

Empowering Communities Fund (ECF): Access to Elected Office Fund Scotland

Context

1. Our political institutions should reflect our communities and that means more disabled people serving on local authority councils and in the Scottish Parliament. The Access to Elected Office Fund Scotland was therefore set up to offer financial assistance to disabled people who are seeking elected office.
2. Inclusion Scotland is a nationally recognised lead disabled people's organisation with a unique ability to deliver the Access to Elected Office Fund. Inclusion Scotland therefore manages and administers the above fund on the Scottish Government's behalf.
3. The annual Access to Elected Office Fund Scotland grant allocations as part of the overarching £20million Empowering Communities Fund are summarised below:
 - 2016/17 £100,000
 - 2017/18 £100,000
 - 2018/19 £50,000
4. The Access to Elected Office Fund forms part of Inclusion Scotland's application to the Promoting Equality and Cohesion Fund. The grant is awarded to eligible individuals. We are therefore unable to provide details of successful applicants.

Eligibility criteria for application to the Fund

Applicants must:

- Define as disabled, under the definition used in the Equality Act 2010. This is a self-definition only, however, the fund manager reserves the right to ask for evidence of impairments / requirements should this be deemed necessary.
- Have a stated intention to seek selection for an eligible election covered by the Fund (if in a party), have been selected, or be planning to seek election as an independent. The fund manager reserves the right to check with the party (if applicable) if needed to confirm there is a genuine engagement.
- Must be eligible to be a candidate in the election in question, in accordance with the relevant electoral regulations.

When support stops:

- Should a candidate be seeking selection and receiving support via the fund but is then unsuccessful in selection, the support ceases after any processes connected to the selection are concluded, including if there were any appeals, etc.
- If a candidate is elected, the support is continued if needed after the result until they can get what they need in place through the Council, so that they don't miss out on any immediate activity such as coalition negotiations, but it otherwise comes to an end as soon as this transition can take place.
- For unsuccessful candidates, the support comes to an end the day after the final result is announced.

Criteria for the support that can be applied for

- The Fund only provides support for impairment-related adjustments that would help to address an additional barrier and/or additional cost faced by the disabled candidate carrying out their campaign and with the activities associated with selection or election candidacy that a non-disabled candidate would not face. The test for justifiable support is whether or not it will "level the playing field" for the applicant, in relation to impairment-related factors / social barriers relating to disability. If so, then it would usually be granted if there is no legal barrier to doing so.

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- The Fund does not provide funding for activity which would be a regular campaigning expense for any other campaign, unless it is clearly in connection with providing a reasonable adjustment as above. The test for this is – would providing such support result in an overall advantage for the candidate compared to another, even after impairment-related barriers on the whole are taken into account? If so then it would not be granted.
- The Fund sometimes considers partial funding of an activity or form of support, to a proportion that achieves “reasonable adjustment” – an example of this might be that in the case of supporting a candidate with a significant mobility impairment or other condition that prevents them from doing their own door-to-door leafleting. While the Fund would not pay for a fulfilment company to deliver leaflets to every door for a candidate (as this would represent an advantage over another candidate), it might, for example, pay for an amount of deliveries equivalent to what one (mobility unimpaired) person could reasonably have carried out within available campaigning time. If the candidate chose to top this up to have all of the deliveries done using their own campaigning funds, that would be up to them just as it would be for any other candidate and would count towards their expenditure limit.

Organisation	Annual Grant allocations from Empowering Communities Fund								
Coalfield's Regeneration Trust (CRT)									
<p>The Coalfield's Regeneration Trust (CRT) is the only organisation dedicated to supporting former mining communities in Scotland, and has an excellent track record in making a difference where it is needed most. CRT has invested over £260million in activities that have made a positive and lasting difference to the lives of people and their communities. Its work has been invaluable in creating jobs, supporting people into work, supporting new businesses and social enterprises, encouraging healthier lifestyles and helping groups at the heart of their communities to become successful and self-sustaining. Coalfield communities had a strong history of unity, and CRT has galvanised local people, enabling them to participate in building a new positive sense of community. CRT submits its Strategy and Budget proposal prior to the award of ECF grant.</p>	<table> <tr> <td>2015/16</td> <td>£750,000</td> </tr> <tr> <td>2016/17</td> <td>£750,000</td> </tr> <tr> <td>2017/18</td> <td>£800,000</td> </tr> <tr> <td>2018/19</td> <td>£750,000</td> </tr> </table>	2015/16	£750,000	2016/17	£750,000	2017/18	£800,000	2018/19	£750,000
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<p>There are significant and continuing challenges faced by ex-mining communities across Scotland. The coalfields are areas throughout the country that were once reliant on coal mining as an industry and, since the closure of the pits, have found it difficult to return to the thriving communities they were once recognised as being. Many former mining communities now sit within the 30% most deprived in the UK. The purpose of the ECF grant is to support activity that tackles poverty in those areas.</p>									
Community Ownership Support Service (COSS)									
<p>Development Trusts Association Scotland (DTAS) is an independent, member-led organisation that aims to promote, support and represent development trusts in Scotland. It has over 250 development trust members – community-led organisations using a combination of enterprise and creativity to improve the quality of life for local people in urban, rural and island communities across Scotland. DTAS is delivering and developing the Community Ownership Support Service (COSS) in a way that builds on work and achievements up to 2018, whilst also reflecting current and emerging policy context and key challenges identified. COSS continues to deliver a national programme providing a focal point and central resource for asset transfer activity within Scotland, providing information, expert advice, guidance and support around the transfer of assets into community ownership.</p>	<table> <tr> <td>2015/16</td> <td>£400,000</td> </tr> <tr> <td>2016/17</td> <td>£350,000</td> </tr> <tr> <td>2017/18</td> <td>£350,000</td> </tr> <tr> <td>2018/19</td> <td>£350,000</td> </tr> </table>	2015/16	£400,000	2016/17	£350,000	2017/18	£350,000	2018/19	£350,000
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<p>Community-led regeneration delivers inclusive growth by supporting interventions that respond to local circumstances, and increases opportunities to attract investment and jobs in those communities, while building community and regional cohesion. Improved economic, social and environmental outcomes are</p>									

Empowering Communities Fund (ECF) – Organisations Supported

<p>achieved through community-led solutions which deliver projects and services specific to community aspirations and needs, through collaborative partnerships invested in those areas and outcomes. The aims of the Regeneration Strategy are reflected primarily within the intensive support that COSS offers its clients. COSS supports community groups who want to take advantage of the powers on asset transfer in the Community Empowerment (Scotland) Act 2015.</p>									
<p>Wheatley Group Strategic Partnership</p>									
<p>The Wheatley Group, a housing, care and property-management group, provides homes and services to over 200,000 people in 17 local authority areas across Central Scotland. It is rooted in areas of significant disadvantage and has strong relationships with hard to reach groups and individuals including those with long term health issues who are financially excluded or who have difficulty accessing opportunities within their communities.</p>	<table border="0"> <tr> <td>2015/16</td> <td>£250,000</td> </tr> <tr> <td>2016/17</td> <td>£250,000</td> </tr> <tr> <td>2017/18</td> <td>£250,000</td> </tr> <tr> <td>2018/19</td> <td>£250,000</td> </tr> </table>	2015/16	£250,000	2016/17	£250,000	2017/18	£250,000	2018/19	£250,000
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<p>Community-led regeneration delivers inclusive growth by supporting interventions which respond to local circumstances and increases opportunities to attract investment and jobs in those communities, while building community and regional cohesion. Improved economic, social and environmental outcomes are achieved through community-led solutions which deliver projects and services specific to community aspirations and needs, through collaborative partnerships invested in those areas and outcomes. Regeneration across Scotland’s cities, towns, villages, communities and remote areas is underpinned by community empowerment, place based approaches, and inclusive growth. The purpose of this grant is to match fund Wheatley’s work with 1,600 individuals across 15 communities to increase activities and introduce new opportunities to address inequality and revitalise community capacity and engagement</p>									
<p>WEvolution</p>									
<p>WEvolution is the lead national organisation for the growth and support of the Self Reliant Group (SRG) movement across Scotland.</p>	<table border="0"> <tr> <td>2015/16</td> <td>£200,000</td> </tr> <tr> <td>2016/17</td> <td>£225,000</td> </tr> <tr> <td>2017/18</td> <td>£225,000</td> </tr> <tr> <td>2018/19</td> <td>£225,000</td> </tr> </table>	2015/16	£200,000	2016/17	£225,000	2017/18	£225,000	2018/19	£225,000
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<p>The ECF grant contributes towards WEvolution’s core support functions. A work plan is required, and the main objectives/expected outcomes are summarised below:</p> <ul style="list-style-type: none"> (i) to grow a movement of Self Reliant Groups (SRGs) that nurture an environment of collaboration, creativity and enterprise across communities and organisations in Scotland and the rest of the UK. (ii) provide small interest-free and/or low-interest capital and designing savings/insurance products towards enabling growth of people’s business ideas through the Scottish Government’s microfinance initiative. 									

Empowering Communities Fund (ECF) – Organisations Supported

<p>(iii) design and deliver a high-quality service-industry skills training programme that helps ‘spark off’ a number of sustainable microenterprises.</p> <p>(iv) work towards a more enabling policy environment around the expanding SRG movement.</p> <p>This work is aligned to Scottish Government policy goals for the use of sustainable and innovative approaches to asset-based community development in Scotland.</p>									
<p>SURF: Scotland’s Regeneration Forum</p>									
<p>SURF is Scotland's regeneration forum. It connects people, processes and organisations involved in supporting the regeneration of disadvantaged communities across all of Scotland. It presently has over 280 member groups and over 2,500 individual contacts in its network, which spans all geographies and all levels of the public, community, voluntary and private sectors. Its main aim is to improve regeneration policy and practice by sharing knowledge and experience and increasing cooperation. The Alliance for Action programme strengthens community resilience and promotes practical regeneration outcomes in a diverse set of case study communities to enhance wider policy and resource considerations for supporting community regeneration in the continuing challenging context.</p>	<table> <tr> <td>2015/16</td> <td>£123,000</td> </tr> <tr> <td>2016/17</td> <td>£112,000</td> </tr> <tr> <td>2017/18</td> <td>£160,000</td> </tr> <tr> <td>2018/19</td> <td>£175,000</td> </tr> </table>	2015/16	£123,000	2016/17	£112,000	2017/18	£160,000	2018/19	£175,000
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<p>Community-led regeneration delivers inclusive growth by supporting interventions which respond to local circumstances and increases opportunities to attract investment and jobs in those communities, while building community and regional cohesion. Improved economic, social and environmental outcomes are achieved through community-led solutions which deliver projects and services specific to community aspirations and needs, through collaborative partnerships invested in those areas and outcomes. The purpose of this grant is to strengthen community resilience and promote practical regeneration outcomes through an Alliance for Action programme in six areas; and, to contribute to an annual SURF awards programme to promote and share best practice.</p>									
<p>Inspiring Scotland - Link Up</p>									
<p>Inspiring Scotland is an innovative venture philanthropy organisation designed in response to the needs of Scotland’s charities. It works with people, their communities, charities and public bodies to develop solutions to some of the deepest social problems. Through its thematic funds, including Link Up, Inspiring Scotland brings together the right people and organisations to design rigorous and innovative solutions. It also works in the communities that need it most and builds strong partnerships with government and business to maximise impact.</p>	<table> <tr> <td>2015/16</td> <td>£170,000</td> </tr> <tr> <td>2016/17</td> <td>£170,000</td> </tr> <tr> <td>2017/18</td> <td>£170,000</td> </tr> <tr> <td>2018/19</td> <td>£170,000</td> </tr> </table>	2015/16	£170,000	2016/17	£170,000	2017/18	£170,000	2018/19	£170,000
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Empowering Communities Fund (ECF) – Organisations Supported

<p>Link Up is an innovative asset-based programme that operates in a number of communities to help combat long term poverty and disadvantage. The programme specifically looks to build on the strengths of each community and its residents. It uses these to establish activities local people want to see happening, and works to increase their capacity to run these activities. By connecting people, championing ability, inspiring and encouraging ideas, and by listening to people in the community, Link Up encourages confidence, resilience and self-belief. This offers people choices and helps them create their own opportunities.</p>									
<p>Skills and Learning Exchange</p>									
<p>Scottish Communities Alliance (SCA) is a national organisation, and its member networks engage with over 2,000 community-based organisations and enterprises and is therefore well placed to receive the fund to support the work of local people in their communities and influence national policy development.</p>									
<p>The Community Led Learning and Skills Exchange covers the costs of a visit by members of one community to another community project. These visits can either be co-ordinated by a network or each visiting community can apply to the exchange separately. A small number of medium term mentoring relationships are funded on a case-by-case basis. For instance, the mentoring relationship might take the form of ‘being at the end of the phone’ for advice or more formal support and supervision sessions that may require half a day a month. Each community project that becomes part of the learning journey (2-3 projects during each learning journey) will receive the standard host fee. The exchange also covers the costs of all travel and subsistence. The Exchange is open to any constituted community group that is either a member of an SCA member network or has been vouched for by a designated member of staff of a network as an appropriate applicant to the Exchange. An Exchange Co-ordinator is funded and is responsible for the day to administration of the Community Led Learning and Skills Exchange.</p>									
<p>Scottish Men’s Sheds Association (SMSA)</p>									
<p>SMSA is Scotland’s nationally recognised lead organisation for the national men’s sheds movement and this work helps the Scottish Government to deliver various national outcome goals including: loneliness, social isolation, mental health, and community engagement.</p>	<table border="0"> <tr> <td>2015/16</td> <td>£50,000</td> </tr> <tr> <td>2016/17</td> <td>£75,000</td> </tr> <tr> <td>2017/18</td> <td>£75,000</td> </tr> <tr> <td>2018/19</td> <td>£75,000</td> </tr> </table>	2015/16	£50,000	2016/17	£75,000	2017/18	£75,000	2018/19	£75,000
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<p>SMSA currently has two members of staff, and the ECF grant is provided for core funding, specifically to support both staff to enable them to grow the organisation. A business plan is required, and the main objectives/expected outcomes are summarised below:</p>									

Empowering Communities Fund (ECF) – Organisations Supported

<ul style="list-style-type: none"> • support the SMSA to have the ability to support all enquiries. • continue to actively promote the men’s shed concept throughout Scotland, across all sectors and all media streams. • create and maintain a Scottish Men’s Shed ‘good governance’ structure which supports local Shed groups get to the stage of setting up and maintaining their own Shed without having to ‘reinvent’ the wheel. • maintain and build partnerships with other national organisations (co-production). • run training days to ‘upskill’ existing Council and Third Sector Development officers. • partner with Caledonian University in its Scottish Men’s Shed research. • develop new exciting strategies in line with local needs to create new outcomes. 	
<p>Scottish Community Development Centre (SCDC)</p>	
<p>The Scottish Community Development Centre (SCDC) supports best practice in community development, and is recognised by the Scottish Government as the national lead body for community development. SCDC works across sectors, and with a wide range of professions, to support community engagement and community capacity building in any context and at strategic and practice level.</p>	<p>2015/16 £275,000 2016/17 £275,000 2017/18 £275,000 2018/19 £275,000</p>
<p>SCDC's three key priorities are to:</p> <ul style="list-style-type: none"> (i) influence policy by researching issues and contributing to government working groups and committees on related policy issues. (ii) work with agencies and partnerships to achieve effective community engagement and community participation. (iii) build strong, healthy, sustainable and equitable communities. 	
<p>SCDC’s role in supporting best practice in community development operates at four levels:</p> <ul style="list-style-type: none"> (i) with policy makers who set the conditions within which community development is practiced. (ii) with public bodies and partnerships whose work is informed by community development principles (iii) with dedicated community development agencies and their staff in the voluntary and statutory sector. (iv) directly with community groups and organisations. <p>The funding enables SCDC to offer an expanded service to assist communities and local organisations to develop increased capacity, and to enable greater flexibility to work across different policies and programmes to capture lessons and good practice about what works in supporting community-led action.</p>	



Regeneration Capital Grant Fund (RCGF)

First Stage Application

Applications must be submitted to the Scottish Government before the publicised deadline. Second Stage, full submissions will not be accepted unless this proposal has been agreed by the Scottish Government and COSLA and approved by the Regeneration Investment Panel.

Submitting/ Lead Organisation	
Project Title	
Project Start Date	
Project Completion Date	

Wider Regeneration activities: Where project is part of a wider regeneration programme.		Number of Projects submitted	Priority for funding – 1 being highest
Project Costs: Spend on activity to which grant will contribute.			
Proposed Regeneration Capital Grant Fund Requested			

Provide a breakdown of your Proposed Grant Spend.

Financial year	2014/15	2015/16
Amount		

Please detail any sources of finance other than RCGF.	Amount 2014/15	Amount 2015/16

	Project Officer – Responsible for submission	Additional Contact
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		



PROJECT PROPOSAL SUMMARY – 1 Page – minimum font size 10.

Frequently-asked questions

1. Is our organisation eligible to apply for the RCGF fund?

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@scotland.gsi.gov.uk providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisations eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body.

2. Is there a closing date for applications or will we consider bids for future years?

The closing date for first stage is 28 June 2013. It is unlikely that the fund will reopen for bids again during 2013. However there is potential for new projects to be submitted next year.

3. I can't access the application form from the website.

Please send an email to rcgf@scotland.gsi.gov.uk or contact the regeneration team at 0141-271-3723.

4. Will there be information sessions I can attend?

Not at this time. However if you have any additional queries please email rcgf@scotland.gsi.gov.uk and we will seek to provide an answer to your query.

5. When will I be contacted about my application once it's been submitted?

We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel in August. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for bids.

6. Can RCGF fund the upgrade of community centre facilities?

This could be an eligible project however it will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.

7. Will RCGF provide funds for feasibility studies for proposals?

No projects should be suitability developed and a stage where capital expenditure, delivery of the project can take place during 2014/15.

8. Do I need individual applications for a project that covers more than one local authority area?

No, only one application is required for each project, even if the project in question involves more than one local authority.

9. Will RCGF cover employment/ revenue costs, and if so, under what circumstances?

The fund is a capital Grant fund, however any additional direct project management costs associated with the project will be considered but will require to be justified and agreed on a project by project basis.

10. What level of match funding does RCGF require?

Match Funding is not required. However projects should consider any leverage that can be brought to the funding package and this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects.

11. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at stage 1. Supporting documentation may be requested at stage 2.

12. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from partners.

13. What period will the grant award cover?

Grant will be provided for project spend between April 2014 and March 2015. Spend in 2015/16 is dependent on the 2013/14 budget review.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal commitments to deliver projects.



Regeneration Capital Grant Fund (RCGF)

First call for Applications

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link
<http://www.scotland.gov.uk/Publications/2011/12/09110320/0>

The fund will support regeneration projects across Scotland and will be available on a competitive basis to eligible organisations

The fund is primarily aimed at providing new and or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding, and provide feedback for projects to be further developed.

In the first year, April 2014 to March 2015, £20.5m is available to support projects from eligible organisations. Subject to the budget review process it is anticipated that up to £21.5m will be available for 2015/16.

There is no limit to the number of bids that may be submitted by each organisation, however given the restricted funds available multiple bids will require to be prioritised by the submitting organisation. Please note where organisations are partners in projects but not lead bodies, then these may also be included as part of any discussion on prioritisation.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).



Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisations to demonstrate that any project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with *Achieving a Sustainable Future: The Regeneration Strategy*. Applicants will be required to demonstrate the project's feasibility and practicalities.

Ineligible Projects and expenditure

The fund is not intended be a primary source of funding for:

- Housing projects but can support ancillary outcomes
- Major infrastructure projects relating to transport
- Purchase of moveable infrastructure
- Projects relating solely to hotel or retail developments; these are unlikely to be supported if there are no clear regeneration outcomes.

The fund is primarily a capital expenditure fund, however direct project management costs may be considered on a case by case basis. Future running costs are not eligible.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage
- Projects that will deliver large scale transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.
- Projects that demonstrate clear community involvement.

How to submit

Stage 1 forms should be downloaded from the Scottish Government website. One form should be completed for each project.

<http://www.scotland.gov.uk/Topics/Built-Environment/regeneration/investment/capitalgrants/rcgf>

These should be completed and emailed to : rcgf@scotland.gsi.gov.uk



Deadline for submission is 5:00 pm Friday 28 June 2013

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Start Date:

This should relate to when spend is anticipated between 1 April 2014 and 31 March 2016 subject to the budget review. Applicants will have to demonstrate that the project will be on-site during 2014, and it is imperative to be realistic about start dates and potential spend.

Project Completion Date:

This relates to when spend on the project is complete.

Project Priority

If applicants are making multiple submissions, these should be prioritised. If necessary you may provide this information separately.

Wider regeneration activity

If your application relates to wider regeneration activity, please provide the total estimated costs of the regeneration activity to which this proposal contributes.

Project Costs:

Please provide the total spend on the specific activity to which grant will contribute. A more detailed breakdown of costs will be required at stage 2.

Please detail any sources of finance other than RCGF contributing to the project

Provide detail other sources of funding, grant, loan investment which will contribute to the spend of the project. i.e. where you are not requesting 100% grant support.



