Floors	£3,350.00
Electrics	£3,887.00
Intruder Alarm	£3,665.00
PA Alarm Interview Rm	£539.00
Lighting	£97.00
Open wall behind reception/ install door	£603.00
TOTAL	£499.00
	£40,000.00
SIGNAGE	
Aluminium Sign/Silver Frame	
Vinyl lettering/door	£493.00
Vinyl Logos/window	£79.50
	£141.00
Hay Lough Davis	
Architectural, Structural Engineering and CDM Functions	£3,954.00
Final claim Audit Fee estimated amount	£1,000.00