

PART 5 – PROJECT CONTACT AND BANK DETAILS

11. Lead Applicant contact details	
11.1 Name	
11.2 Email and phone number	

12. Bank details	
Please ensure that bank details match those provided with the grant acceptance. If the details changed please notify the RCGF team immediately.	
12.1 Account name	
12.2 Bank name	
12.3 Address line 1	
12.4 Address line 2	
12.5 Postcode	
12.6 Sort code	
12.7 Account number	
12.8 Payment reference	

PART 6 – SIGNATURE AND DECLARATION

13. Declaration	
We hereby claim total grant of £ _____ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 31 May 2018 and the Schedules attached thereto.	
I confirm I have the relevant signing authority and supplementary information to support the above claim has been retained and is available on request.	
I understand that the grant awarded for the financial year 2018/19 must be drawn down before the end of March 2019 (either on a basis of incurred costs or having the binding contract/s in place) and I will inform the Scottish Government immediately should any delays or difficulties in the project delivery occur.	
Signature	
Name in block capitals	
Designation/ job title	
Date	
Telephone	
E-mail	

Please email the signed scanned copy to RCGF@gov.scot together with a supporting transaction list and other relevant documents.

This is the schedule referred to in the forgoing Offer of Grant dated: May 2018

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Scottish Borders Council

RCGF-17-66

Regenerating Galashiels – Great Tapestry Visitor Centre

GRANT AWARDED: £1,180,000

This is to confirm that the grant claimed by **Scottish Borders Council** in relation to the above Project during the financial year ended 31 March 2019 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of:

Please list all project partners below. The Lead Applicant has responsibility of ensuring that all evidence to support the claims and monitoring reports is retained by all partners and can be provided upon request.

PROJECT PARTNERS:

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR.

“Default” means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Financial Year” means a period from 1 April in one year until 31 March in the next;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.

RCGF-17-66 - Scottish Borders Council - Regenerating Galashiels _ Great Tapestry Visitor Centre - Offer of Grant letter

Sent: Fri 15/06/2018 09:20 Redacted – 38(1)(b)

From: Redacted – 38(1)(b)

To: Redacted – 38(1)(b)

Hello Redacted – 38(1)(b)

Please find attached signed grant fund acceptance form from Scottish Borders Council. We will post the hard copy out first class today.

Thanks

Redacted – 38(1)(b)

Redacted – 38(1)(b)

Scottish Borders Council, HQ,

Redacted – 38(1)(b) www.scotborders.gov.uk

How are you playing #yourpart to help us keep the Borders thriving?

Find out more about Scottish Borders Council: [Web](#) | [Twitter](#) | [Facebook](#) | [Flickr](#) | [YouTube](#)

-----Original Message-----

From: Redacted – 38(1)(b)

Sent: 31 May 2018 16:39

To: Redacted – 38(1)(b); rcgf@gov.scot

Subject: RCGF-17-66 - Scottish Borders Council - Regenerating Galashiels _ Great Tapestry Visitor Centre - Offer of Grant letter

Dear Redacted – 38(1)(b)

REGENERATION CAPITAL GRANT FUND 2018/ 2019

OFFER OF GRANT FOR Scottish Borders Council

Project Reference: RCGF-17- 66

Project Title: Regenerating Galashiels _ Great Tapestry Visitor Centre

Please find attached for your information a covering letter and the Offer of Grant to Scottish Borders Council for the above project for the sum of £1,180,000 complete with the terms and conditions associated with the payment of the Grant.

This Grant letter is being issued by email only. If you require a hard copy please let us know.

You should print two copies of this letter, sign and return 1 copy to **Redacted – 38(1)(b)**,
Regeneration Unit, Scottish Government, 6th Floor , Atlantic Quay, 150 Broomielaw
Glasgow, G2 8LU

If you require any further information or assistance please contact *redacted*, Regeneration
Investment Manager on **Redacted – 38(1)(b)**
regards

Redacted – 38(1)(b)
Scottish Government
Regeneration Team
Redacted – 38(1)(b)

Title: RCGF-17-66 - Scottish Borders Council - Regenerating Galashiels - Great Tapestry Visitor Centre - Claims Guidance

Date: Wed 27/06/2018 11:09

From Redacted – 38(1)(b)

To Redacted – 38(1)(b)

Many thanks Redacted – 38(1)(b)

Regards

Redacted – 38(1)(b)

From: Redacted – 38(1)(b)

Sent: 26 June 2018 16:08

To: Redacted – 38(1)(b)

Subject: RCGF-17-66 - Scottish Borders Council - Regenerating Galashiels – Great Tapestry Visitor Centre - Claims Guidance

Dear Redacted – 38(1)(b)

I can confirm that we have received the signed acceptance of the Offer of Grant for the above project and you can start submitting claims for the grant awarded.

We have not set up specific dates for submissions, however a Monitoring Report and Claim form should be submitted **at least once every 3 months** from the project start date.

The Grantee as the Lead Applicant should note the following:

- RCGF funding is awarded for a specific financial year.
- There is no facility to carry the grant over to the next financial year.
- The Grantee must ensure that all appropriate funding and contract agreements are in place and the Claim Form is submitted on time, in order to draw down the grant by 31 March 2019.
- In order to allow the claims to be processed on time all documentation should be submitted no later than by end of February 2019, unless agreed otherwise.
- The Grantee is responsible for managing the project and informing SG immediately of any difficulties or delays with the delivery or claiming grant.
- The Grantee is responsible for ensuring that all necessary reports (Claim and Monitoring Report, Final Report and Project Completion Report) and documents (Statement of Compliance, certificate of practical completion, invoices, transaction list) are provided to the Regeneration Team on time.

- The Grantee should where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers and Local Authorities. The confirmation of RCGF support must be reflected in any new publicity material on at least an equal basis with that of any other financial contributor to the Project.

Please find attached the following documents:

- guidance on the RCGF 2018/19 claims process,
- blank copy of a Claim and Monitoring Form,
- template Transaction List,
- guidance on using the Scottish Government logo.

Please familiarise yourself with all of the above documents before completing the Claim Form.

A signed copy of the claim should be emailed together with any supporting information (transaction list, publicity examples etc.) to rcgf@gov.scot . Hard copies are not required.

Please do not hesitate to contact me should you have any queries or require any further information.

Kind regards

Redacted – 38(1)(b)

Regeneration – Capital Investment | Social Justice & Regeneration Division | Scottish Government | 6th Floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU

Redacted – 38(1)(b) | <https://beta.gov.scot/policies/regeneration/>