Proposed Regeneration Capital Grant Fund request

There is no minimum request and you may apply for 100% of the total project costs. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's consideration of applications, in terms of either contribution to a wider programme or within the project itself.

Provide a breakdown of your Proposed Grant Spend

Grant is generally paid in arrears and relates to spend actually incurred or legally committed. Please ensure figures are consistent with start and end dates.

Project Officer

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.

PROJECT PROPOSAL SUMMARY – 1 Page – minimum font size 10.

Please keep summary short and concise – Use bullet points. Be clear on what the project will actually deliver

What this project will deliver, timescales, objectives, target groups, geographical coverage, partnership, community involvement, economic, social and physical regeneration outcomes, any additional financial contributions and the potential for wider regional impact. Identify how this will benefit disadvantaged communities.

Examples of potential projects are provided at Annex A

Further Information - Assessment of bids

Projects will be initially assessed against the basic eligibility criteria of the fund but will not be scored at the first stage.

Applications will then be considered by the Regeneration Capital Grant Fund Investment Panel.

The final list of projects progressing to stage 2 will be subject to the recommendations of the Regeneration Capital Grant Fund Investment Panel. Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.



Additional Criteria will be used at Stage 2. In summary these will be:

- **Viability (10%)**

This would involve demonstration of the projects feasibility and practicalities. This would involve demonstration of the projects likely impact and success, and for instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities.

- **Community involvement (15%)**

This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Regeneration Capital Grant Fund Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.

- **Regeneration outcomes- physical, economic, and social (30%, 25%, 20%)**

This would involve demonstration of the physical, economic and social outcomes which the project would achieve if the bid was successful and funding granted. As the nature of this fund is a capital grant fund, the emphasis and highest weighting within the regeneration outcomes criteria is placed on physical regeneration which would result in transformational change. Physical regeneration outcomes could take the form of land remediation and enabling infrastructure. This is then followed by economic and social outcomes, where for instance economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities) and social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.

Feedback

All applicants will receive notification on whether or not projects can progress to stage 2 as early as possible following a meeting of the Regeneration Capital Grant Fund Investment Panel which is anticipated to be in early August 2013.

Stage 2

Full detail of the process for stage 2 and forms and guidance will be made available in advance of the call for second stage applications.



Indicative timetable

- 31 May 2013 – Launch – call for summary proposals
- 28 June 2013 - Closing date for summary proposals
- August 2013 recommendations on successful stage 1 bids and call for full applications
- October 2013 - Closing dates for full bid proposals
- November 2013 Recommendation of proposals
- December 2013 - COSLA and Ministerial approval
- January 2014 - Offers of grant issued to projects
- April 2014 - spend / delivery of projects.

Procurement, State Aid, Environmental Impact, Equalities Impact Assessment, Planning Permission, and other assessments as appropriate for projects

All projects will need to comply with all relevant legislation relating to the implementation of projects. Further information will be required from applicant organisations at stage 2 and potentially prior to any offer of grant being issued.



ANNEX A

Examples Of Potential Regeneration Projects.

Example 1

Contribution to the completion of new business units as part of a development which will bring back in to use a former industrial site which is vacant. Cost will include the build of the new units plus ground preparation, minor access and infrastructure connection work required. Build will be to appropriate BREAM standard. The development is one part of other major works taking place on the site.

Total costs of site work £75m of programme costs.

Specific project costs £5.6m. Local authority contribution £2.1m. SPRUCE Loan £1.5m. RCGF grant request £2.0m

Site programme will include new community centre, housing and business developments and recreational facilities.

Regeneration outcomes directly related project:

Economic - 15 Jobs created or sustained. Community benefits clause inserted guaranteeing 3 apprentices and 23 work relating training opportunities for local people during build phase.

Physical - 1500 Sqm of workspace created to High environmental standard.

Social - Reopening of local site enhancing local environment.

Example 2

Refurbishment of former local iconic building. Creation of workspace and studio for local small business, community library / café / Nursery. Associated local realm improvement work.

Project Costs £4.5m

Local Authority contribution £500k. Historic Scotland Grant 300k.
Private sector contribution £250k. Big Lottery Grant - £450k.
RCGF request £3m

Regeneration outcomes directly related project:

Economic - 8 Jobs created or sustained. Local contractors engaged in build stage.

Physical - 750 Sqm of work and studio space. Available for small local business, organisations.



Social - Bringing back into use a well-known local site enhancing local environment. Responding to local community demand for projects, specifically in response to local consultation. Local Social Enterprise will move into new space. They are expanding and anticipating employing two new staff. They will receive investment through the JESSICA Trust initiative.

Example 3

Creation of green space, environment improvement of unused, derelict land and waste ground. Plan to introduce forest/tree environment in urban disadvantaged area, linked to potential future economic developments for area.

Programme will include creation of pathways and walkways, bike trail. Introduction of trees and woodland style environment. Design, planned space for introduction of possible business development. Land covers two local authority areas.

Project Cost £3.2m

Contributions – Forestry Commission - Scotland £450k
Green Space Grant - £450k Big Lottery £200k RCGF £2.1m

Regeneration outcomes directly related project

Economic - 4 Jobs created or sustained.

Project designed to attract future business by improving local amenity and environment for potential business and workers.

Physical - Allow use of land, 3 Ha, which is currently lying disused and wasteland, following housing and business removal and closure.

Social - Improving significantly the environment of the local community, introducing recreation space for both local people and attracting use of areas by others.

Example 4

Refurbishment of former library currently lying vacant. Creation of office and community space. Project costs £1.4m Contribution from RCGF £1.4m.

Economic – 4 jobs created and 25 Jobs supported. Community benefits clauses guaranteeing training opportunities for 12 local young people. New office space for local small business.

Physical – Bring back into use empty and decaying building at centre of disadvantaged community.

Social - High priority development for local community based on local community interest. Will help revitalise local community and act as catalyst for community anchor groups to engage in regeneration



**Regeneration Capital Grant Fund (RCGF)
Round 2 Projects - 2015/16
First Stage Application**

First stage applications must be submitted to the Scottish Government before the publicised deadline **12:00 Monday 12 May 2014**. Second Stage, full submissions will not be accepted unless this proposal has been agreed by the Scottish Government and COSLA and approved by the Regeneration Investment Panel.

Applicant Organisation	
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Number of Submissions	Priority

Project Title	
Project Start Date	
Project Completion Date	

	2015/16	2016/17 *	Total
Project Costs: Eligible Spend on activity to which grant will contribute.			
Regeneration Capital Grant Fund Requested			

* Grant requests must relate to 2015/16 only.

Please detail any sources of funding other than RCGF.	2015/16	2016/17	Total

	Project Officer – Contact	Additional Contact
Name		
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		



PROJECT PROPOSAL SUMMARY – 2 Page – minimum font size 10.

Please refer to the first stage submission guidance on completing this section.

If you wish to include a map to illustrate the area to be developed you can do so here or alternatively this can be submitted a separate document. Please do not embed files within this document.

PLEASE NOTE THE FUND IS NOT OPEN FOR APPLICATIONS UNTIL

31 MARCH 2014.

1. Is our organisation eligible to apply for the RCGF fund?

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@scotland.gsi.gov.uk providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisations eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body.

2. What period will the grant award cover?

Grant will be provided for project spend between **April 2015** and **March 2016**. Spend in 2016/17 is dependent on the 2014/15 budget review.

3. Is there a closing date for applications or will we consider bids for future years?

The closing date for **first stage** is **Monday 12 May 2014**. It is unlikely that the fund will reopen for bids again during 2014. However there is potential for new projects to be submitted next year.

4. I can't access the application form from the website.

Please send an email to rcgf@scotland.gsi.gov.uk or contact the regeneration team at 0141-271-3722 or 3779.

5. Will there be information sessions I can attend?

Not at this time. However if you have any additional queries please email rcgf@scotland.gsi.gov.uk and we will seek to provide an answer to your query.

6. When will I be contacted about my application once it's been submitted?

We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel in June. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for bids.

7. Can RCGF fund the upgrade of community centre facilities?

This could be an eligible project however it will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.

8. Will RCGF provide funds for feasibility studies for proposals?

No, projects should be suitability developed and a stage where capital expenditure, delivery of the project can take place during 2015/16.

9. Do I need individual applications for a project that covers more than one local authority area?

No, only one application is required for each project, even if the project in question involves more than one local authority.

10. Will RCGF cover employment/ revenue costs, and if so, under what circumstances?

The fund is a capital grant fund, however any additional direct project management costs associated with the project will be considered but will require to be justified and agreed on a project by project basis.

11. What level of match funding does RCGF require?

Match Funding is not required. However projects should consider any leverage that can be brought to the funding package and this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects.

12. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at stage 1 other than a map/plan of the area if this would be helpful in describing project. Supporting documentation may be requested at stage 2.

13. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from partners.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal/binding contract commitments to deliver projects.



Regeneration Capital Grant Fund (RCGF)

Second call for Applications 2015/16

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link <http://www.scotland.gov.uk/Publications/2011/12/09110320/0>

The fund supports regeneration projects across Scotland and is available on a competitive basis to eligible organisations

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding and provide feedback for projects to be further developed.

In the first round April 2014 to March 2015, 22 projects have been recommended for support. Approximately £14.5m will be available for 2015/16. Funding for 2016/17 is subject to future budget review.

There is no limit to the number of bids that may be submitted by each organisation, however given the restricted funds available multiple bids will require to be prioritised by the submitting organisation. Please note where organisations are partners in projects but not lead bodies, then these may also be included as part of any discussion on prioritisation.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).



Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisations to demonstrate that any project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with ***Achieving a Sustainable Future: The Regeneration Strategy***. Applicants will be required to demonstrate the project's feasibility and practicalities.

Grant Requests

Grant drawdown must take place during the year 2015/16. There is no facility to carry over grant into 2016/17. Project end dates may go beyond March 2016 however it should be clear what the sources of funding for this activity will be.

Ineligible Projects and expenditure

The fund is primarily a capital expenditure fund, however direct project management costs may be considered on a case by case basis. Future running costs are not eligible.

The fund is not intended to be a primary source of funding for:

- Housing projects (but can support ancillary outcomes)
- Major infrastructure projects relating to transport
- Flood protection / work / upgrades are not eligible.
- Purchase of moveable infrastructure
- Projects relating solely to hotel or retail developments; these are unlikely to be supported if there are no clear regeneration outcomes
- Projects that focus solely on public realm improvements, new roads / paths or upgrades are unlikely to be funded. Such expenditure must be seen only as part of other physical regeneration which will produce economic and social outcomes.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage
- Projects that will deliver large scale transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.
- Projects that demonstrate clear community involvement.



How to submit

Stage 1 forms should be downloaded from the Scottish Government website. A separate form should be completed for each project.

<http://www.scotland.gov.uk/Topics/Built-Environment/regeneration/investment/capitalgrants/rcgf>

These should be completed and emailed to : rcgf@scotland.gsi.gov.uk

Deadline for submission is 12:00 pm Monday 12 May 2014

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Priority

If applicants are making multiple submissions, these should be prioritised. It is essential that each submitting organisation coordinates its funding priorities.

Project Start Date:

This must be between 1 April 2015 and 31 March 2016. Applicants will have to demonstrate that the project will be on-site during 2015, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2015 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for round 2. Please note all grant must be drawn down against eligible costs for 2015/16.

Project Completion Date:

This relates to when all spend (not only RCGF) on the project is complete. Projects may go beyond funding support for RCGF but applicants should be aware they will require to provide monitoring reports for a period up to 12 months after physical completion of the project and not just the period to which RCGF applies..

Project Costs:

Please provide the total eligible spend on the specific activity to which grant will contribute. A more detailed breakdown of costs will be required at stage 2. Additional information on other costs, e.g. wider programme activities should be included within the project description.



Please detail any sources of finance other than RCGF contributing to the projects eligible costs

Provide detail other sources of funding, grant, loan investment which will contribute to the spend of the project. i.e. where you are not requesting 100% grant support toward the eligible costs or activity or completion of the project will be in 2016/17.

Proposed Regeneration Capital Grant Fund cost and grant request

There is no minimum request and you may apply for 100% of the total eligible project costs for 2015/16. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's consideration of applications, in terms of either contribution to a wider programme or within the project itself.

Grant is generally paid in arrears and relates to spend actually incurred or legally committed. Please ensure figures are consistent with start and end dates. Provide some detail on the what the costs that will actually be incurred within the project summary. **Grant cannot be claimed for 2016/17.**

Project Contact

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.



PROJECT PROPOSAL SUMMARY – 2 Pages – minimum font size 10.

1. Please keep summary short and concise – Use bullet points. Be clear on what the project will actually deliver

- Please ensure you provide responses to each of the following headings.
- What this project will physically deliver,
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement,
- Economic, social and physical regeneration outcomes,
- Additional financial contributions and the potential for wider regional impact,
- Identify how this will benefit disadvantaged communities,
- Wider regeneration activity - if your application relates to wider regeneration activity, please describe the strategic importance and provide some detail on the total estimated costs of the wider regeneration activity to which this proposal contributes.

Examples of potential projects are provided at Annex A

2. Further Information - Assessment of bids

Projects will be initially assessed against the basic eligibility criteria of the fund but will not be scored at the first stage.

Applications will then be considered by the Regeneration Capital Grant Fund Investment Panel.

The final list of projects invited to stage 2 will be subject to the recommendations of the Regeneration Capital Grant Fund Investment Panel. Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.

3. Additional Criteria at Stage 2. In summary these will be:

- **Viability (10%)**

This would involve demonstration of the projects feasibility and practicalities. This would involve demonstration of the projects likely impact and success, and for



instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities.

- **Community involvement (15%)**

This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Regeneration Capital Grant Fund Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.

- **Regeneration outcomes - physical, economic, and social (30%, 25%, 20%)**

This would involve demonstration of the physical, economic and social outcomes which the project would achieve if the bid was successful and funding granted. As the nature of this fund is a capital grant fund, the emphasis and highest weighting within the regeneration outcomes criteria is placed on physical regeneration which would result in transformational change. Physical regeneration outcomes could take the form of land remediation and enabling infrastructure. This is then followed by economic and social outcomes, where for instance economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities) and social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.

4. Feedback

All applicants will receive notification on whether or not projects can progress to stage 2 as early as possible following a meeting of the Regeneration Capital Grant Fund Investment Panel which is anticipated to be in June 2014.

5. Stage 2 Process

Full detail of the process for stage 2 and forms and guidance will be made available in advance of the call for second stage applications.



6. Legal requirements.

Procurement, State Aid, Environmental Impact, Equalities Impact Assessment, Planning Permission, and other assessments as appropriate for projects

All projects will need to comply with all relevant legislation relating to the implementation of projects. Further information will be required from applicant organisations at stage 2 and potentially prior to any offer of grant being issued.

7. Indicative timetable 2014

- | | |
|--|----------------------------|
| • Notification to all for Round 2 | Week beginning 3rd March |
| • Round 2 Stage 1 opens | Week beginning 31st March |
| • Stage 1 closes | Monday 12 May |
| • Investment Panel meeting | Week beginning 9th June |
| • Applicants notified of results | Week beginning 23 June |
| • *Stage 2 opens | Monday 30th June |
| • *Stage 2 closes | Monday 8th September |
| • *Investment Panel | Week Beginning 6th October |
| • *Notification to all applicants of funding Recommendations | End November 2014. |

*** dates for second stage are indicative**



ANNEX A

Examples of RCGF Projects funded in Round 1.

Example 1

The project involves the redevelopment of three A-listed Victorian buildings to enable public access and to create an attractive environment for business and public engagement. It will be a part of a wider town centre and waterfront regeneration initiative and council's investment programme, with aims to create a centre for improved learning, leisure and cultural engagement. It is also a direct outcome from public consultations about the social and economic situation of the town and has been developed with local businesses, arts community and Historic Scotland.

Additional funding:

- ERDF
- Council

Project objectives:

- to increase local business development and start-up rates by creating a flexible business facilities that will provide space for local entrepreneurs, exhibitions and hospitality industry;
- to revitalise the town centre and make it more attractive private investors;
- to attract more tourists into the area.

Project outcomes/ outputs:

- 9 jobs created
- 8 construction jobs supported
- 3 buildings refurbished and brought back into use
- 453 sq m of business space created or modified

Example 2

The project will develop a high profile vacant and derelict site to provide efficient and affordable business space that would also attract companies from a low carbon sector. Community Links co-facilitated a local consultation, which highlighted that 94% of the local residents and businesses involved supported the initiative. The site is located close to the motorway and local railway station and the ease of access will be one of the key points to attract businesses and further enhance local regeneration.

Additional funding:

- Local Authority
- Private Leverage



Project objectives:

- unlocking a regionally and strategically important site and its economic potential;
- creating Grade A office space for SME's and Key Sector industries;
- providing job and training opportunities.

Project outcomes/ outputs:

- 455 jobs created
- 44 training places created
- 3,900 sq m of business space created
- 0.55 ha of Vacant and Derelict Land brought back into use
- 1550 additional employability and community capacity building interventions
- 51% carbon reduction as result of environmental improvements

Example 3

The aim of the project is to develop a community centre that will be a hub for local activities and services. The need for the new community facility was identified in the Community Action Plan as a number one priority to achieve social and economic regeneration. The project will be delivered by the local Community Development Company in a partnership with the Local Authority

The venue will be opened for the residents of within postcode area which is identified as being one of the five most deprived areas in Scotland.

Additional funding:

- Housing Association
- Climate Challenge Fund
- Robertson Trust
- Big Lottery Fund
- People and Communities Fund (SG)
- Carers

Project outcomes:

- increasing the number of local people taking part in community-led and self-development programmes;
- promoting a range of training and development programmes;
- developing health and welfare improvements;
- encouraging a spirit of enterprise amongst residents and promote greater self-reliance through community enterprise or self-employment.

Project outcomes/ outputs:

- 36 jobs created
- 150 training places created
- 5 ha of Vacant or Derelict Land remediated
- 25 new services introduced to the local community



Example 4

This project will restore and secure reuse of socially and architecturally significant A- listed building within the heart of the town centre. It will provide office space that would suit a broad range of users from the public, private or voluntary sector. By doing so the building can accommodate up to 200 jobs to the benefit of the local economy and town centre. The future use of the building has been agreed between the council and the local Development Trust: it is proposed that it becomes a home for the Skills and Employability Hub, providing space for employability programmes and social enterprises.

Additional funding:

- Historic Scotland
- NHS

Main objectives:

- to restore and bring back to use an A-listed building within the town centre;
- to enhance the historic and cultural assets of the town centre;
- to bring the employability services closer to local communities;
- to improve the physical appearance of the town centre and make it more attractive for private investments and to bring job opportunities.

Project outcomes/ outputs:

- 30-90 jobs created
- 50 construction jobs supported
- 80 existing jobs supported
- 5 training places created
- 1 building refurbished and brought back into use
- 1,750 sq m of business space created or modified
- 1,750 sq m of building created or refurbished
- 2+ businesses/ enterprises benefiting from supported facilities

**Regeneration Capital Grant Fund (RCGF)
Round 3 Projects - 2016/17
First Stage Application**

First stage applications must be submitted to the Scottish Government before the publicised deadline **12:00 Friday 10 July 2015**. A Second Stage, full submission will not be accepted for this project unless this proposal has been recommended by the Regeneration Investment Panel and endorsed by Scottish Government Ministers and COSLA Leaders.

Applicant Organisation	
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Total Number of Submissions	This submission No.

