

SCHEDULE 1

PART 1: THE PROJECT

Scottish Borders Council

RCGF-17-66

Regenerating Galashiels – Great Tapestry Visitor Centre

GRANT AWARDED: £1,180,000

PART 2: PAYMENT OF GRANT

1. The total Grant of up to **£1,180,000** shall be payable by the Scottish Ministers to the Grantee on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant and paragraph 9 below.
2. The total Grant shall be payable over the financial year/s 2018 to 2019. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.
3. Any change to the profile or to the overall costs of the Project as described in approved application shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Project since the submission by it of the last claim for an instalment of the Grant or the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee has reasonably and properly incurred or shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within four weeks of receiving a claim and any required documentation and information relevant to the claim.
7. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 15 April the amount of the Grant actually expended up to and including 31 March.

SCHEDULE 2

PART 1 – PROJECT DETAILS

1 Project details			
1.1 Project Lead			
1.2 Reference number			
1.3 Project title			
1.4 Project start date		1.5 End Date	
1.5 Contract let date			

2. Monitoring Report and Claim		
2.1 Please indicate type of report submitted	Monitoring Report and Claim number:	
	Final Monitoring Report and Claim (one month after the project end date unless agreed otherwise)	<input type="checkbox"/>
	Project Completion Report (12 months after the project end date unless agreed otherwise)	<input type="checkbox"/>
2.2 Monitoring and claim period covered	From	To

PART 2 – GRANT CLAIM

3 Financial profile	
DIRECT PROJECT DELIVERY COSTS	
3.1 Total project cost	
3.2 Total costs declared in previous claims	
3.3 Total costs declared this claim	
3.4 Total costs declared to date (including this claim): 3.2 + 3.3	
3.5 Total costs estimated next claim	
3.6 Estimated final total project costs	
REGENERATION CAPITAL GRANT FUND AWARD	
3.7 Total grant approved:	
3.8 Total grant claimed in previous claims	
3.9 Grant requested to be paid in this claim	
3.10 Total grant claimed - 3.8 + 3.9	
3.11 Total grant estimated next claim	
3.12 Forecasted final total grant claim for project	
Comments:	

PART 3 – APPROVED COSTS, CHANGES AND EXPENDITURE BREAKDOWN

4. Summary of actual expenditure to date – transaction list

Please complete the transaction list* to provide a list of all discrete items of expenditure relevant to the above period and the type of documentary evidence available to substantiate each amount.

A completed transaction list should be emailed as an excel document together with the claim.

* Transaction list template will be emailed to project contact once the acceptance of the Offer of Grant is received.

5. Approved costs and variance

5.1 Please provide full Project costs breakdown as approved in the application form.

5.2 Have there been any changes to the approved Project costs?

Yes

If yes, please provide details of all changes in the table and reason for variance in comments section below.

No

5.3 Cost heading	5.4 Approved cost	5.5 Revised cost	5.6 Variance (+/-)
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total	£	£	£

Comments:

6. Project funding breakdown

Please provide a full Project funding breakdown as approved in the application form.

Please clarify the reasons for any changes to the funding package in the comments section below and provide information on how any shortfall will be met.

NOTE: Total funding (6.2) should equal total project costs (3.1).

Please provide below details of all funding received to date.

Please highlight any additional funding not identified in the approved application and clarify what it will cover in comments below.

6.1 Source	6.2 Amount	6.3 Confirmed Y/ N	6.4 Date confirmed/ expected	6.5 Total received to date
As per approved application:	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
Additional sources identified:				
	£			£
	£			£
	£			£
Total	£			£
RCGF	£			£
Total funding	£			£

Comments:

PART 4 – MONITORING

7. Progress to date

7.1 Please provide an update on your project progress over the reporting period stated in section 1.

Please answer the following queries. If any answer is 'No' please provide clarification below.

Do you expect to claim the grant awarded for 2018/19 in full and before the end of March 2019?

Yes No

Has the main works contract been awarded?

Yes No

Do the project timescales, scope and indicators remain as described in the approved application?

Yes No

7.2 Please indicate which of the key tasks/milestones detailed in section 2, paragraph 7 of your application have been achieved and where these still require to be achieved provide detail on progress below.

7.3 FINAL MONITORING REPORT AND PROJECT COMPLETION REPORT ONLY

Has the Project aim been achieved? Has it been delivered as planned?

Please address the following queries:

Has the project made a difference to the lives of the local community? How it has been measured? Have benefits been reviewed? How the development is being used?

8. Regeneration Strategy supporting outcomes

8.1 Please list the outcomes approved in section 3, paragraph 14 in the approved application and provide an update. Any additional outcomes not identified at the application stage can also be added below. Lines can be added if required.

8.2 Regeneration Strategy Outcome

8.3 Progress achieved to date

Economically Sustainable Communities

Physically Sustainable Communities

Socially Sustainable Communities

Comments:

9. Project outputs and outcomes				
9.1 Please provide details of the Project outputs and outcomes achieved to date in line with section 3, paragraph 15 of the approved application. Please ensure that any additional outputs which were included in the approved application are also shown in the table below.				
9.2	Confirm and provide outline on what steps will be/ have been taken			
In delivering the project we have considered steps that might promote fair working practices, including payment of the Living Wage				
In delivering the project we have considered steps that might further promote and protect the rights of children and young people.				
9.3	Targets		Achieved	
	Approved	Revised	This report	Total to date
Number of new jobs created				
Number of construction jobs supported				
Number of existing jobs supported				
Number of training places created				
Number of buildings refurbished brought back into use				
Amount of business space created or modified - m2				
Total sq m of building created or refurbished				
Vacant or Derelict Land remediated , de-risked or brought back into use specifically in relation to temporary or permanent greening - ha				
Vacant or Derelict Land remediated , de-risked or brought back into use - ha				
Number of community facilities supported				
Number of businesses/ enterprises benefiting from supported facilities				
Number of renewable energy and resource/ energy-efficiency projects supported				
Carbon reduction as result of environmental improvements made				

Comments:

10. Project publicity

10.1 Please provide details of any work undertaken to publicise and promote this Project, including press articles, media events, social media campaigns, local newsletters, consultations, events and others.

Has the project been shortlisted for any awards?

Please provide examples of press releases or leaflets.

Note: Please ensure that support from the Regeneration Capital Grant Fund is acknowledged. If you require a copy of the logo please email rcgf@gov.scot