Project Title	
Project Start Date	
Project Completion Date	

	2016/17	2017/18	2018/19	Total
Project Costs: Eligible Spend on activity to which grant will contribute.				
Regeneration Capital Grant Fund Requested				

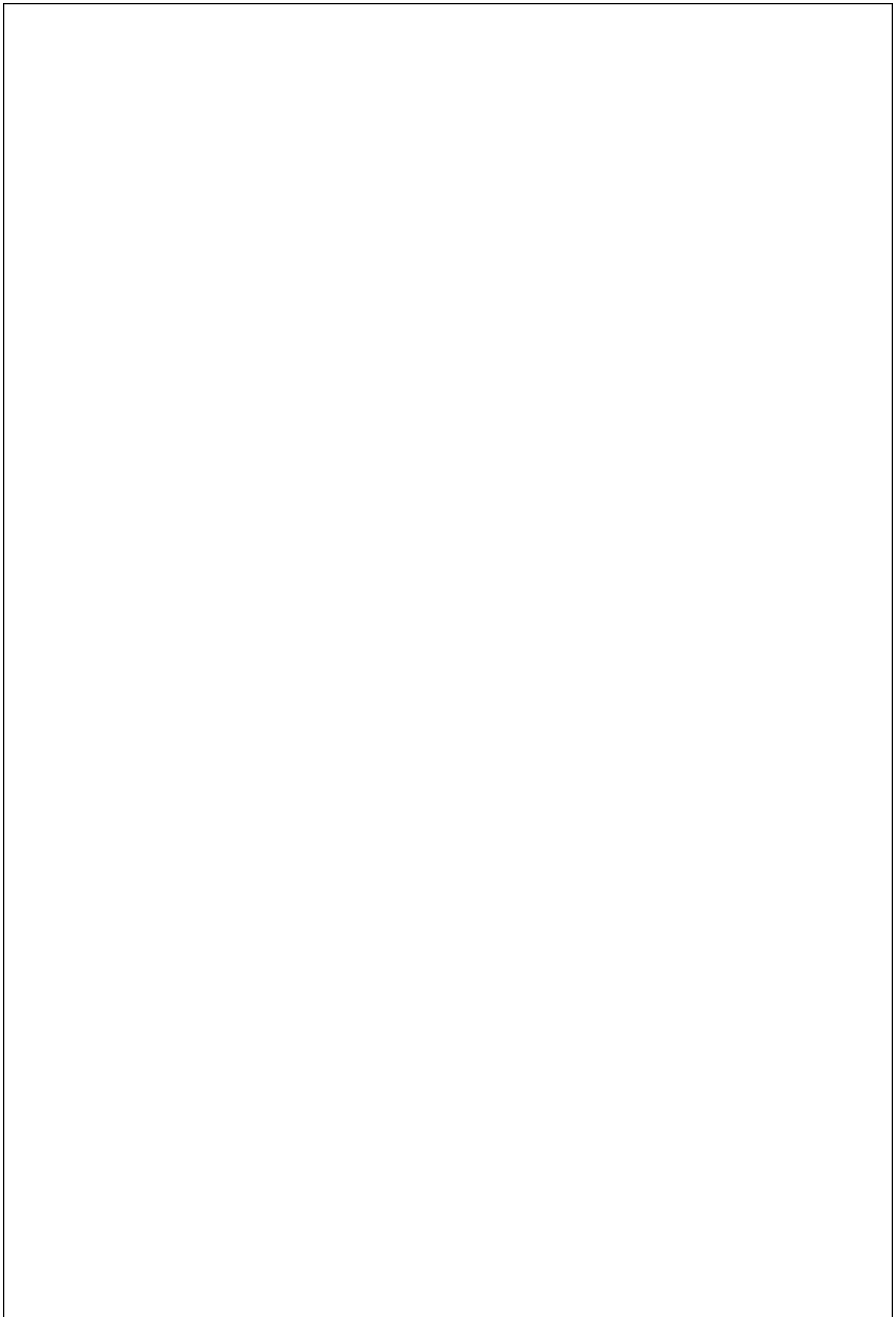
Please detail any sources of funding other than RCGF.	2016/17	2017/18	2018/19	Total

	Project Officer – Contact	Additional Contact
Name		
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		

PROJECT PROPOSAL SUMMARY – 2 Page – minimum font size 10.

Please refer to the first stage submission guidance on completing this section.





If you wish to include a map to illustrate the area to be developed you can do so here or alternatively this can be submitted as a separate document. Please do not embed files within this document.

1. **Is our organisation eligible to apply for the RCGF fund?**
The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@scotland.gsi.gov.uk providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisation's eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body.
2. **What period will the grant award cover?**
Grant will be provided for project spend between **April 2016** and **March 2017**. You would need to demonstrate that funding beyond this time was in place or is in the process of being secured where the project end is after March 2017.
3. **Is there a closing date for applications or will we consider bids for future years?**
The closing date for **first stage** is **Friday 10 July 2015**. It is unlikely that the fund will reopen for bids again during 2015.
4. **I can't access the application form from the website.**
Please send an email to rcgf@scotland.gsi.gov.uk or contact the regeneration team at 0141-242-5438 or 5430.
5. **Will there be information sessions I can attend?**
Not at this time. However if you have any additional queries please email rcgf@scotland.gsi.gov.uk and we will seek to provide an answer to your query.
6. **When will I be contacted about my application once it's been submitted?**
We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel in August 2015. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for bids.
7. **Can RCGF fund the upgrade of community centre facilities?**
This could be an eligible project. It will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.
8. **Will RCGF provide funds for feasibility studies for proposals?**
No, projects should be suitably developed and at a stage where capital expenditure can be incurred and delivery of the project can take place during 2016/17.
9. **Do I need individual applications for a project that covers more than one local authority area?**
No, only one application is required for each project, even if the project in question involves more than one local authority.
10. **Will RCGF cover employment/ revenue costs, and if so, under what circumstances?**

REGENERATION CAPITAL GRANT FUND ROUND 3 2016/17

The fund is a capital grant fund, however any additional direct project management costs associated with the project will be considered but will require to be justified and agreed on a project by project basis.

11. What level of match funding does RCGF require?

Match Funding is not required. However projects should consider any leverage that can be brought to the funding package as this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects.

12. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at stage 1 other than a map/plan of the area if this would be helpful in describing project. Supporting documentation may be requested at stage 2.

13. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from partners.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal/binding contract commitments to deliver projects.

Regeneration Capital Grant Fund (RCGF)

Third call for Applications 2016/17

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link
<http://www.scotland.gov.uk/Publications/2011/12/09110320/0>

The fund supports regeneration projects across Scotland and is available on a competitive basis to eligible organisations.

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding and provide feedback for projects to be further developed.

Funding available to support projects for 2016/17 is subject to the current spending review.

There is no restriction on the number of bids that may be submitted by each organisation, however given the limited funds available organisations are requested be realistic with the number of applications and combined value of grant requests being made. Please note where projects are being submitted by lead bodies on behalf of partners, then these projects should also be included in any consideration by lead bodies prior to final submission.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).

Policy Context

Detailed responses are not required at stage one, however any proposal submitted should consider how it would demonstrate an ability to deliver the outcomes set out in the Regeneration Strategy.

Projects should be also be able to demonstrate how they will complement and support or contribute to the following;

- Scotland's Economic Strategy <http://www.gov.scot/Publications/2015/03/5984>

- Town Centre Action Plan and Town Centre First Principle.
<http://www.gov.scot/Topics/Built-Environment/regeneration/town-centres>
- One Scotland: the Government's Programme for Scotland 2014-15
<http://www.gov.scot/Publications/2014/11/6336/downloads>
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisation to demonstrate that the project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with ***Achieving a Sustainable Future: The Regeneration Strategy***. Applicants are also required to demonstrate the project's feasibility and practicalities.

Grant Requests

Grant drawdown must take place during the year 2016/17. There is no facility to carry over grant into 2017/18. Project end dates may go beyond March 2017 however it should be clear what the sources of funding for this activity will be.

Ineligible Projects and expenditure

The fund is primarily a capital expenditure fund, however direct project management costs may be considered on a case by case basis. Future running costs are not eligible.

The fund is not intended be a primary source of funding for:

- Housing projects (but can support ancillary outcomes).
- Major infrastructure projects relating to transport.
- Purchase of moveable infrastructure, furniture and fittings.
- Projects relating **solely** to hotel or retail developments are unlikely to be supported if there are no clear regeneration outcomes.
- Projects that **focus solely** on public realm improvements, new roads / paths or upgrades are unlikely to be funded. However, these will be eligible if they are elements within wider regeneration projects which will produce economic and social outcomes.
- Flood protection / work / upgrades are **not eligible**.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage.
- Projects that will deliver transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.

- Projects that demonstrate clear community involvement.

How to submit

Stage 1 forms should be downloaded from the Scottish Government website. A separate form should be completed for each project.

<http://www.scotland.gov.uk/Topics/Built-Environment/regeneration/investment/capitalgrants/rcgf>

These should be completed and emailed to : rcgf@scotland.gsi.gov.uk

Deadline for submission is 12:00 pm Friday 10 July 2015

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Submissions

If applicants are making multiple submissions, these should be numbered accordingly. It is essential that each submitting organisation coordinates its funding priorities. There are limited funds available and there is an expectation that organisations will submit projects that it considers to be a priority and that are sufficiently developed to be delivered in the timeframe outlined. **Application Forms should only be submitted by eligible organisations.** Applications received from partner organisations may be deemed ineligible.

Project Start Date:

This is anticipated to be between **1 April 2016** and **31 December 2016**. Applicants will have to demonstrate that the project will be on-site during 2016, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2016 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for round 3. Please note all grant must be drawn down against eligible costs during 2016/17.

Project Completion Date:

This relates to when all spend (not only RCGF) on the project is complete. Projects may go beyond the period of funding support from RCGF but applicants should be aware they will require to provide monitoring reports for a period up to 12 months after physical completion of the project and not just the period to which RCGF applies. Where projects go beyond 2016/17 evidence to demonstrate that funding to complete the project is or is likely to be secured is required to demonstrate to the panel the viability of the project.

Project Costs:

Please provide the total eligible spend on the specific activity to which grant will contribute. A more detailed breakdown of costs will be required at stage 2. Additional information on other costs, e.g. wider programme activities should be included within the project description. Include detail on expenditure beyond the RCGF funding period where appropriate.

Please detail any sources of finance other than RCGF which are contributing to the projects eligible costs

Provide detail other sources of funding, grant or loan investment which will contribute to the expenditure of the project. i.e. where you are not requesting 100% grant support toward the eligible costs of the project.

Proposed Regeneration Capital Grant Fund cost and grant request

There is no minimum request and you may apply for 100% of the total eligible project costs incurred for 2016/17. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Grant is generally paid in arrears and must relate to spend actually incurred or legally committed. Please ensure figures are consistent with start and end dates. Provide some detail on the costs that will actually be incurred and to which RCGF will contribute within the project summary. **Grant cannot be claimed for costs incurred prior to 1 April 2016 or beyond March 2017.**

Project Contact

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.

PROJECT PROPOSAL SUMMARY – 2 Pages – minimum font size 10.

1. Please keep summary short and concise – Use bullet points. Be clear on what the project will actually deliver

Please ensure you provide responses to each of the following headings.

- What this project will deliver,
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement,
- Economic, social and physical regeneration outcomes,
- Any other financial contributions and the potential for wider regional impact,
- Identify how this will benefit disadvantaged communities,
- Wider regeneration activity - please describe how this project will contribute to wider regeneration plans and its strategic importance.

Examples of potential projects are provided at Annex A

2. Further Information - Assessment of bids

All applications will be considered by the Regeneration Capital Grant Fund Investment Panel.

Projects will be initially assessed against the basic eligibility criteria and focus of the fund but are not scored at the first stage.

The final list of projects invited to stage 2 will be based on recommendations by the Investment Panel.

Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.

3. Additional Criteria at Stage 2. In summary these will be:

- **Viability (10%)**

Demonstration of the projects feasibility and practicalities as well as the project's likely impact and success, and for instance but not exclusively, the potential of bridging with other match funding opportunities.

- **Community involvement (15%)**

Demonstration that the project has or will encompass a degree of community involvement, whether support from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal or involvement of the community in the delivery or roll out of the project.

- **Regeneration outcomes – physical(30%), economic(25%), and social (20%)**

Demonstration of the physical, economic and social outcomes which the project would achieve if the bid was successful. Physical regeneration outcomes could take the form of land remediation and enabling infrastructure. This is then followed by economic and social outcomes, where for instance economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities) and social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.

4. Feedback

All applicants will receive notification on whether or not projects have been successful in being invited to stage 2 as soon as possible following a meeting of the Investment Panel, which is anticipated to be in August 2015.

5. Stage 2 Process

Full detail of the process for stage 2 and forms and guidance will be made available in advance of the call for second stage applications.

Examples of RCGF Projects funded in Round 1.

Example 1

The project involves the redevelopment of three A-listed Victorian buildings to enable public access and to create an attractive environment for business and public engagement. It will be a part of a wider town centre and waterfront regeneration initiative and council's investment programme, with aims to create a centre for improved learning, leisure and cultural engagement. It is also a direct outcome from public consultations about the social and economic situation of the town and has been developed with local businesses, arts community and Historic Scotland.

Additional funding:

- ERDF
- Local Authority

Project objectives:

- to increase local business development and start-up rates by creating a flexible business facilities that will provide space for local entrepreneurs, exhibitions and hospitality industry;
- to revitalise the town centre and make it more attractive private investors;
- to attract more tourists into the area.

Project outcomes/ outputs:

- 9 jobs created
- 8 construction jobs supported
- 3 buildings refurbished and brought back into use
- 453 sq m of business space created or modified

Example 2

The project will develop a high profile vacant and derelict site to provide efficient and affordable business space that would also attract companies from a low carbon sector. Community Links co-facilitated a local consultation, which highlighted that 94% of the local residents and businesses involved supported the initiative. The site is located close to the motorway and local railway station and the ease of access will be one of the key points to attract businesses and further enhance local regeneration.

Additional funding:

- Local Authority
- Private Leverage

Project objectives:

- unlocking a regionally and strategically important site and its economic potential;
- creating Grade A office space for SME's and Key Sector industries;
- providing job and training opportunities.

Project outcomes/ outputs:

- 455 jobs created
- 44 training places created
- 3,900 sq m of business space created
- 0.55 ha of Vacant and Derelict Land brought back into use
- 1550 additional employability and community capacity building interventions
- 51% carbon reduction as result of environmental improvements

Example 3

The aim of the project is to develop a community centre that will be a hub for local activities and services. The need for the new community facility was identified in the Community Action Plan as a number one priority to achieve social and economic regeneration. The project will be delivered by the local Community Development Company in a partnership with the Local Authority

The venue will be opened for the residents of within postcode area which is identified as being one of the five most deprived areas in Scotland.

Additional funding:

- | | |
|--------------------------|-------------------------------|
| • Housing Association | • Big Lottery Fund |
| • Climate Challenge Fund | • People and Communities Fund |
| (SG) | |
| • Robertson Trust | • Carers |

Project outcomes:

- increasing the number of local people taking part in community-led and self-development programmes;
- promoting a range of training and development programmes;
- developing health and welfare improvements;
- encouraging a spirit of enterprise amongst residents and promote greater self-reliance through community enterprise or self-employment.

Project outcomes/ outputs:

- 36 jobs created
- 150 training places created
- 5 ha of Vacant or Derelict Land remediated
- 25 new services introduced to the local community

Example 4

This project will restore and secure reuse of socially and architecturally significant A-listed building within the heart of the town centre. It will provide office space that would suit a broad range of users from the public, private or voluntary sector. By doing so the building can accommodate up to 200 jobs to the benefit of the local economy and town centre. The future use of the building has been agreed between the council and the local Development Trust: it is proposed that it becomes a home for the Skills and Employability Hub, providing space for employability programmes and social enterprises.

Additional funding:

- Historic Scotland
- NHS

Main objectives:

- to restore and bring back to use an A-listed building within the town centre;
- to enhance the historic and cultural assets of the town centre;
- to bring the employability services closer to local communities;
- to improve the physical appearance of the town centre and make it more attractive for private investments and to bring job opportunities.

Project outcomes/ outputs:

- 30-90 jobs created
- 50 construction jobs supported
- 80 existing jobs supported
- 5 training places created
- 1 building refurbished and brought back into use
- 1,750 sq m of business space created or modified
- 1,750 sq m of building created or refurbished
- 2+ businesses/ enterprises benefiting from supported facilities

**Regeneration Capital Grant Fund (RCGF)
Round 4 Projects – 2017/18
First Stage Application**

First stage applications must be submitted to the Scottish Government before the publicised deadline **12:00 Noon on Monday 20 June 2016**. A Second Stage, full submission will not be accepted for this project unless this proposal has been recommended by the Regeneration Capital Grant Fund Investment Panel.

1. Applicant Organisation	
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2. Total Number of Submissions	This submission No.

3. Project Title	
4. Project Start Date	
5. Project Completion Date	

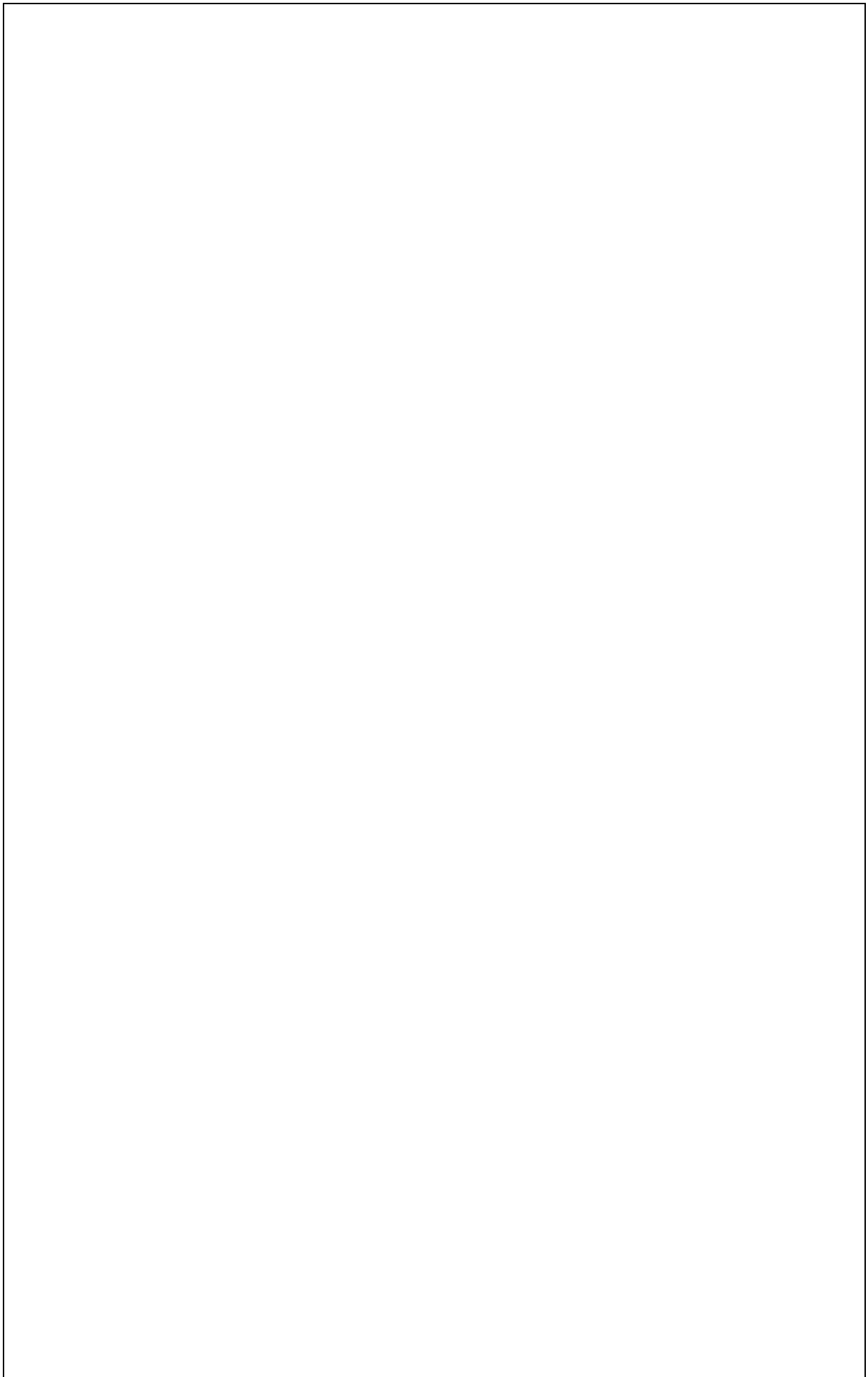
6. Project Costs:	2017/18	2018/19	2019/20	Total
RCGF Costs to which grant will contribute.				
Cost funded by other sources				
Total				

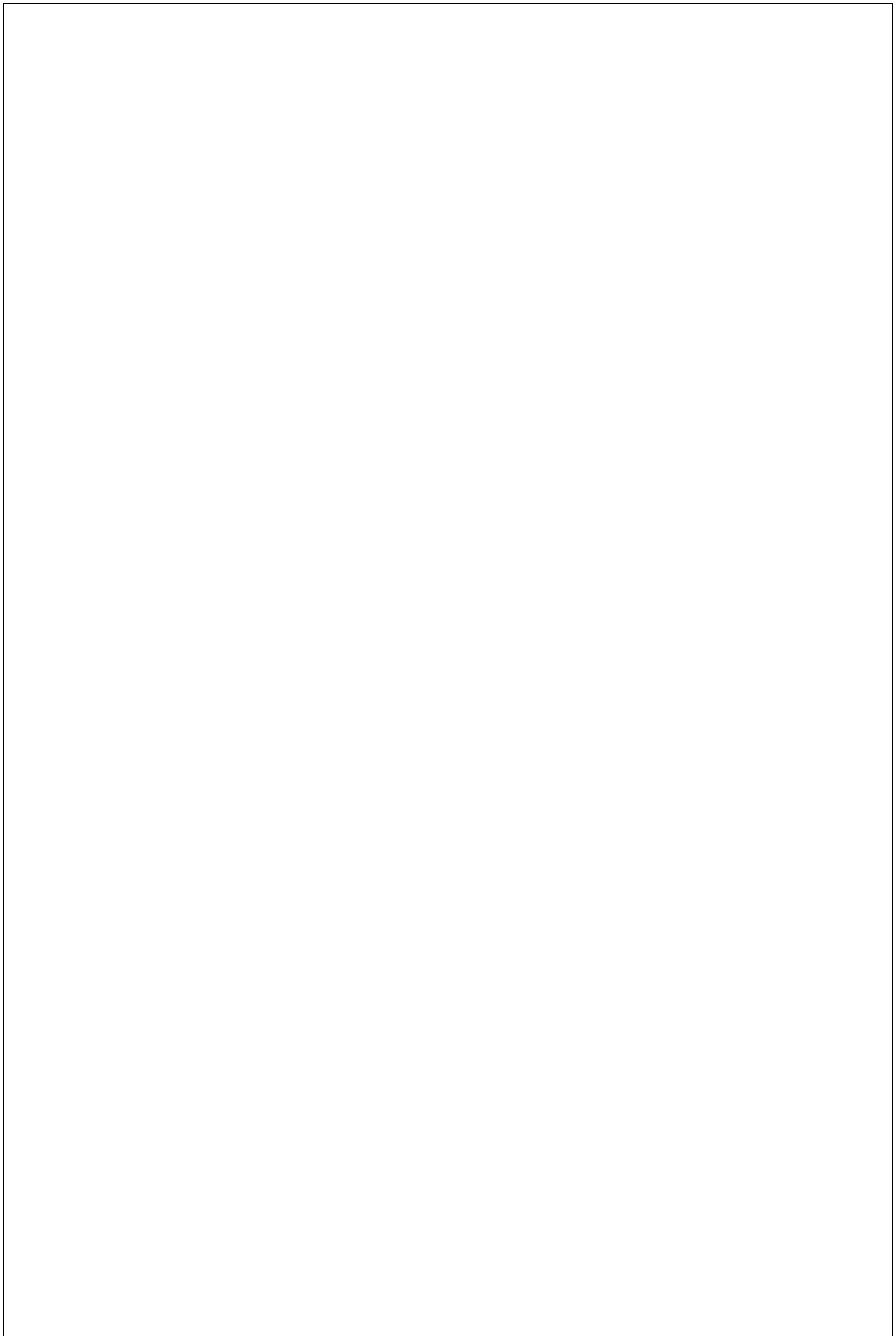
7. Funding	2017/18	2018/19	2019/20	Total
Regeneration Capital Grant Fund Requested				
Please detail any sources of funding other than RCGF.	2017/18	2018/19	2019/20	Total
Total				

8.	Project Officer – Contact	Additional Contact
Name		
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		

PROJECT PROPOSAL SUMMARY – Maximum 3 Page – minimum font size 12.

Please refer to the first stage submission guidance on completing this section.





If you wish to include a map to illustrate the area to be developed you can do so here or alternatively this can be submitted as a separate document. Please do not embed files within this document.

- 1. Is our organisation eligible to apply for the RCGF fund?**
The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@gov.scot providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisation's eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body.
- 2. What period will the grant award cover?**
Grant requests should be focused on year 2017/18. However the panel will consider request for support over 2018/19 and 2019/20. Justification for this would need to be clear. You should demonstrate that other funding is in place or can be secured where the project end date is out with the period of RCGF support. Funding available remains to subject to the forthcoming spending review.
- 3. Is there a closing date for applications or will we consider bids for future years?**
The closing date for **first stage** is **12:00 midday, Monday 20 June 2016**. It is unlikely that the fund will reopen for bids again during 2016.
- 4. I can't access the application form from the website.**
Please send an email to rcgf@gov.scot or contact the regeneration team at 0141-242-5438/5430.
- 5. Will there be information sessions I can attend?**
Not at this time. However if you have any additional queries please email rcgf@gov.scot and we will seek to provide an answer to your query.
- 6. When will I be contacted about my application once it's been submitted?**
We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel likely to take place in August 2016. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for bids.
- 7. Can RCGF fund the upgrade of community centre facilities?**
This could be an eligible project. It will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.
- 8. Will RCGF provide funds for feasibility studies for proposals?**
No, projects should be suitably developed and at a stage where capital expenditure can be incurred and delivery of the project can start during 2017/18.
- 9. Do I need individual applications for a project that covers more than one local authority area?**
No, only one application is required for each project, even if the project in question involves more than one local authority.
- 10. Will RCGF cover employment/ revenue costs, and if so, under what circumstances?**
The fund is a capital grant fund, however where additional direct project management costs are incurred and which are solely associated with the

**REGENERATION CAPITAL GRANT FUND ROUND 4
2017/18**

delivery of the project these costs will be considered but will require to be justified and agreed on a project by project basis.

11. What level of match funding does RCGF require?

Match Funding is not required. However projects should consider any leverage that can be brought to the funding package as this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects.

12. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at stage. You may include a map/plan of the area, project if this would be helpful in describing project. This should be provided separately from the application form.

Supporting documentation may be requested at stage 2.

13. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from partners.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal/binding contract commitments to deliver projects. Evidence to support expenditure is required.

15. Can I request grant over more than one financial year?

Yes, However all projects must be capable of starting and drawing grant support in the year 2017/18. The investment panel will consider carefully any request that requires support over more than one financial year.

16. Can grant be carried forward over financial years.

If a project fails to draw its agreed grant in line with the agreed profile in any financial year, there is no certainty that funding will be carried over and may be lost to the project.

Regeneration Capital Grant Fund (RCGF)

Fourth call for Applications - 2017/18

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link <http://www.scotland.gov.uk/Publications/2011/12/09110320/0>

RCGF has been developed in partnership with COSLA and local authorities. It has an annual budget of £25m to provide financial support to projects that will help to deliver large-scale improvements to deprived areas.

The fund supports regeneration projects across Scotland and is available on a competitive basis to eligible organisations.

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding and provide feedback for projects to be further developed.

Funding available to support projects for 2017/18 – 2019/20 is subject to the formation of the next Scottish Government administration and subsequent spending review.

The focus of this call is for projects that are capable of starting in the financial year 2017/18 and to fully utilise the grant allocated for that financial year. Project applications should therefore prioritise any grant request for 2017/18. Applicants may however profile grant support across three financial years if they wish to do so. Applicants should clearly justify any request for grant over more than one year as this will be scrutinised carefully by the investment panel. Subject to the spending review, further calls are anticipated for projects starting in 2018/19 and 2019/20.

There is no restriction on the number of bids that may be submitted by each organisation, however given the limited funds available applicants are requested be realistic with the number of applications and combined value of grant requests being made. Please note where projects are being submitted by lead bodies on behalf of partners, then these projects should also be included in any consideration by lead bodies prior to final submission.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).

Policy Context

Detailed responses are not required at stage one, however any proposal submitted should consider how it would demonstrate the ability to deliver the outcomes set out in the Regeneration Strategy.

Projects should be also be able to demonstrate how they will complement and support or contribute to the following;

- Scotland's Economic Strategy <http://www.gov.scot/Publications/2015/03/5984>
- Town Centre Action Plan and Town Centre First Principle.
<http://www.gov.scot/Topics/Built-Environment/regeneration/town-centres>
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisation to demonstrate that the project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with ***Achieving a Sustainable Future: The Regeneration Strategy***. Applicants are also required to demonstrate the project's feasibility and practicalities.

Grant Requests

It is anticipated that grant requests will focus on 2017/18. Grant may be applied for over the lifetime of the project where it will be delivered over more than one financial year, however it must be clearly demonstrated within the application that significant expenditure incurred by the project and being funded by RCGF can be drawn down in the year 2017/18. There is an expectation that the main infrastructure works, which will be the focus of the RCGF support, will be underway or will at least have gone through full procurement and a successful contractor appointed and legally binding contract signed during 2017/18.

Please note, where a project is successful in receiving a recommendation and offer of grant, drawdown must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Once approved, failure to draw grant in line with the agreed profile may result in grant being lost to the project.

Project end dates may go beyond the funding period outlined in the application; however it should be clear what the sources of funding for this activity will be.

Funding Profiles

The Investment panel will consider all applications in terms of their viability. This will include ensuring that the focus of grant requests is for 2017/18, but will also involve reviewing requests for grant from potential future year allocations and the corresponding impact that would have on the total grant funding that would be available for new projects at further calls. The panel will seek to ensure that significant resource remains on a year to year basis for new projects to come forward. Where projects seek funding across more than one financial year, it is essential that this has been clearly justified within the application.

Projects successful at receiving an invite to complete a full stage 2 application will if appropriate, be given the opportunity to consider and amend their profile based on the outcome of the spending review.

Ineligible Projects and expenditure

The fund is primarily a capital expenditure fund, however direct project management costs may be considered on a case by case basis. Future running costs are not eligible.

The fund is not intended be a primary source of funding for:

- Housing projects (but can support ancillary outcomes).
- Major infrastructure projects relating to transport.
- Purchase of moveable infrastructure, e.g. furniture and fittings.
- Projects relating **solely** to hotel or retail developments are unlikely to be supported if there are no clear regeneration outcomes.
- Projects that **focus solely** on public realm improvements, new roads / paths or upgrades are unlikely to be funded. However, these may be eligible if they are elements within wider regeneration projects which will produce economic and social outcomes.
- Flood protection / work / upgrades are **not eligible**.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage.
- Projects that will deliver transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.
- Projects that demonstrate clear community involvement.

Final Grant Offers

- The panel may recommend a level of grant other than that requested in order to ensure all eligibility criteria are met or to fully utilise the funding available. This would be subject to discussion with individual applicants.

How to submit

Stage 1 forms can be downloaded from the Scottish Government website. A separate form should be completed for each project.

<http://www.scotland.gov.uk/Topics/Built-Environment/regeneration/investment/capitalgrants/rcgf>

These should be completed and emailed to: rcgf@gov.scot

Deadline for submission is 12:00 Monday 20 June 2016.

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Submissions:

If applicants are making multiple submissions, these should be numbered accordingly. It is essential that each submitting organisation coordinates its funding priorities. There are limited funds available and there is an expectation that organisations will only submit projects considered to be a priority and that are sufficiently developed to be delivered in the timeframe outlined. **Application Forms must be submitted by eligible organisations.** Applications received from partner organisations may be deemed ineligible.

Project Start Date:

This is anticipated to be between **1 April 2017** and **31 December 2017**. Applicants will have to demonstrate that the project will be on-site during 2017, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2017 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for round 4. Please note all grant must be capable of being drawn down during the relevant financial year against eligible costs as profiled in the approved application.

Project Completion Date:

This relates to when all spend (not only RCGF) on the project is complete. Projects may go beyond the period of funding support from RCGF but applicants should be aware they will require to provide monitoring reports for a period up to 12 months after physical completion (a certificate of practical completion having been issued) of the project and not just the period to which RCGF applies. Where projects go beyond

the requested RCGF funding period evidence to demonstrate that funding to complete the project is likely to be secured is required to demonstrate to the panel the viability of the project.

Project Costs:

Please provide the total eligible spend on the specific activity to which grant will contribute. A more detailed breakdown of costs will be required at stage 2. Additional information on other costs, e.g. wider programme activities should be included within the project description. Include detail on expenditure beyond the RCGF funding period where appropriate. It is not anticipated that any project would be incurring expenditure beyond 2019/20. However where this is the case please provide additional information within the text of the project description.

Please detail any sources of finance other than RCGF which are contributing to the projects costs:

Provide detail other sources of funding, grant or loan investment which will contribute to the expenditure of the project. i.e. where you are not requesting 100% grant support toward the eligible costs of the project.

The funding described in table 7 should equate to the costs included at table 6.

Proposed Regeneration Capital Grant Fund cost and grant request:

There is no minimum request and you may apply for 100% of the total eligible project costs incurred for 2017/18. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Grant is generally paid in arrears and must relate to spend actually incurred or legally committed. Please ensure figures are consistent with start and end dates. Provide some detail on the costs that will actually be incurred and to which RCGF will contribute within the project summary. **Grant cannot be claimed for costs incurred prior to 1 April 2017.**

Project Contact:

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.

PROJECT PROPOSAL SUMMARY – maximum 3 Pages – font size 12.

1. Please keep your summary short and concise – Use bullet points. Be clear on what the project will actually deliver using RCGF.

Please ensure you provide responses to each of the following headings.

- What this project will actually deliver,
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement,
- Economic, social and physical regeneration outcomes,
- Any other financial contributions and the potential for wider regional impact,
- Demonstrate how this will benefit disadvantaged communities,
- Wider regeneration activity - please describe how this project will contribute to wider regeneration plans and its strategic importance.

Examples of potential projects are provided at Annex A

2. Further Information - Assessment of bids

All applications will be considered by the Regeneration Capital Grant Fund Investment Panel.

Projects will be initially assessed against the basic eligibility criteria and focus of the fund but are not scored at the first stage.

The final list of projects invited to stage 2 will be based on recommendations by the Investment Panel.

Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.

3. Additional Criteria at Stage 2. In summary these will be:

- **Viability (10%)**

Demonstration of the projects feasibility and practicalities as well as the project's likely impact and success, and for instance but not exclusively, the potential of bridging with other match funding opportunities.

- Applicants notified of results Week beginning 5 September 2016
- Stage 2 opens Week beginning 12 September 2016
- Stage 2 closes Week Beginning 24 October 2016
- Investment Panel Week Beginning 14 November 2016
- Notification to all applicants of funding Recommendations December 2016.

Examples of RCGF Projects funded in Previous Rounds.

Example 1

The project involves the redevelopment of three A-listed Victorian buildings to enable public access and to create an attractive environment for business and public engagement. It will be a part of a wider town centre and waterfront regeneration initiative and council's investment programme, with aims to create a centre for improved learning, leisure and cultural engagement. It is also a direct outcome from public consultations about the social and economic situation of the town and has been developed with local businesses, arts community and Historic Scotland.

Additional funding:

- ERDF
- Local Authority

Project objectives:

- to increase local business development and start-up rates by creating a flexible business facilities that will provide space for local entrepreneurs, exhibitions and hospitality industry;
- to revitalise the town centre and make it more attractive private investors;
- to attract more tourists into the area.

Project outcomes/ outputs:

- 9 jobs created
- 8 construction jobs supported
- 3 buildings refurbished and brought back into use
- 453 sq m of business space created or modified

Example 2

The project will develop a high profile vacant and derelict site to provide efficient and affordable business space that would also attract companies from a low carbon sector. Community Links co-facilitated a local consultation, which highlighted that 94% of the local residents and businesses involved supported the initiative. The site is located close to the motorway and local railway station and the ease of access will be one of the key points to attract businesses and further enhance local regeneration.

Additional funding:

- Local Authority
- Private Leverage

Project objectives:

- unlocking a regionally and strategically important site and its economic potential;
- creating Grade A office space for SME's and Key Sector industries;
- providing job and training opportunities.

Project outcomes/ outputs:

- 455 jobs created
- 44 training places created
- 3,900 sq m of business space created
- 0.55 ha of Vacant and Derelict Land brought back into use
- 1550 additional employability and community capacity building interventions
- 51% carbon reduction as result of environmental improvements

Example 3

The aim of the project is to develop a community centre that will be a hub for local activities and services. The need for the new community facility was identified in the Community Action Plan as a number one priority to achieve social and economic regeneration. The project will be delivered by the local Community Development Company in a partnership with the Local Authority

The venue will be opened for the residents within a postcode area which is identified as being one of the five most deprived areas in Scotland.

Additional funding:

- | | |
|--------------------------|-------------------------------|
| • Housing Association | • Big Lottery Fund |
| • Climate Challenge Fund | • People and Communities Fund |
| (SG) | |
| • Robertson Trust | • Carers |

Project outcomes:

- increasing the number of local people taking part in community-led and self-development programmes;
- promoting a range of training and development programmes;
- developing health and welfare improvements;
- encouraging a spirit of enterprise amongst residents and promote greater self-reliance through community enterprise or self-employment.

Project outcomes/ outputs:

- 36 jobs created
- 150 training places created
- 5 ha of Vacant or Derelict Land remediated
- 25 new services introduced to the local community

Example 4

This project will restore and secure reuse of a socially and architecturally significant A- listed building within the heart of the town centre. It will provide office space that would suit a broad range of users from the public, private or voluntary sector. By doing so the building can accommodate up to 200 jobs to the benefit of the local economy and town centre. The future use of the building has been agreed between the council and the local Development Trust: it is proposed that it becomes a home for the Skills and Employability Hub, providing space for employability programmes and social enterprises.

Additional funding:

- Fully Funded by RCGF

Main objectives:

- to restore and bring back into use an A-listed building within the town centre;
- to enhance the historic and cultural assets of the town centre;
- to bring the employability services closer to local communities;
- to improve the physical appearance of the town centre and make it more attractive for private investments and to bring job opportunities.

Project outcomes/ outputs:

- 30-90 jobs created
- 50 construction jobs supported
- 80 existing jobs supported
- 5 training places created
- 1 building refurbished and brought back into use
- 1,750 sq m of business space created or modified
- 1,750 sq m of building created or refurbished
- 2+ businesses/ enterprises benefiting from supported facilities

Example 5

The project will deliver a Grade A commercial office capable of accommodating a range of Small and Medium Enterprise (SME) businesses. The office will be built on land brought back into use, utilizing Vacant and Derelict Land Funding creating job opportunities within one of Scotland most disadvantaged communities.

Aims:

- Support a wide range of SME businesses with a variety of suites from single person, main door units to flexible floorspace.

- Provide employment opportunities for local residents.
- Encourage interaction with the local community by running a public café.

Additional funding:

- Local Authority – Guarantee
- SPRUCE Loan – Recycled Funding

Anticipated outputs:

- 188 new jobs created
- 10 construction jobs supported
- 13 existing job supported
- 20 training places created
- 1875 sqm of business space created or modified
- 3661 sqm of building created or refurbished
- 0.5 ha of Vacant and derelict Land remediated/ de-risked/ brought back into use specifically in relation to permanent greening
- 1.51ha of Vacant and derelict Land remediated/ de-risked/ brought back into use
- 120 businesses/ enterprises benefiting from supported facilities

**Regeneration Capital Grant Fund (RCGF)
Round 5 Projects – 2018/19
First Stage Application**

First stage applications must be submitted to the Scottish Government before the publicised deadline **12:00 Noon on Friday 18 August 2017**. A Second Stage, full submission will not be accepted for this project unless this proposal has been recommended by the Regeneration Capital Grant Fund Investment Panel.

1. Applicant Organisation	
----------------------------------	--

2. Total Number of Submissions	This submission No.

3. Project Title	
4. Project Start Date	
5. Project Completion Date	

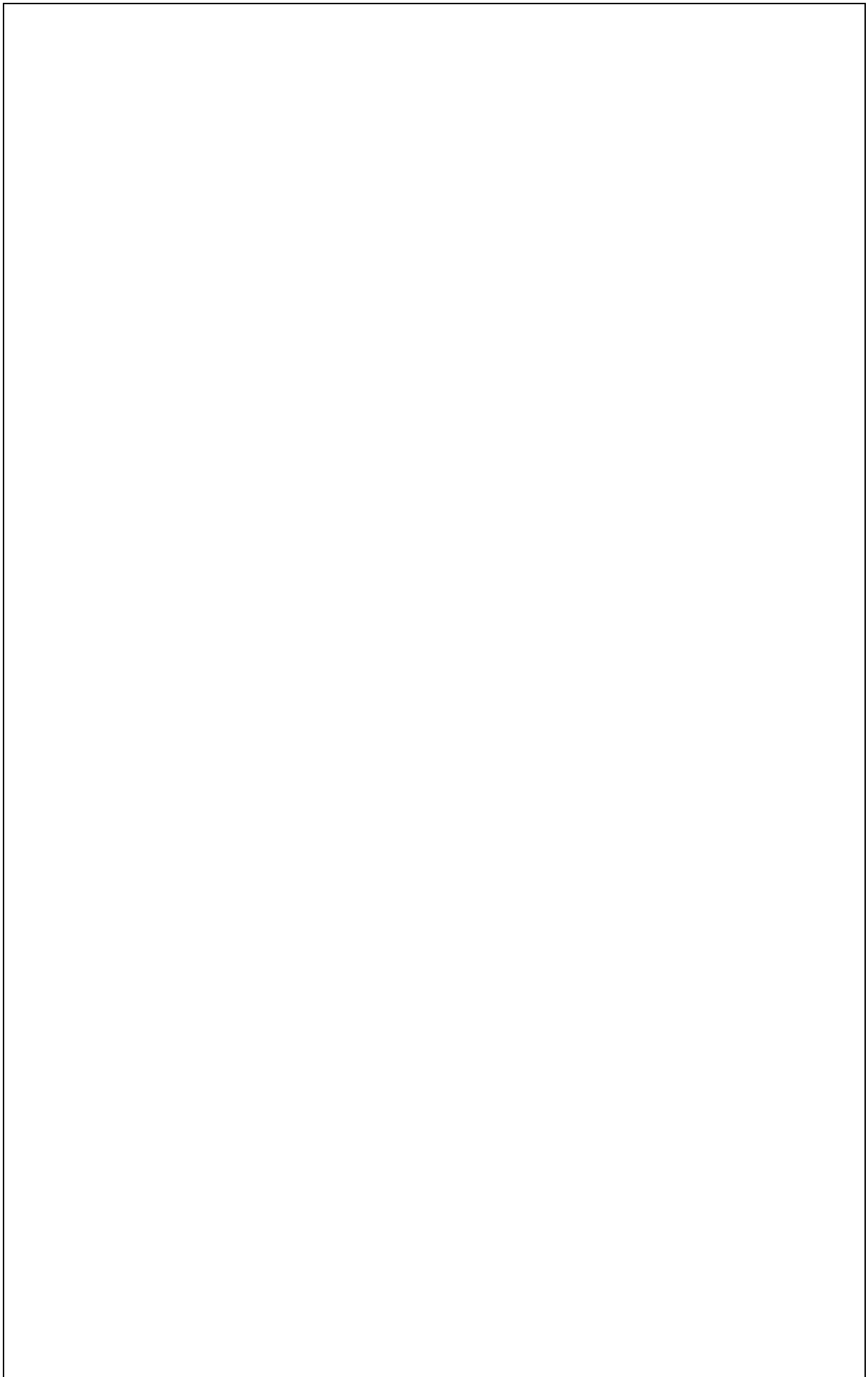
6. Project Costs:	2018/19	2019/20	2020/2021	Total
RCGF Costs to which grant will contribute.				
Cost funded by other sources				
Total				

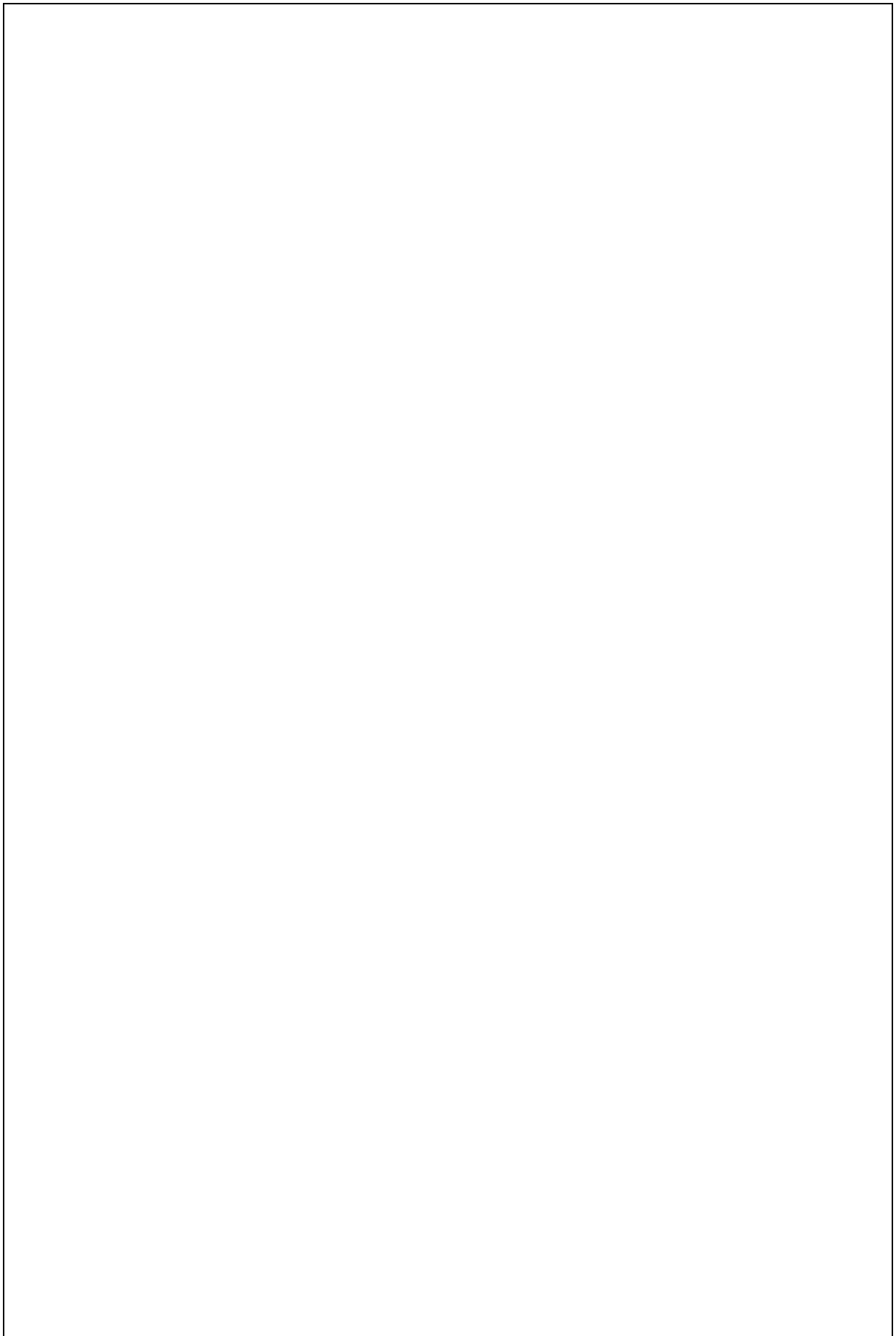
7. Funding	2018/19	2019/20	2020/21	Total
Regeneration Capital Grant Fund Requested				
Please detail any sources of funding other than RCGF.	2018/19	2019/20	2020/21	Total
Total				

8.	Project Officer – Lead Contact	Additional Contact
Name		
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		

PROJECT PROPOSAL SUMMARY – Maximum 3 Page – minimum font size 12.

Please refer to the first stage submission guidance on completing this section.





If you wish to include a map to illustrate the area to be developed you can do so. This should be submitted as a separate document. Please do not embed files within this document.

- 1. Is our organisation eligible to apply for the RCGF fund?**
The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@gov.scot providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisation's eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body. All applications must be submitted by an eligible organisation.
- 2. What period will the grant award cover?**
Grant requests should be focused on year 2018/19. However the panel will consider request for support over 2019/20 and 2020/21. Justification for this would need to be clear. You should demonstrate that other funding is in place or can be secured where the project end date is out with the period of confirmed RCGF support. Although there is a commitment to continue to deliver the fund over the remainder of the current parliamentary term (May 2021) any funding available remains to subject to the spending review process.
- 3. Is there a closing date for applications or will we consider applications for future years?**
The closing date for **first stage** is **12:00 midday, Friday 18 August 2017**. It is unlikely that the fund will reopen for applications again during 2017.
- 4. I can't access the application form from the website.**
Please send an email to rcgf@gov.scot or contact the regeneration team at 0141-242-5438/5430.
- 5. Will there be information sessions I can attend?**
Not at this time. However if you have any additional queries please email rcgf@gov.scot and we will seek to provide an answer to your query.
- 6. When will I be contacted about my application once it's been submitted?**
We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel likely to take place in September 2017. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for applications.
- 7. Can RCGF fund the upgrade of community centre facilities?**
This could be an eligible project. It will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.
- 8. Will RCGF provide funds for feasibility studies for proposals?**
No, projects should be suitably developed and at a stage where capital expenditure can be incurred and delivery of the project can start during 2018/19 and preferably prior to December 2018.
- 9. Do I need individual applications for a project that covers more than one local authority area?**
No, only one application is required for each project, even if the project in question involves more than one local authority.
- 10. Will RCGF cover employment/ revenue costs, and if so, under what circumstances?**
The fund is a capital grant fund and therefore employment costs are not

**REGENERATION CAPITAL GRANT FUND ROUND 5
2018/19**

eligible. Only capital costs solely associated with the delivery of the project are eligible. However costs such as professional fees directly related to the project can be included.

11. What level of match funding does RCGF require?

Match Funding is not required. However, projects should consider any leverage that can be brought to the funding package as this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects. Where an applicant is not committing funding themselves an explanation of this is requested.

12. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at this stage. You may provide separately a map/plan of the area or project if this would be helpful in describing project. Supporting documentation may be requested at stage 2.

13. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from the applicant or partners.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal/binding contract commitments to deliver projects. Evidence to support expenditure is required.

15. Can I request grant over more than one financial year?

Yes, However all projects must be capable of starting and drawing grant support in the year 2018/19. The investment panel will consider carefully any request that requires support over more than one financial year. If it is not clear that you can draw down funding in 2018/19 your project is unlikely to receive a recommendation from the panel. Priority is likely to be given to projects that can clearly demonstrate they can start prior to the end of December 2018.

16. Can grant be carried forward over financial years.

All projects are expected to draw grant in line with the agreed profile in any financial year and there is no certainty that grant funding not drawn will be carried over and therefore may be lost to the project.

Regeneration Capital Grant Fund (RCGF)

Fifth call for Applications - 2018/19

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link <https://beta.gov.scot/policies/regeneration/capital-investment/>

RCGF has been developed in partnership with COSLA and local authorities. It has an annual budget of £25m to provide financial support to projects that will help to deliver large-scale improvements to deprived areas.

The fund supports regeneration projects across Scotland and is available on a competitive basis to eligible organisations.

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding and provide feedback for projects to be further developed.

Funding available to support projects for 2018/19 – 2019/20 is subject to the Scottish Governments spending review.

The focus of this call is for projects that are capable of starting in the financial year 2018/19 and to fully utilise the grant allocated for that financial year. Project applications should therefore prioritise any grant request for 2018/19. Applicants may however profile grant support across three financial years if they wish to do so. Applicants should clearly justify any request for grant over more than one year as this will be scrutinised carefully by the Investment Panel. Subject to the spending review, further calls are anticipated for projects starting in 2018/19 and 2019/20.

There is no restriction on the number of applications that may be submitted by each organisation, however given the limited funds available applicants are requested be realistic with the number of applications and combined value of grant requests being made. Please note where projects are being submitted by lead bodies on behalf of partners, then these projects must also be included in any consideration by lead bodies prior to final submission.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).

Policy Context

Detailed responses are not required at stage one, however any proposal submitted should consider how it would demonstrate the ability to deliver the outcomes set out in the Regeneration Strategy.

Projects should also be able to demonstrate how they will complement and support or contribute to the following;

- Scotland's Economic Strategy <https://beta.gov.scot/publications/scotlands-economic-strategy/>
- Town Centre Action Plan and Town Centre First Principle. <https://beta.gov.scot/policies/regeneration/town-centre-regeneration/>
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisation to demonstrate that the project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with ***Achieving a Sustainable Future: The Regeneration Strategy***. Applicants are also required to demonstrate the project's feasibility and practicalities.

Grant Requests

It is anticipated that grant requests will focus on 2018/19. Grant may be applied for over the lifetime of the project where it will be delivered over more than one financial year, however it must be clearly demonstrated that significant expenditure will be incurred by the project and which will allow RCGF to be drawn down in full during the year 2018/19. It is therefore expected that the main infrastructure works, which will be the focus of the RCGF support, will be underway or will at least have gone through full procurement and a successful contractor appointed and legally binding contract signed during 2018/19. Preference will be given to those projects that demonstrate they can be under way by end of December 2018.

Please note, where a project is successful in receiving a recommendation and offer of grant, drawdown must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Once approved, failure to draw grant in line with the agreed profile may result in grant being lost to the project.

Project end dates may go beyond the funding period outlined in the application; however it should be clear what the sources of funding for this activity will be.

Funding Profiles

The Investment Panel will consider all applications in terms of their viability. This will include ensuring that the focus of grant requests is for 2018/19, but will also involve reviewing requests for grant from potential future year allocations and the corresponding impact that would have on the total grant funding that would be available for new projects at further calls. The panel will seek to ensure that significant resource remains on a year to year basis for new projects to come forward. Where projects seek funding across more than one financial year, it is essential that this has been clearly justified within the application.

Projects successful at receiving an invite to complete a full stage 2 application will if appropriate, be given the opportunity to consider and amend their profile based on the outcome of the spending review.

Ineligible Projects and expenditure

The fund is primarily a capital expenditure fund. Future running costs are not eligible.

The fund is not intended be a primary source of funding for:

- Housing projects (but can support ancillary outcomes).
- Major infrastructure projects relating to transport.
- Purchase of moveable infrastructure, e.g. furniture and fittings.
- Projects relating **solely** to hotel or retail developments are unlikely to be supported if there are no clear regeneration outcomes.
- Projects that **focus solely** on public realm improvements, new roads / paths or upgrades are unlikely to be funded. However, these may be eligible if they are elements within wider regeneration projects which will produce economic and social outcomes.
- Flood protection / work / upgrades are **not eligible**.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage.
- Projects that will deliver transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.
- Projects that demonstrate clear community involvement.

Final Grant Offers

- The panel may recommend a level of grant other than that requested in order to ensure all eligibility criteria are met or to fully utilise the funding available. This would be subject to discussion with individual applicants.

How to submit

Stage 1 forms can be downloaded from the Scottish Government website. A separate form should be completed for each project.

<https://beta.gov.scot/policies/regeneration/capital-investment/>

These should be completed and emailed to: rcgf@gov.scot

Deadline for submission is

12:00 Midday Friday 18 August 2017.

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Submissions:

If applicants are making multiple submissions, these should be numbered accordingly. It is essential that each submitting organisation coordinates its funding priorities. There are limited funds available and there is an expectation that organisations will only submit projects considered to be a priority and that are sufficiently developed to be delivered in the timeframe outlined. **Application Forms must be submitted by eligible organisations.** Applications received from partner organisations may be deemed ineligible.

Project Start Date:

This is anticipated to be between **1 April 2018** and **31 December 2018**. Applicants will have to demonstrate that the project will be on-site during 2018, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2018 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for round 5. Please note all grant must be capable of being drawn down during the relevant financial year against eligible costs as profiled in the final approved application.

Project Completion Date:

This relates to when all spend (not only RCGF) on the project is physically complete. Projects may go beyond the period of funding support from RCGF but applicants should be aware they will require to provide monitoring reports for a period up to 12 months after physical completion (a certificate of practical completion having being

issued) of the project and not just the period to which RCGF applies. Where projects go beyond the requested RCGF funding period evidence to demonstrate that funding to complete the project is likely to be secured is required to demonstrate to the panel the viability of the project.

Project Costs:

Please provide the total eligible spend on the specific activity to which grant will contribute. A more detailed breakdown of costs will be required at stage 2. Additional information on any other costs, e.g. wider programme activities should only be included within the project description. Include detail on expenditure beyond the RCGF funding period where appropriate. It is not anticipated that any project would be incurring expenditure beyond 2020/21. However where this is the case please provide additional information within the project description.

Please detail any sources of finance other than RCGF which are contributing to the projects costs:

Provide detail other sources of funding, grant or loan investment which will contribute to the expenditure of the project. i.e. where you are not requesting 100% grant support toward the eligible costs of the project.

The funding described in table 7 should equate to the costs included at table 6.

Proposed Regeneration Capital Grant Fund cost and grant request:

There is no minimum request and you may apply for 100% of the total eligible project costs incurred for 2018/19. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Grant is generally paid in arrears and must relate to spend actually incurred or legally committed. Please ensure expenditure figures are consistent with start and end dates of the project. Provide some detail within the project summary on the nature of costs that will actually be incurred and specifically those to which RCGF will contribute. **Grant cannot be claimed for costs incurred prior to 1 April 2018.**

Project Contact:

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.

PROJECT PROPOSAL SUMMARY – maximum 3 Pages – font size 12.

1. Please keep your summary short and concise – Use bullet points. Be clear on what the project will actually deliver using RCGF.

Please ensure you provide responses to each of the following headings.

- What this project will actually deliver,
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement,
- Economic, social and physical regeneration outcomes,
- Any other financial contributions and the potential for wider regional impact,
- Demonstrate how this will benefit disadvantaged communities,
- Wider regeneration activity - please describe how this project will contribute to wider regeneration plans and its strategic importance.

Examples of potential projects are provided at Annex A

2. Further Information - Assessment of bids

All applications will be considered by the Regeneration Capital Grant Fund Investment Panel.

Projects will be initially assessed against the basic eligibility criteria and focus of the fund but are not scored at the first stage.

The final list of projects invited to stage 2 will be based on recommendations by the Investment Panel.

Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.

3. Additional Criteria at Stage 2. In summary these will be:

- **Viability (10%)**

Demonstration of the projects feasibility and practicalities as well as the project's likely impact and success, and for instance but not exclusively, the potential of bridging with other match funding opportunities.

- **Community involvement (15%)**

Demonstration that the project has or will encompass a degree of community involvement, whether support from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal or involvement of the community in the delivery or roll out of the project.

- **Regeneration outcomes – physical(30%), economic(25%), and social (20%)**

Demonstration of the physical, economic and social outcomes which the project would achieve if the bid was successful. Physical regeneration outcomes could take the form of land remediation and enabling infrastructure. This is then followed by economic and social outcomes, where for instance economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities) and social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.

4. Feedback

All applicants will receive notification on whether or not projects have been successful in being invited to stage 2 as soon as possible following a meeting of the Investment Panel, which is anticipated to be in September 2017.

5. Stage 2 Process

Full detail of the process for stage 2 and forms and guidance will be made available in advance of the call for second stage applications.

6. Legal requirements.

Procurement, State Aid, Environmental Impact, Equalities Impact Assessment, Planning Permission, and other assessments as appropriate for projects

All projects will need to comply with all relevant legislation relating to the implementation of projects. Further information may be required from applicant organisations at stage 2 and potentially prior to any offer of grant being issued.

7. Indicative timetable 2017

All dates are indicative and remain dependent on the timing and result of spending review process

- | | |
|---|----------------------------------|
| • Round 5 Stage 1 opens | Week beginning 22 May 2017 |
| • Stage 1 closes | Friday 18 August 2017 |
| • Investment Panel meeting | Week Beginning 25 September 2017 |
| • Applicants notified of results | Week beginning 9 October 2017 |
| • Stage 2 opens | Week beginning 16 October 2017 |
| • Stage 2 closes | Week beginning 11 December 2017 |
| • Investment Panel | Week beginning 22 January 2018 |
| • Notification of Funding Recommendations | Week beginning 19 February 2018. |

Examples of RCGF Projects funded in Previous Rounds.

Example 1

The project involves the redevelopment of three A-listed Victorian buildings to enable public access and to create an attractive environment for business and public engagement. It will be a part of a wider town centre and waterfront regeneration initiative and council's investment programme, with aims to create a centre for improved learning, leisure and cultural engagement. It is also a direct outcome from public consultations about the social and economic situation of the town and has been developed with local businesses, arts community and Historic Scotland.

Additional funding:

- Historic Scotland
- Local Authority

Project objectives:

- to increase local business development and start-up rates by creating a flexible business facilities that will provide space for local entrepreneurs, exhibitions and hospitality industry;
- to revitalise the town centre and make it more attractive private investors;
- to attract more tourists into the area.

Project outcomes/ outputs:

- 9 jobs created
- 8 construction jobs supported
- 3 buildings refurbished and brought back into use
- 453 sq m of business space created or modified

Example 2

The project will develop a high profile vacant and derelict site to provide efficient and affordable business space that would also attract companies from a low carbon sector. Community Links co-facilitated a local consultation, which highlighted that 94% of the local residents and businesses involved supported the initiative. The site is located close to the motorway and local railway station and the ease of access will be one of the key points to attract businesses and further enhance local regeneration.

Additional funding:

- Local Authority
- Private Leverage

Project objectives:

- unlocking a regionally and strategically important site and its economic potential;
- creating Grade A office space for SME's and Key Sector industries;
- providing job and training opportunities.

Project outcomes/ outputs:

- 455 jobs created
- 44 training places created
- 3,900 sq m of business space created
- 0.55 ha of Vacant and Derelict Land brought back into use
- 1550 additional employability and community capacity building interventions
- 51% carbon reduction as result of environmental improvements

Example 3

The aim of the project is to develop a community centre that will be a hub for local activities and services. The need for the new community facility was identified in the Community Action Plan as a number one priority to achieve social and economic regeneration. The project will be delivered by the local Community Development Company in a partnership with the Local Authority

The venue will be opened for the residents within a postcode area which is identified as being one of the five most deprived areas in Scotland.

Additional funding:

- Housing Association
- Climate Challenge Fund (SG)
- Robertson Trust
- Big Lottery Fund
- People and Communities Fund

Project outcomes:

- increasing the number of local people taking part in community-led and self-development programmes;
- promoting a range of training and development programmes;
- developing health and welfare improvements;
- encouraging a spirit of enterprise amongst residents and promote greater self-reliance through community enterprise or self-employment.

Project outcomes/ outputs:

- 36 jobs created
- 150 training places created
- 5 ha of Vacant or Derelict Land remediated
- 25 new services introduced to the local community

Example 4

This project will restore and secure reuse of a socially and architecturally significant A- listed building within the heart of the town centre. It will provide office space that would suit a broad range of users from the public, private or voluntary sector. By doing so the building can accommodate up to 200 jobs to the benefit of the local economy and town centre. The future use of the building has been agreed between the council and the local Development Trust: it is proposed that it becomes a home for the Skills and Employability Hub, providing space for employability programmes and social enterprises.

Additional funding:

- Fully Funded by RCGF

Main objectives:

- to restore and bring back into use an A-listed building within the town centre;
- to enhance the historic and cultural assets of the town centre;
- to bring the employability services closer to local communities;
- to improve the physical appearance of the town centre and make it more attractive for private investments and to bring job opportunities.

Project outcomes/ outputs:

- 30-90 jobs created
- 50 construction jobs supported
- 80 existing jobs supported
- 5 training places created
- 1 building refurbished and brought back into use
- 1,750 sq m of business space created or modified
- 1,750 sq m of building created or refurbished
- 2+ businesses/ enterprises benefiting from supported facilities

Example 5

The project will deliver a Grade A commercial office capable of accommodating a range of Small and Medium Enterprise (SME) businesses. The office will be built on land brought back into use, utilizing Vacant and Derelict Land Funding creating job opportunities within one of Scotland most disadvantaged communities.

Aims:

- Support a wide range of SME businesses with a variety of suites from single person, main door units to flexible floorspace.
- Provide employment opportunities for local residents.
- Encourage interaction with the local community by running a public café.

Additional funding:

- Local Authority – Guarantee SPRUCE Loan – Recycled Funding

Anticipated outputs:

- 188 new jobs created
- 10 construction jobs supported
- 13 existing job supported
- 20 training places created
- 1875 sqm of business space created or modified
- 1.51ha of Vacant and derelict Land remediated/ de-risked/ brought back into use
- 120 businesses/ enterprises benefiting from supported facilities

Example 6

This project will see the transformation of a derelict former Primary School in a Town Centre to create a home for artist studios, creative industries, business incubation, community education and workspaces, gallery and café. The project is a partnership project led by the Council in close partnership with Third sector organisations, Further and Higher Education, Business Gateway and a Local Arts Trust and Forum.

Additional funding

Local Authority

Creative Scotland

Main aims :

- Engage with surrounding communities and ensure that they benefit from the project in particular through the creative, cultural and digital industries and support inclusive growth by providing opportunities and pathways into the arts and enterprise;
- Regenerate a prominent redundant building within town centre, bringing the empty property back into productive use ;
- Provide affordable workspace and studios for artists and makers who could potentially grow their businesses;
- Support business incubation and acceleration for businesses in creative industries, including in more knowledge intensive areas such as digital technologies and computer software;
- Support the expansion of higher value by increasing the number of knowledge based and creative enterprises;

Anticipated outputs:

- 4 new jobs created
- 18 construction jobs supported
- 4 training places created
- 1 buildings refurbished brought back into use
- 1750 Sqm of business space created or modified
- 29 artists 37 creative industries 3 cultural organisations benefiting from supported facilities.

**Regeneration Capital Grant Fund (RCGF)
Round 6 Projects – 2019/20
First Stage Application**

First stage applications must be submitted to the Scottish Government before the publicised deadline **17:00 on Friday 29 June 2018**. A Second Stage, full submission will not be accepted for this project unless this proposal has been recommended by the Regeneration Capital Grant Fund Investment Panel.

1. Applicant Organisation	
----------------------------------	--

2. Total Number of Submissions	This submission No.

3. Project Title			
4. Project Start Date		5. Project Completion Date	
6. Has this project been submitted to Previous Calls	YES /NO	Previous Ref(s)/ Call	

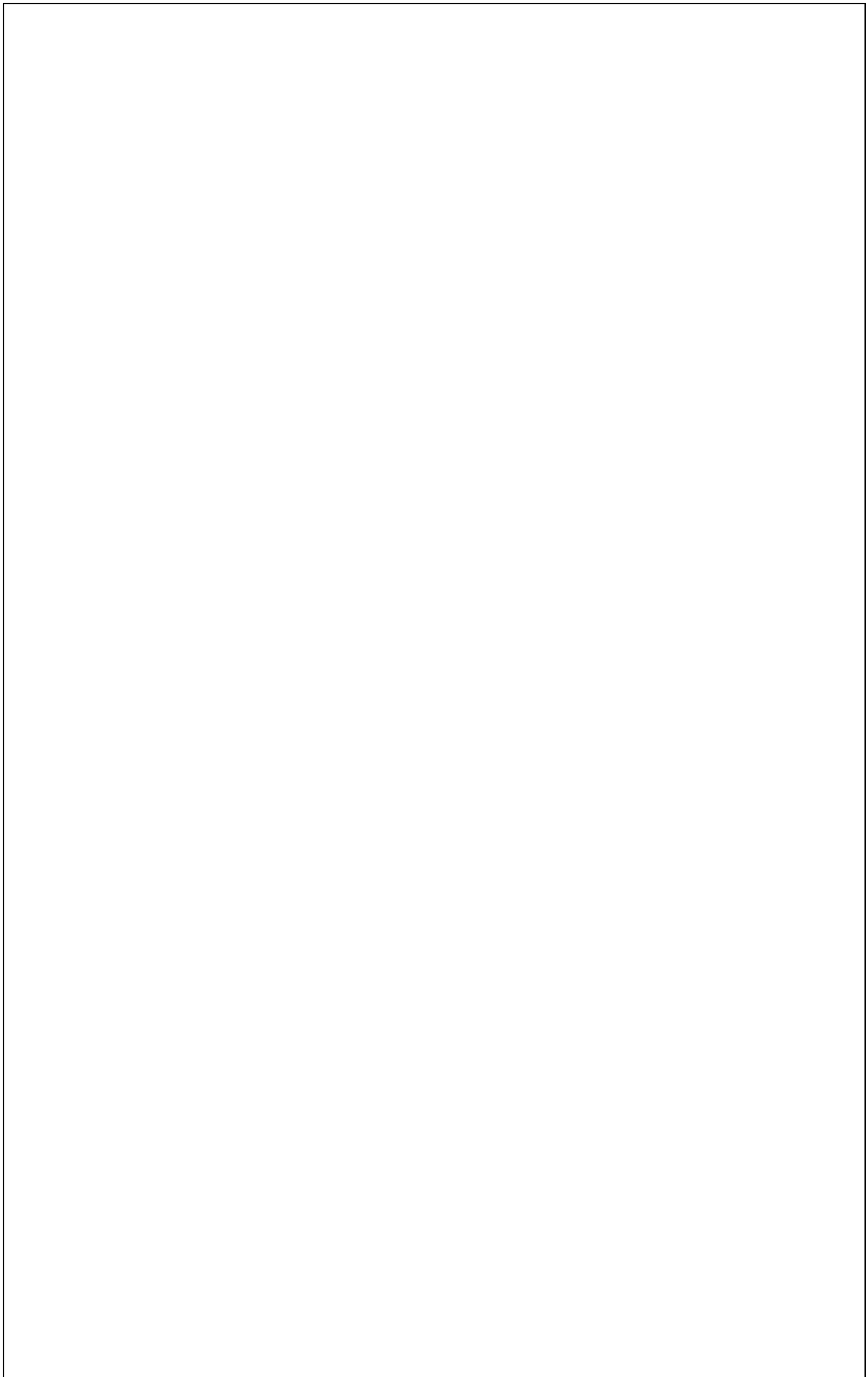
7. Project Costs:	2019/20	2020/2021	2021/22	Total
RCGF Costs to which grant will contribute.				
Costs funded by other sources				
Total				

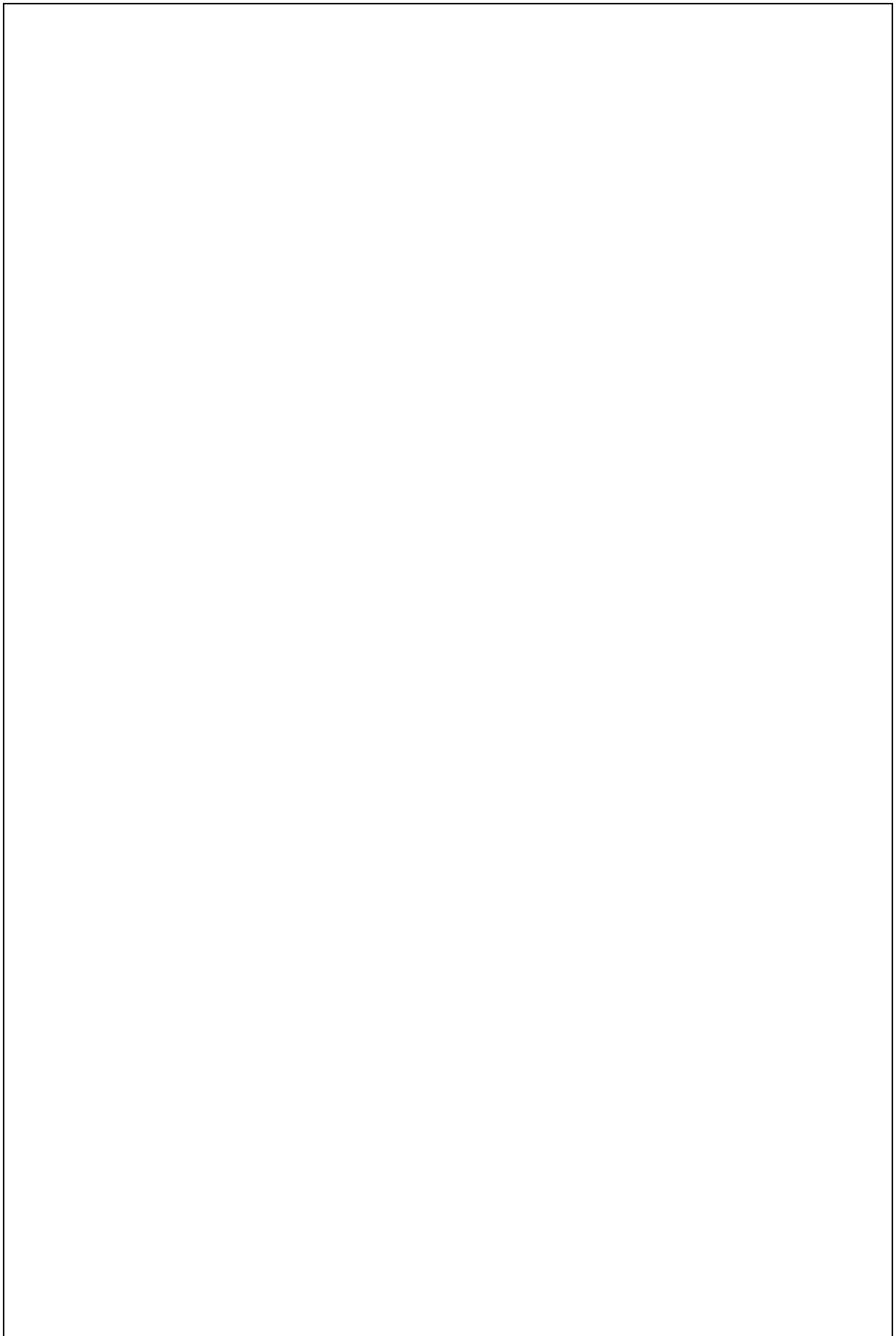
8. Funding	2019/20	2020/21	2021/22	Total
Regeneration Capital Grant Fund Requested				
Please detail any sources of funding other than RCGF.	2019/20	2020/21	2021/22	Total
Total				

8.	Project Officer – Lead Contact	Additional Contact
Name		
Position in Organisation		
Contact e-mail		
Contact Telephone Number		
Contact Address		

PROJECT PROPOSAL SUMMARY – Maximum 3 Page – minimum font size 12.

Please refer to the first stage submission guidance on completing this section.





If you wish to include a map to illustrate the area to be developed you can do so. This should be submitted as a separate document. Please do not embed files within this document. Please note information provided beyond page 4 may not be considered by the Panel.

1. Is our organisation eligible to apply for the RCGF fund?

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's). If you require further clarification on your eligibility please send an email to rcgf@gov.scot providing details of your organisation. You may be required to provide articles of association or similar documentation as part of any assessment of the organisation's eligibility. Please note that although you may not be able to apply directly this does not mean you cannot be a partner in a project being led by an eligible body. All applications must be submitted by an eligible organisation.

2. What period will the grant award cover?

Grant requests should be focused on year 2019/20. However the panel will consider request for support over 2020/21 and 2021/22. Justification for this would need to be clear. You should demonstrate that other funding is in place or can be secured where the project end date is out with the period of confirmed RCGF support. Although there is a commitment to continue to deliver the fund over the remainder of the current parliamentary term (May 2021) and which will include budget for 2021/22, funding available remains to subject to the spending review process.

3. Is there a closing date for applications or will we consider applications for future years?

The closing date for **first stage** is **17:00 midday, Friday 29 June 2018**. It is unlikely that the fund will reopen for applications again during 2018.

4. I can't access the application form from the website.

Please send an email to rcgf@gov.scot or contact the regeneration team at 0141-242-5438/5430.

5. Will there be information sessions I can attend?

Not at this time. However if you have any additional queries please email rcgf@gov.scot and we will seek to provide an answer to your query.

6. When will I be contacted about my application once it's been submitted?

We will let you know the result of the first stage process as soon as possible after the meeting of the Regeneration Capital Grant Fund Investment panel likely to take place in AUGUST 2018. If we need to clarify anything on your application form we will communicate this to the project contact as soon as possible after the closing date for applications.

7. Can RCGF fund the upgrade of community centre facilities?

This could be an eligible project. It will be for individual project applicants to demonstrate that the project activity they are proposing will deliver regeneration outcomes in line with the aims and criteria of the fund.

8. Will RCGF provide funds for feasibility studies for proposals?

No, projects should be suitably developed and at a stage where capital expenditure can be incurred and delivery of the project can start during 2019/20 with priority given to those commencing prior to December 2019.

9. Do I need individual applications for a project that covers more than one local authority area?

No, only one application is required for each project, even if the project in question involves more than one local authority.

10. Will RCGF cover employment/ revenue costs, and if so, under what circumstances?

The fund is a capital grant fund and therefore employment costs are not

**REGENERATION CAPITAL GRANT FUND ROUND 6
2019/20**

eligible. Only capital costs solely associated with the delivery of the project are eligible. However costs such as professional fees directly related to the project can be included.

11. What level of match funding does RCGF require?

Match Funding is not required. However, projects should consider any leverage that can be brought to the funding package as this will be considered by the Regeneration Capital Grant Fund Investment Panel when assessing projects. Where an applicant is not committing funding themselves an explanation of this is requested.

12. Can I submit other supporting documents, such as feasibility studies and business plans, with the application?

No other documentation should be submitted or is required at this stage. You may provide separately a map/plan of the area or project if this would be helpful in describing project. Supporting documentation may be requested at stage 2.

13. Should I include 'in-kind' contributions in the costing package?

Do not include these within the costing detail on the form, however you may wish to include this in the description of the project relating to contributions from the applicant or partners.

14. Will claims be paid in advance of need?

No. Projects applicants will be required to complete a claim form for grant they have spent or where they have entered into legal/binding contract commitments to deliver projects. Evidence to support expenditure is required.

15. Can I request grant over more than one financial year?

Yes, however all projects must be capable of starting and drawing grant support in the year 2019/2020. The investment panel will consider carefully any request that requires support over more than one financial year. If it is not clear that you can draw down significant funding in 2019/20 then your project is unlikely to receive a recommendation from the panel. Priority will be given by the Investment Panel to projects that can clearly demonstrate they can start prior to the end of December 2019.

16. Can grant be carried forward over financial years?

All projects are expected to draw grant in line with the agreed profile in any financial year and there is no certainty that grant funding not drawn will be carried over and therefore may be lost to the project. It is essential therefore that the project is as fully developed as possible. Where other funders are contributing to the project, discussions should be underway and applicants able to demonstrate the timeframe for decision making is compatible with the timeframes for delivering RCGF spend in 2019/20. Failure to demonstrate this , particularly at stage 2 is likely to see any application fail RCGF viability assessment.

Regeneration Capital Grant Fund (RCGF)

Sixth call for Applications - 2019/20

Guidance on First Stage Submission

Introduction

General Information on the Fund

The RCGF forms one part of the financial support package provided by Scottish Government as part of *Achieving a Sustainable Future: The Regeneration Strategy*, published in December 2011 and accessible via the following link <https://beta.gov.scot/policies/regeneration/capital-investment/>

RCGF has been developed in partnership with COSLA and local authorities. It has an annual budget to provide financial support to projects that will help to deliver large-scale improvements to deprived areas.

The fund supports regeneration projects across Scotland and is available on a competitive basis to eligible organisations.

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities. The application and assessment process aims to create a pipeline of projects with the potential for funding and provide feedback for projects to be further developed.

Funding available to support projects for 2019/20 – 2021/22 is subject to the Scottish Governments spending review.

The focus of this call is for projects that are capable of starting in the financial year 2019/20 and to fully utilise the grant allocated for that financial year. Project applications should therefore prioritise any grant request for 2019/20 a start date prior to 31 December 2019. Applicants may however profile grant support across three financial years if they wish to do so. Applicants should clearly justify any request for grant over more than one year as this will be scrutinised carefully by the Investment Panel. Subject to the spending review, further calls are anticipated for projects starting in 2020/21.

There is no restriction on the number of applications that may be submitted by each organisation, however given the limited funds available applicants are requested be realistic with the number of applications and combined value of grant requests being made. Please note where projects are being submitted by lead bodies on behalf of partners, then these projects must also be included in any consideration by lead bodies prior to final submission. Lead applicants are expected to review all applications closely, consider how these projects will meet RCGF Criteria and in particular can deliver the outcomes and within the timeframes expected by the Fund.

Eligible Organisations

The fund is open to all 32 Scottish Local Authorities individually or whether they exercise their functions through Urban Regeneration Companies (URC's) or other Special Purpose Vehicles (SPV's).

Policy Context

Detailed responses are not required at stage one, however any proposal submitted should consider how it would demonstrate the ability to deliver the outcomes set out in the Regeneration Strategy.

Projects should also be able to demonstrate how they will complement and support or contribute to the following;

- Scotland's Economic Strategy <https://beta.gov.scot/publications/scotlands-economic-strategy/>
- Town Centre Action Plan and Town Centre First Principle. <https://beta.gov.scot/policies/regeneration/town-centre-regeneration/>
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

Project Eligibility

Applications are not restricted in geography, size or type of project; it will be for the eligible applicant organisation to demonstrate that the project fits with the aims and objectives of the fund and can demonstrate clear regeneration outcomes in line with ***Achieving a Sustainable Future: The Regeneration Strategy***. Applicants are also required to demonstrate the project's feasibility and practicalities.

Grant Requests

It is anticipated that grant requests will focus on 2019/20. Grant may be applied for over the lifetime of the project where it will be delivered over more than one financial year, however it must be clearly demonstrated that significant expenditure will be incurred by the project and which will allow RCGF to be drawn down in full during the year 2019/20. It is therefore expected that the main infrastructure works, which will be the focus of the RCGF support, will be underway or will at least have gone through full procurement and a successful contractor appointed and legally binding contract signed during 2018/19. Priority will be given to those projects that demonstrate they can be under way by end of December 2019.

Please note, where a project is successful in receiving a recommendation and offer of grant, drawdown must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Once approved, failure to draw grant in line with the agreed profile may result in grant being lost to the project.

Project end dates may go beyond the funding period outlined in the application; however it should be clear what the sources of funding for this activity will be.

Funding Profiles

The Investment Panel will consider all applications in terms of their viability. This will include ensuring that the focus of grant requests is for 2019/20, but will also involve reviewing requests for grant from potential future year allocations and the corresponding impact that would have on the total grant funding that would be available for new projects at further calls. The panel will seek to ensure that significant resource remains on a year to year basis for new projects to come forward. Where projects seek funding across more than one financial year, it is essential that this has been clearly justified within the application.

Projects successful at receiving an invite to complete a full stage 2 application will if appropriate, be given the opportunity to consider and amend their profile based on the outcome of the spending review.

Ineligible Projects and expenditure

The fund is primarily a capital expenditure fund. Future running costs are not eligible.

The fund is not intended be a primary source of funding for:

- Housing projects (but can support ancillary outcomes).
- Major infrastructure projects relating to transport.
- Purchase of moveable infrastructure, e.g. furniture and fittings.
- Projects relating **solely** to hotel or retail developments are unlikely to be supported if there are no clear regeneration outcomes.
- Projects that **focus solely** on public realm improvements, new roads / paths or upgrades are unlikely to be funded. However, these may be eligible if they are elements within wider regeneration projects which will produce economic and social outcomes.
- Flood protection / work / upgrades are **not eligible**.

Project Focus

- Projects that primarily focus on areas which suffer from high levels of deprivation and disadvantage.
- Projects that will deliver transformational change with strong regeneration outcomes.
- Projects and programmes which have the potential to lever in private sector investment and address long term market failure.
- Projects that demonstrate clear community involvement.

Final Grant Offers

- The panel may recommend a level of grant other than that requested in order to ensure all eligibility criteria are met or to fully utilise the funding available. This would be subject to discussion with individual applicants.

How to submit

Stage 1 forms can be downloaded from the Scottish Government website. A separate form should be completed for each project.

<https://beta.gov.scot/policies/regeneration/capital-investment/>

These should be completed and emailed to: rcgf@gov.scot

Deadline for submission is

17:00 Friday 29 June 2018.

There is no requirement for signed or hard copies at this stage.

Guidance on completing stage 1 form

Project Submissions:

If applicants are making multiple submissions, these should be numbered accordingly. It is essential that each submitting organisation coordinates its funding priorities. There are limited funds available and there is an expectation that organisations will only submit projects considered to be a priority and that are sufficiently developed to be delivered in the timeframe outlined. **Application Forms must be submitted by eligible organisations.** Applications received from partner organisations may be deemed ineligible.

Project Start Date:

This is anticipated to be between **1 April 2019** and **31 December 2019**. Applicants will be expected to demonstrate that the project will be on-site during 2019, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2019, but prior to 31 March 2020 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for round 6. Please note all grant must be capable of being drawn down during the relevant financial year against eligible costs as profiled in the final approved application.

Project Completion Date:

This relates to when all spend (not only RCGF) on the project is physically complete. Projects may go beyond the period of funding support from RCGF but applicants should be aware they will be required to provide monitoring reports for a period up to 12 months after physical completion (a certificate of practical completion having

being issued) of the project and not just the period to which RCGF applies. Where projects go beyond the requested RCGF funding period evidence to demonstrate that funding to complete the project is likely to be secured is required to demonstrate to the panel the viability of the project.

Previous Submission

Please indicate if you have submitted an application for funding for this project for a previous round or rounds. If possible please identify the round and/or the reference number of your previous application.

Project Costs:

Please provide the total eligible spend on the specific activity to which grant will contribute indicating amounts covered by RCGF and other sources. A more detailed breakdown of costs will be required at stage 2. Additional information on any other costs, e.g. wider programme activities should only be included within the project description. Include detail on expenditure beyond the RCGF funding period where appropriate. It is not anticipated that any project would be incurring expenditure beyond 2021/22. However, where this is the case please provide additional information within the project description.

Please detail any sources of finance other than RCGF which are contributing to the projects costs:

Provide detail other sources of funding, grant or loan investment which will contribute to the expenditure of the project. i.e. where you are not requesting 100% grant support toward the eligible costs of the project.

The funding described in table 8 should equate to the costs included at table 7.

Proposed Regeneration Capital Grant Fund cost and grant request:

There is no minimum request and you may apply for 100% of the total eligible project costs incurred for 2019/20. Please note however that leverage will be considered as part of the Regeneration Capital Grant Fund Investment Panel's assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Grant is generally paid in arrears and must relate to spend actually incurred or legally committed. Please ensure expenditure figures are consistent with start and end dates of the project. Provide some detail within the project summary on the nature of costs that will actually be incurred and specifically those to which RCGF will contribute. **Grant cannot be claimed for costs incurred prior to 1 April 2019.**

Project Contact:

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. Space is also provided to include details of an additional contact.

PROJECT PROPOSAL SUMMARY – maximum 3 Pages – font size 12.

1. Please keep your summary short and concise – Use bullet points. Be clear on what the project will actually deliver using RCGF. The panel will not consider information that is provided beyond the 3 page limit.

Please ensure you provide responses to each of the following headings.

- What this project will actually deliver,
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement,
- Economic, social and physical regeneration outcomes,
- Any other financial contributions and the potential for wider regional impact,
- Timeframes for securing other funding.
- Demonstration of how this project will benefit disadvantaged communities,
- Wider regeneration activity - please describe how this project will contribute to wider regeneration plans and its strategic importance.

Examples of potential projects are provided at Annex A

2. Further Information - Assessment of bids

All applications will be considered by the Regeneration Capital Grant Fund Investment Panel.

Projects will be initially assessed against the basic eligibility criteria and focus of the fund but are not scored at the first stage.

The final list of projects invited to stage 2 will be based on recommendations by the Investment Panel.

Projects which do not clearly meet the wider aims of the fund are unlikely to progress beyond stage 1.

3. Additional Criteria at Stage 2. In summary these will be:

- **Viability (10%)**

Demonstration of the projects feasibility and practicalities as well as the project's likely impact and success, and for instance but not exclusively, the potential of bridging with other match funding opportunities.

- Stage 2 closes Week beginning 29 October 2018
- Investment Panel Week beginning 3 December 2018
- Notification of Funding Recommendations Week beginning 14 January 2019.

Examples of RCGF Projects funded in Previous Rounds.

Summaries of all projects which have received a recommendation can be found at <https://beta.gov.scot/policies/regeneration/capital-investment/>

Example 1

The project involves the redevelopment of three A-listed Victorian buildings to enable public access and to create an attractive environment for business and public engagement. It will be a part of a wider town centre and waterfront regeneration initiative and council's investment programme, with aims to create a centre for improved learning, leisure and cultural engagement. It is also a direct outcome from public consultations about the social and economic situation of the town and has been developed with local businesses, arts community and Historic Scotland.

Additional funding:

- Historic Scotland
- Local Authority

Project objectives:

- to increase local business development and start-up rates by creating a flexible business facilities that will provide space for local entrepreneurs, exhibitions and hospitality industry;
- to revitalise the town centre and make it more attractive private investors;
- to attract more tourists into the area.

Project outcomes/ outputs:

- 9 jobs created
- 8 construction jobs supported
- 3 buildings refurbished and brought back into use
- 453 sq m of business space created or modified

Example 2

The project will develop a high profile vacant and derelict site to provide efficient and affordable business space that would also attract companies from a low carbon sector. Community Links co-facilitated a local consultation, which highlighted that 94% of the local residents and businesses involved supported the initiative. The site is located close to the motorway and local railway station and the ease of access will be one of the key points to attract businesses and further enhance local regeneration.

Additional funding:

- Local Authority
- Private Leverage

Project objectives:

- unlocking a regionally and strategically important site and its economic potential;
- creating Grade A office space for SME's and Key Sector industries;
- providing job and training opportunities.

Project outcomes/ outputs:

- 455 jobs created
- 44 training places created
- 3,900 sq m of business space created
- 0.55 ha of Vacant and Derelict Land brought back into use
- 1550 additional employability and community capacity building interventions
- 51% carbon reduction as result of environmental improvements

Example 3

The aim of the project is to develop a community centre that will be a hub for local activities and services. The need for the new community facility was identified in the Community Action Plan as a number one priority to achieve social and economic regeneration. The project will be delivered by the local Community Development Company in a partnership with the Local Authority

The venue will be opened for the residents within a postcode area which is identified as being one of the five most deprived areas in Scotland.

Additional funding:

- Housing Association
- Climate Challenge Fund (SG)
- Robertson Trust
- Big Lottery Fund
- People and Communities Fund

Project outcomes:

- increasing the number of local people taking part in community-led and self-development programmes;
- promoting a range of training and development programmes;
- developing health and welfare improvements;
- encouraging a spirit of enterprise amongst residents and promote greater self-reliance through community enterprise or self-employment.

Project outcomes/ outputs:

- 36 jobs created
- 150 training places created
- 5 ha of Vacant or Derelict Land remediated
- 25 new services introduced to the local community

Example 4

This project will restore and secure reuse of a socially and architecturally significant A- listed building within the heart of the town centre. It will provide office space that would suit a broad range of users from the public, private or voluntary sector. By doing so the building can accommodate up to 200 jobs to the benefit of the local economy and town centre. The future use of the building has been agreed between the council and the local Development Trust: it is proposed that it becomes a home for the Skills and Employability Hub, providing space for employability programmes and social enterprises.

Additional funding:

- Fully Funded by RCGF

Main objectives:

- to restore and bring back into use an A-listed building within the town centre;
- to enhance the historic and cultural assets of the town centre;
- to bring the employability services closer to local communities;
- to improve the physical appearance of the town centre and make it more attractive for private investments and to bring job opportunities.

Project outcomes/ outputs:

- 30-90 jobs created
- 50 construction jobs supported
- 80 existing jobs supported
- 5 training places created
- 1 building refurbished and brought back into use
- 1,750 sq m of business space created or modified
- 1,750 sq m of building created or refurbished
- 2+ businesses/ enterprises benefiting from supported facilities

Example 5

The project will deliver a Grade A commercial office capable of accommodating a range of Small and Medium Enterprise (SME) businesses. The office will be built on land brought back into use, utilizing Vacant and Derelict Land Funding creating job opportunities within one of Scotland most disadvantaged communities.

Aims:

- Support a wide range of SME businesses with a variety of suites from single person, main door units to flexible floorspace.
- Provide employment opportunities for local residents.
- Encourage interaction with the local community by running a public café.

Additional funding:

- Local Authority – Guarantee SPRUCE Loan – Recycled Funding

Anticipated outputs:

- 188 new jobs created
- 10 construction jobs supported
- 13 existing job supported
- 20 training places created
- 1875 sqm of business space created or modified
- 1.51ha of Vacant and derelict Land remediated/ de-risked/ brought back into use
- 120 businesses/ enterprises benefiting from supported facilities

Example 6

This project will see the transformation of a derelict former Primary School in a Town Centre to create a home for artist studios, creative industries, business incubation, community education and workspaces, gallery and café. The project is a partnership project led by the Council in close partnership with Third sector organisations, Further and Higher Education, Business Gateway and a Local Arts Trust and Forum.

Additional funding

Local Authority

Creative Scotland

Main aims :

- Engage with surrounding communities and ensure that they benefit from the project in particular through the creative, cultural and digital industries and support inclusive growth by providing opportunities and pathways into the arts and enterprise;
- Regenerate a prominent redundant building within town centre, bringing the empty property back into productive use ;
- Provide affordable workspace and studios for artists and makers who could potentially grow their businesses;
- Support business incubation and acceleration for businesses in creative industries, including in more knowledge intensive areas such as digital technologies and computer software;
- Support the expansion of higher value by increasing the number of knowledge based and creative enterprises;

Anticipated outputs:

- 4 new jobs created
- 18 construction jobs supported
- 4 training places created
- 1 buildings refurbished brought back into use
- 1750 Sqm of business space created or modified
- 29 artists 37 creative industries 3 cultural organisations benefiting from supported facilities.



Regeneration Capital Grant Fund

Application Form

Organisation:			
Project Title:			
Ref No.:			
Project Priority	No. of Submissions:		
Start Date:			
Total Project Cost:			
Total Grant Request:			
Project Contact and Number:			

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please insert the reference number for your project which was provided with your confirmation of first stage approval.

Completing the Application Form

1. Please use the Application Form Guidance Notes that can be downloaded from our Website [:http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf](http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf)
2. The application must be completed and submitted by the lead organisation for the project and which submitted the application at first stage.
3. Please use the same project title as at first stage unless otherwise advised.
4. Please complete the application form **in full**. Check your application for completeness and accuracy before submission and ensure there are no blank sections in the form.
5. Please do not attach any additional information or embed any documents in the form. If clarification or additional information is required this will be requested separately. Decisions will be based solely on the information provided in the application form. Any additional documentation will not be taken into account unless requested or agreed in advance.
6. We would prefer all applications to be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation **before** submitting to us
7. The application form should be submitted to rcgf@scotland.gsi.gov.uk by 12 noon on 14th October 2013.

Application form should be completed in Ariel font with a minimum size of 11. You should use the boxes provided as a guide to the level of response required.

Further Information

1. If you have any questions or require further information please contact us at rcgf@scotland.gsi.gov.uk
2. Applicants should be aware that the Regeneration Capital Grant Investment Panel may request that the lead organisation for any project provide a presentation as part of the assessment process.

Section 1: Organisation details

1	Name of submitting organisation	
2	Address	Address: Postcode:

3	Main contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	mobile	
	Email address	

4	Additional contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	mobile	
	Email address	

9	<p>Please provide a detailed description of the overall project.</p> <p>This should cover the different milestones and timescales described at section 7. Please also provide detail on how the project will be managed and how you will ensure the project is delivered within timescale.</p>
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10

Please provide a detailed description of the overall project. (continued)

11	<p>Strategic Policy Fit</p> <p>The Regeneration Capital Grant Fund is a key part of the Scottish Government's Regeneration Strategy, Achieving a Sustainable Future.</p> <p>Please demonstrate clearly how your project supports the vision and outcomes of the Strategy.</p> <p>Please describe clearly how your project supports the local regeneration strategy/development plan or masterplan for the area.</p>

12 a	<p>Viability – Key Project Criteria 10%</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities to contribute to long-term vitality of the project?</p>
12 b	<p>Legacy.</p> <p>How will you ensure that the benefits of the project continue when your RCGF funded project is complete? You should identify the longer term benefits or lasting legacy for the community.</p>

Community Involvement - Key Project Criteria (15%)

13

How have people living in the local community been involved in planning and developing the project?

Please describe how you have engaged with individuals and/or representative groups and how they have helped to design and shape the project. If your project is to support a community of interest please include details of the wider community engagement that you have undertaken.

This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.

Section 3: Regeneration Outcomes

14 **What are the expected outcomes of the project?**
 Please complete the table below by listing the appropriate Regeneration Strategy Outcomes for each of the three categories that apply to your project. (See annex A of stage 2 Guidance) Provide detail on the project outcomes and any evidence to support the basis for these outcomes. **(KEY PROJECT CRITERIA -75%)**

Regeneration Strategy Supporting Outcomes	Project Outcomes - Description
Physically Sustainable Communities As the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change. Physical regeneration could take the form of land remediation and enabling infrastructure.	30%
Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring economic benefit(in terms of investment or employment opportunities)	25%

Socially Sustainable Communities Social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.	20%

16	<p>Evidence of Need</p> <p>Please provide details of how the project will be supporting disadvantaged communities or have an impact on wider disadvantaged areas.</p> <p>You should include evidence that demonstrates why support is required within the community e.g. Scottish Index of Multiple Deprivation (SIMD), rural disadvantage or other measures.</p>

Section 4a: Project Monitoring and Reporting

17	We will require a monitoring report for the project. Please provide details of how and what information you will be collecting in order to record progress towards the outcomes and outputs listed in questions 14 and 18.

Section 4b: Project reporting - outputs

18a	Please complete the table below indicating the potential outputs from the project. All projects are required to complete the table selecting as many of the indicators as are relevant. This is not an exhaustive list and may be added to where additional outputs related to the project are identified.	
Description		Total
No. of new jobs created		
No. of construction jobs supported		
No. of existing jobs supported		
No. of training places created		
Number of buildings refurbished brought back into use		
Amount of business space created or modified—m2		
Total Sqm of building created or refurbished		
Vacant and Derelict Land remediated, de-risked (ha) or brought back into use specifically in relation to temporary or permanent greening		
Vacant and Derelict Land remediated, de-risked (ha) or brought back into use		
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.		

18b	Please provide further information on the indicators chosen and target figures provided.
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Section 5: FINANCIAL BREAKDOWN

19	Cost Breakdown – include cash costs only. In-kind contributions should be detailed separately at Q22.		
Direct Project Delivery Costs Expenditure Heading	2014/15	2015/16	
	Cost	Cost	Total Costs
Capital			
Revenue			
Total			

20	Do these costs include VAT: YES / NO	
	If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs)	

21	Funding Breakdown - include cash contributions only. In-kind contributions should be detailed separately at Q22.			
Other Funding Sources	Confirmed Yes/no	2014/15	2015/16	Total
Total Other Funding				
Total RCGF Funding				
Total Project Cost				

22	Direct in kind contributions. Please provide details of any 'in kind' contributions for the project and how the value of these has been calculated.	
Description	Value	Basis for value.

Section 6: Legal Requirements and Conditions

6.1 Legal Requirements and Terms and Conditions

Data Protection, Freedom of Information and the Environmental Information Regulations

Applicants to the Regeneration Capital Grant Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

6.2 Equalities and Environmental Legislation

All organisations submitting an application to the Regeneration Capital Grant Fund must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.

Equally where appropriate confirm that an Environmental Impact Assessment on the project has been completed and accommodated.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission www.equalityhumanrights.com and guidance on relevant environmental legislation from the Scottish Government www.scotland.gov.uk/Topics/Environment/environmental-assessment .

We may require proof from you that you have considered your obligations as required under legislation.

6.3 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.
http://europa.eu/pol/env/index_en.htm

6.4 Compliance on Procurement

Project contracts must be the subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts Regulations. For further guidance, please use the links, which provides a number of reference documents you should review to check compliance.

<http://www.scotland.gov.uk/Topics/Government/Procurement>

<http://www.scotland.gov.uk/Topics/Government/Procurement/policy/ConstructionContractsLe>

6.5 Compliance with information requirements

Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. And even where information falls within an exempt category, there may be a public interest in the information being disclosed.

Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Government is obliged to supply the following information:

The data controller is the Scottish Government.

The information you provide will be used for the following purposes:

a. Processing your application. Your application will be made available to COSLA and the Regeneration Capital Grant Fund Investment Panel as part of the appraisal process.

b. If your application is successful, we may publish this application in hard copy or on the internet.

c. Data may be used for statistical and Scottish Government performance reporting and evaluation.

Apart from a) to c) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.

The Scottish Government's representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Government, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

6.6 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

6.7 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained below, stating the likely timescale for the resolution indicated. Please confirm that requirements relating Section 75 have been met. If your project involves works that requires road consents or historic building consent you should clarify this here.

6.8 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?

Please provide a brief statement of the considerations taken in terms of state aid and the use of the grant funding. Give reasons why state aid does not apply or how you will provide the aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

6.9 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you as part of the formal grant offer.

When returning your signed offer of grant acceptance, you are committing to all conditions, contained therein.

Section 7 : Your agreement

By signing this application you are confirming that you are an authorised signatory for your organisation and are able to commit to the organisation to the terms and conditions in applying for the Regeneration Capital Grant Fund. You are also confirming that the statement below is accurate.

As far as I know and believe, all of the information in this application form is true, accurate and complete. I am authorised to allow this project to go ahead.

I confirm :

That this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the regulations and that adequate management and financial safeguards are in operation.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose.

I also acknowledge that Scottish Government may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I am aware that any grant paid by the Scottish Government will require to be repaid if after investigation the Scottish Government decide that the project has not been carried out in accordance with the grant offer.

I have read, understood and will comply with all the legal requirements set out in section 6.

We are happy for the Scottish Government to:

- publish details of the financial support they are giving to this project;
- give any details they have about our project from this application or from future assessments to other agencies, including other grant-making bodies; and
- use any of these details in news releases, publications and other publicity materials.
- If this application is successful, the information within can be published in hard copy and on the internet.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

Terms and Conditions : Acknowledged and Agreed

Authorised Signatory Details

Full name:

Job title/Status:

Contact address:

Telephone:

Mobile:

Email:

Signed:

Date:



Regeneration Capital Grant Fund

Application Form

Guidance Notes

September 2013

These notes should be referred to when completing the Regeneration and Capital Grant Fund application form.

Section 1: Cover Page

Note: To be eligible to apply for funding you must have received notification that your first stage application has been approved. If the lead organisation or title of the project has changed from the original first stage application please inform the Scottish Government Regeneration team.

The name of the organisation that will take lead responsibility for the project.

Please carry forward this title from your first stage application.

You will have been provided with a reference number with your first stage approval which you should insert here.

Please indicate the number of submissions being made at stage 2 and prioritise the submissions accordingly. You may need to revise this from stage 1.

Please enter the start date of the project which should be the date activity/spend commences on the project, and which must be after 1 April 2014.

Enter the total costs of the project to which the RCGF grant contribution will apply (do not include any in-kind contributions).

Enter the total RCGF grant being requested.

Provide the name, telephone and email for the person who can be contacted to discuss and or answer queries on the application.

Section 1: Organisation Details

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Question	Notes
1	The name of the organisation that will take lead responsibility for the project. Should match cover page.
2	Full address including postcode should be entered here.
3	Name, Designation, full office address and contact details of person who can be contacted to discuss the application.
4	Name, Designation, full office address and contact details of person who can be contacted to discuss the application in absence of main contact.

Section 2: Project Details

Question	Notes
5	Please confirm the local authority areas and postcodes that this project will cover. Please be as detailed as you can and include postcodes in full.
6	Please provide the start and end dates for the project. Start dates relate to the first spend on the project. End dates relate to the completion of the activity of the project. Note that final spend / legal commitment in relation to the RCGF grant must have been made before 31/3/15 unless two year funding has been requested, noting this remains subject to the budget review.
7	Provide details of the key stages of the project that will help you to

	<p>achieve your outcomes. You should also provide the date that each stage is due to be completed. You should use this as a guide to activities to be described in the project description at Q9.</p>
8	<p>If you have included or removed any elements of the project which were described in your first stage project application please indicate this here. The Investment Panel will need to consider whether these are acceptable changes and do not impact on the approval of activity at first stage. If you have been advised to include or remove elements as part of the first stage feedback you should confirm this has been done at this section.</p> <p>You should only indicate a change if you are introducing new elements, removing planned activity which produce a new outcome, physical output on the project or removed similar from the original application. Minor changes on how the project will be delivered do not require to be explained at this stage.</p>
9,10	<p>Project Description</p> <p>Provide a detailed description of the overall project. You should include:</p> <ul style="list-style-type: none"> • The reason this project is required, including background to its development. • The aim(s) of the project • The infrastructure/land being developed / improved • How the project will be managed • Please provide detail on the project costs associated with the delivery of the project. If RCGF will contribute toward specific items of expenditure please highlight these and provide further detail, this should be consistent with financial breakdown provided at section 5. • This section can be used to outline the partnerships that your organisation has been involved with and the community involvement to develop the project – however full details on these should be provided at Q13 and Q15

11

Strategic Policy

Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy, sets out the Government's vision of a Scotland where our most disadvantaged communities are supported and where all places are sustainable and promote well-being. The strategy also sets out our plans for delivering this vision in partnership with our stakeholders.

www.scotland.gov.uk/regenerationstrategy

Use this section to provide details of how your project supports the aims and outcomes of the Strategy at a policy level.

You should provide detail on how the project fits with the regeneration plans and land use plans for the local authority area, contributes to Single Outcome Agreements and more locally. URC's / SPV's should describe how this project contributes to their business/masterplan plan.

You may also wish to refer to other policies at either national or local level, if these are relevant to your development, e.g. Government Economic Strategy, National Planning framework, Infrastructure Investment plan, Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy.

The expectation from Scottish Government is that investment via the Regeneration Capital Grant Fund will :

- focus on delivering large scale transformational change (with strong regeneration outcomes),
- be aimed at delivering projects and programmes which can lever in private sector investment and address market failure.
- Primarily support areas which suffer from high levels of deprivation and disadvantage

The Regeneration Strategy states, physical change cannot be delivered in isolation, and should be part of a holistic approach to regeneration which also encompasses economic and social aspects.

12a	<p>Viability</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities to contribute to long-term vitality of the project?.</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Your response should consider the timescales indicated for the spend Q6, the list of project milestones Q7, project description Q9, 10, the funding package that has been put in place Q19-22, and information relating to the planning and other legal requirements at Section 6.</p> <p>It will also include an assessment of legacy of the project, that is its impact and success at 12b</p>
12b	<p>Legacy</p> <p>The RCGF will not provide long-term funding and it is therefore important that projects have appropriate exit strategies or that organisations are able to identify how they will ensure continued funding and development of the project.</p> <p>You should provide details of what will happen when your RCGF funding stops, this could include:</p> <ul style="list-style-type: none"> • any exit strategy • options for future financing • options for mainstreaming • anticipated usage of new infrastructure and steps to ensure this is sustainable. • actions that will be taken to ensure the successful regeneration outcomes that the project is expected to achieve. • on-going community involvement

13	Community Involvement
	<p>Please provide evidence of how you engage with and involve the people living in the communities in the areas in which this project will be delivered.</p> <p>This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.</p> <p>Communities should play an integral role in deciding what they want to be delivered in their area and would expect organisations to engage with and involve the people living in their communities in planning and developing the project.</p> <p>Include detail on how the project has been identified as meeting the needs and aspirations of the community and how they will benefit from the outcomes.</p> <p>If your project is to support a community of interest please include details of the wider community engagement that you have undertaken. This could be in the form of a community action plan or some wider strategy or policy.</p> <p>This process should embody the principles set out in the National Standards of Community Engagement.</p> <p>http://www.scdc.org.uk/what/national-standards/</p> <p>We do not require supporting documents at the application stage but you may be asked to provide these if your application is successful</p>

Section 3 – Regeneration Outcomes

14	<p>Regeneration Outcomes</p> <p>Please refer to the list of Regeneration Strategy Supporting Outcomes that has been provided at Annex A.</p> <p>Please complete the table in the application form by including the appropriate Regeneration Strategy Outcomes for each of the three categories (i.e. physically, economically and socially sustainable communities outcomes), that apply to your project that will help you achieve the Regeneration Outcomes.</p> <p>Physical Outcomes - as the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change.</p> <p>Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities).</p> <p>Social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.</p> <p>Outcomes are longer term and relate to the positive change that the project aims to have on the community, such as increasing employment or improving health.</p> <p>Consider how the project will have a long term beneficial effect on the community.</p>
15	<p>Partnership</p> <p>Please describe any partnerships in place for the delivery of the project, outlining any partner, their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter and identify any longer term benefits or lasting legacy your project will bring to the community as a result.</p>
16	<p>Evidence of Need</p> <p>Please provide further information on the disadvantaged communities this project will support or the impact that the project will have on wider disadvantaged areas. Use this section to provide details of the needs of the communities you wish to deliver your project in.</p> <p>You should provide current evidence to support this, which can include:</p> <ul style="list-style-type: none">• SIMD data• Rural disadvantage• Unemployment figures• Or any other information that you believe identifies the community as

	<p>requiring further help to become a sustainable place that promotes well-being. You should also provide details of how this project will address those needs and how this will be measured.</p>
<p>Section 4 Project Monitoring Reporting and Outputs</p>	
17	<p>Project Monitoring</p> <p>Please provide detail on what information you will collect and how you will monitor the project in terms of the outcomes it will have. In particular how you will measure the success of the project not just in the terms of the project and the physical infrastructure/changes it will create but in terms of its longer term impact on the local community and wider regional area.</p> <p>We will require regular monitoring reports for the project to ensure progress towards your desired outputs. This section should be used to detail what information you will be collecting to measure these outputs and how this will allow you to determine whether the aims, outputs and outcomes of the project are being achieved. We will also require an evaluation report at the end of the project.</p> <p>This section should be used to identify any information, tools and techniques you will be using to determine whether the project met or will meet its aims, outputs and outcomes.</p>
18a	<p>Project outputs</p> <p>Please select as many of the project outputs that are relevant and will be achieved by the delivery of your project and provide a realistic estimate.</p> <p>You may include additional outputs that the project will achieve but ensure you provide corresponding justification at 18b.</p> <p>Should your project ultimately be funded you will be expected to report on these figures as part of the monitoring process linked to claiming of grant in relation to the project.</p>
18b	<p>Description of outputs</p> <p>Please provide a brief explanation on the outputs selected at 18a for your project and the basis on which these have been estimated. If you included other outputs please include further detail.</p>

Section 5: Financial Breakdown

Question	Notes
19	<p>You should use your own budget headings in the table and outline the total costs for the project for each item listed and what part of that cost is being requested from the RCGF.</p> <p>We anticipate only providing funding towards eligible project-specific capital expenditure.</p> <p>This may include, contract fees, professional and legal fees in regard to construction, consultancy, purchase of material/equipment, etc. which is required specifically for the project.</p> <p>Where the application demonstrates that additional overhead costs are incurred directly as a result of delivering this project we will consider grant support, for example additional management and overhead costs. Please note, however, this is not the principle aim of the fund and is likely only to be provided in exceptional circumstances and where clearly justified.</p>
20	<p>Please note that we will only pay for VAT that is non-recoverable. VAT if eligible should be included in each of the relevant project cost headings in question 19 and not as a separate cost category.</p>
21	<p>Provide details of the other funding that has been secured for the project.</p> <p>Please note that whilst we are looking for the best value for money for the public purse we will not base our funding decisions solely on which projects offer the best intervention rates. Consideration is taken of how opportunities to engage with multiple organisations and secure funding differ greatly across Scotland.</p>
22	<p>Provide details of any in-kind contributions that support direct delivery of the project and how the value of these has been calculated.</p> <p>Please note that we do not consider the work undertaken to develop the project or prepare this application to be an in-kind contribution.</p>
	<p><u>Additional financial information</u></p>
	<p>Please note RCGF grant will only be paid in arrears. All RCGF provided for 2014/15 must have been spent or legally committed in that year.</p>

Section 6: Legal Requirements and Terms and Conditions

Please read all of sections carefully. Please ensure you complete section 6.9 on planning, 6.10 State Aid and complete the authorisation

6.9 Requires that you indicate detail on the planning process and that all requirements are or can be met to deliver the project within the timescale.

6.10 Requires that you provide a specific statement on the state aid implications of delivering the project. You must indicate how this is considered, whether state aid applies and how it will be dealt with. If and why state aid is not applicable in this case. Please note the State Aid Unit at Scottish Government may be consulted on any successful application to ensure compliance prior to a final grant offer being made.

Section 7: Acknowledgement and agreement on terms and conditions

Please ensure that the individual signing off the application has the authority to commit the organisation to the delivery of the project and to meet the terms and conditions which apply to the application for Regeneration Capital Grant Funding. The authorised signatory need not be the project contact.

All Regeneration Strategy Supporting Outcomes

Physically Sustainable Communities

- People have access to quality public space and appropriate greenspace
- Well planned neighbourhoods and local areas, with accessible facilities and amenities
- Communities have a positive appearance and are places where people want to live, work and invest
- Quality design and upkeep of buildings and spaces
- Address vacant and derelict land and property and preserve heritage/built environment for productive use
- Use resources efficiently and respect the natural environment

Economically Sustainable Communities

- Strong local economies, providing access to jobs and support for business
- A well trained workforce whose skills meet economic needs
- People have access to the learning and development opportunities that they need and the right support is in place to help people to work
- A thriving private sector and social enterprise
- Effective strategies in place to link economic opportunity and demand
- The right affordable housing options with sufficient availability and quality of housing across all tenures
- Places encourage positive and appropriate private sector investment and social enterprise which provides opportunities for business and jobs
- Infrastructure fosters the right conditions for growth and community cohesion, including good transport and digital connectivity
- Thriving towns and high streets
- Sustainable employment and reducing welfare dependency

Socially Sustainable Communities

- Communities and people are protected and feel safe
- Delivery is focussed on the needs of people
- Communities are involved in designing and delivering the services that affect them
- Strong and effective community networks are in place
- People have access to appropriate community facilities and places to meet
- Communities have a positive identity and future aspirations
- People are empowered to improve their area and maximise local assets
- People have good physical and mental health
- People have access to effective local services and facilities, including health, education and early years support
- Towns and high streets act as a focal point for social and economic interactions
- Communities are fair and inclusive, where all have a voice and can participate
- Sustainable employment to tackle worklessness



Regeneration Capital Grant Fund 2015/16 Application Form

Organisation:			
Project Title:			
Ref No.:			
Project Priority	No. of Submissions:		
Start Date:			
Total Project Cost:			
Total Grant Request:			
Project Contact and Telephone Number:			

June 2014

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please insert the reference number for your project which was provided with your confirmation of first stage approval.

Completing the Application Form

1. Please use the Application Form Guidance Notes that can be downloaded from our Website :<http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. The application must be completed and submitted by the lead organisation for the project and which submitted the application at first stage.
3. Please use the same project title as at first stage unless otherwise advised.
4. Please complete the application form **in full**. Check your application for completeness and accuracy before submission and ensure there are no blank sections in the form.
5. Please do not attach any additional information or embed any documents in the form. If clarification or additional information is required this will be requested separately. Decisions will be based solely on the information provided in the application form. Any additional documentation will not be taken into account unless requested or agreed in advance.
6. We would prefer all applications to be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation **before** submitting to us
7. The application form should be submitted to rcgf@scotland.gsi.gov.uk by **12 noon on 8 September 2014**.

Application form should be completed in Ariel font with a minimum size of 11. You should use the boxes provided as a guide to the level of response required.

Further Information

1. If you have any questions or require further information please contact us at rcgf@scotland.gsi.gov.uk
2. Applicants should be aware that the Regeneration Capital Grant Investment Panel may request that the lead organisation for any project provide a presentation as part of the assessment process.

Section 1: Organisation details

1	Name of submitting organisation	
2	Address	Address: Postcode:

3	Main contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	mobile	
	Email address	

4	Additional contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	mobile	
	Email address	

9	<p>Please provide a detailed description of the overall project.</p> <p>This should cover the different milestones and timescales described at section 7. Please also provide detail on how the project will be managed and how you will ensure the project is delivered within timescale.</p>

10

Please provide a detailed description of the overall project. (continued)

11	Strategic Policy Fit
	<p>The Regeneration Capital Grant Fund is a key part of the Scottish Government's Regeneration Strategy, Achieving a Sustainable Future.</p> <p>Please demonstrate clearly how your project supports the vision and outcomes of the Strategy.</p> <p>Please describe clearly how your project supports the local regeneration strategy/development plan or masterplan for the area.</p>

12 a	<p>Viability – Key Project Criteria 10%</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities to contribute to long-term vitality of the project?</p>
12 b	<p>Legacy.</p> <p>How will you ensure that the benefits of the project continue when your RCGF funded project is complete? You should identify the longer term benefits or lasting legacy for the community.</p>

Community Involvement - Key Project Criteria (15%)

How have people living in the local community been involved in planning and developing the project?

13

Please describe how you have engaged with individuals and/or representative groups and how they have helped to design and shape the project. If your project is to support a community of interest please include details of the wider community engagement that you have undertaken.

This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.

Section 3: Regeneration Outcomes

14 **What are the expected outcomes of the project?**
 Please complete the table below by listing the appropriate Regeneration Strategy Outcomes for each of the three categories that apply to your project. (See annex A of stage 2 Guidance) Provide detail on the project outcomes and any evidence to support the basis for these outcomes. **(KEY PROJECT CRITERIA -75%)**

Regeneration Strategy Supporting Outcomes	Project Outcomes - Description
Physically Sustainable Communities As the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change. Physical regeneration could take the form of land remediation and enabling infrastructure.	30%
Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring economic benefit(in terms of investment or employment opportunities)	25%

Socially Sustainable Communities Social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.	20%

Evidence of Need	
16	<p>Please provide details of how the project will be supporting disadvantaged communities or have an impact on wider disadvantaged areas.</p> <p>You should include evidence that demonstrates why support is required within the community e.g. Scottish Index of Multiple Deprivation (SIMD), rural disadvantage or other measures.</p>

Section 4a: Project Monitoring and Reporting

17	We will require a monitoring report for the project. Please provide details of how and what information you will be collecting in order to record progress towards the outcomes and outputs listed in questions 14 and 18.

Section 4b: Project reporting - outputs

18a	Please complete the table below indicating the potential outputs from the project. All projects are required to complete the table selecting as many of the indicators as are relevant. This is not an exhaustive list and may be added to where additional outputs related to the project are identified.	
	Description	Total
	No. of new jobs created	
	No. of construction jobs supported	
	No. of existing jobs supported	
	No. of training places created	
	Number of buildings refurbished brought back into use	
	Amount of business space created or modified—m2	
	Total Sqm of building created or refurbished	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use specifically in relation to temporary or permanent greening	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use	
	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.	

18b	Please provide further information on the indicators chosen and target figures provided.
-----	--

20	Do these costs include VAT: YES / NO	
	If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs)	

21	Funding Breakdown -				
Other Funding Sources	Confirmed Yes/no	Date confirmed or expected	2015/16	2016/17	Total
Total Other Funding					
Total RCGF Funding					
Total Project Funding Cost 19a+19b					

22	Direct in kind contributions.	
	Please provide details of any 'in kind' contributions for the project and how the value of these has been calculated.	
Description	Value	Basis for value.

Section 6: Legal Requirements and Conditions

6.1 Legal Requirements and Terms and Conditions

Data Protection, Freedom of Information and the Environmental Information Regulations

Applicants to the Regeneration Capital Grant Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

6.2 Equalities and Environmental Legislation

All organisations submitting an application to the Regeneration Capital Grant Fund must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.

Equally where appropriate confirm that an Environmental Impact Assessment on the project has been completed and accommodated.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission www.equalityhumanrights.com and guidance on relevant environmental legislation from the Scottish Government www.scotland.gov.uk/Topics/Environment/environmental-assessment .

We may require proof from you that you have considered your obligations as required under legislation.

6.3 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.
http://europa.eu/pol/env/index_en.htm

6.4 Compliance on Procurement

Project contracts must be the subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts Regulations. For further guidance, please use the links, which provides a number of reference documents you should review to check compliance.

<http://www.scotland.gov.uk/Topics/Government/Procurement>

<http://www.scotland.gov.uk/Topics/Government/Procurement/policy/ConstructionContractsLe>

6.5 Compliance with information requirements

Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. And even where information falls within an exempt category, there may be a public interest in the information being disclosed.

Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Government is obliged to supply the following information:

The data controller is the Scottish Government.

The information you provide will be used for the following purposes:

a. Processing your application. Your application will be made available to COSLA and the Regeneration Capital Grant Fund Investment Panel as part of the appraisal process.

b. If your application is successful, we may publish this application in hard copy or on the internet.

c. Data may be used for statistical and Scottish Government performance reporting and evaluation.

Apart from a) to c) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.

The Scottish Governments representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Government, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

6.6 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

6.7 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained below, stating the likely timescale for the resolution indicated. Please confirm that requirements relating Section 75 have been met. If your project involves works that requires road consents or historic building consent you should clarify this here.

6.8 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?

Please provide a brief statement of the considerations taken in terms of state aid and the use of the grant funding. Give reasons why state aid does not apply or how you will provide the aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

6.9 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you as part of the formal grant offer.

When returning your signed offer of grant acceptance, you are committing to all conditions, contained therein.

Section 7 : Your agreement

By signing this application you are confirming that you are an authorised signatory for your organisation and are able to commit to the organisation to the terms and conditions in applying for the Regeneration Capital Grant Fund. You are also confirming that the statement below is accurate.

As far as I know and believe, all of the information in this application form is true, accurate and complete. I am authorised to allow this project to go ahead.

I confirm :

That this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the regulations and that adequate management and financial safeguards are in operation.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose.

I also acknowledge that Scottish Government may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I am aware that any grant paid by the Scottish Government will require to be repaid if after investigation the Scottish Government decide that the project has not been carried out in accordance with the grant offer.

I have read, understood and will comply with all the legal requirements set out in section 6.

We are happy for the Scottish Government to:

- publish details of the financial support they are giving to this project;
- give any details they have about our project from this application or from future assessments to other agencies, including other grant-making bodies; and
- use any of these details in news releases, publications and other publicity materials.
- If this application is successful, the information within can be published in hard copy and on the internet.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

Terms and Conditions : Acknowledged and Agreed

Authorised Signatory Details

Full name:

Job title/Status:

Contact address:

Telephone:

Mobile:

Email:

Signed:

Date:

JUNE 2014



Regeneration Capital Grant Fund

Application Form

Guidance Notes

2015/16

June 2014

These notes should be referred to when completing the Regeneration and Capital Grant Fund application form. If you wish to include a map to illustrate the area to be developed you can do so by enclosing as a separate document. Please do not embed files within the application form document. Do not include any other documentation as it will not be considered by the Panel.

Section 1: Cover Page

Note: To be eligible to apply for funding you must have received notification that your first stage application has been approved. If the lead organisation or title of the project has changed from the original first stage application please inform the Scottish Government Regeneration team. Contact Billy Love, Regeneration Investment Manager billy.love@scotland.gsi.gov.uk
The name of the organisation that will take lead responsibility for the project.
Please insert the title from your first stage application.
You will have been provided with a reference number with your first stage approval which you should insert here.
Please indicate the number of submissions being made at stage 2 and prioritise the submissions accordingly. You may need to revise this from stage 1.
Please enter the start date of the project which should be the date activity/spend commences on the project, and which must be after 1 April 2015.
Enter the total costs of the project to which the RCGF grant will contribute. (do not include any in-kind contributions).
Enter the total RCGF grant being requested.
Provide the name, telephone and email for the person who can be contacted to discuss and or answer queries on the application.

Section 1: Organisation Details

Question	Notes
1	The name of the organisation that will take lead responsibility for the project. Should match cover page.
2	Full address including postcode should be entered here.
3	Name, Designation, full office address and contact details of person who can be contacted to discuss the application.
4	Name, Designation, full office address and contact details of person who can be contacted to discuss the application in absence of main contact.

Section 2: Project Details

Question	Notes
5	Please confirm the local authority areas and postcodes that this project will cover. Please be as detailed as you can and include postcodes in full.
6	Please provide the start and end dates for the project. Start dates relate to the first RCGF spend on the project. End dates relate to the completion of the activity of the project. Note that final spend / legal commitment in relation to the RCGF grant must have been made before 31/3/16.
7	Provide details of the key stages of the project that will help you to achieve your outcomes. You should also provide the date that each stage is due to be completed. You should use this as a guide to activities to be described in the project description at Q9.
8	<p>If you have included or removed any elements of the project which were described in your first stage project application please indicate this here. The Investment Panel will need to consider whether these are acceptable changes and do not impact on the approval of activity at first stage. If you have been advised to include or remove elements as part of the first stage feedback you should confirm this has been done at this section.</p> <p>You should only indicate a change if you are introducing new elements, removing planned activity which produce a new outcome, physical output on the project or removed similar from the original application. Minor changes on how the project will be delivered do not require to be explained at this stage.</p>
9,10	<p>Project Description</p> <p>Provide a detailed description of the overall project. You should include:</p> <ul style="list-style-type: none"> • The reason this project is required, including background to its development. • The aim(s) of the project • The infrastructure/land being developed / improved • How the project will be managed • Please provide detail on the project costs associated with the delivery of the project. If RCGF will contribute toward specific items of expenditure please highlight these and provide further detail, this should be consistent with financial breakdown provided at section 5. • This section can be used to outline the partnerships that your organisation has been involved with and the community involvement to develop the project – however full details on these should be provided at Q13 and Q15

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www.scotland.gov.uk/regenerationstrategy

Use this section to provide details of how your project supports the aims and outcomes of the Strategy at a policy level.

You should provide detail on how the project fits with the regeneration plans and land use plans for the local authority area, contributes to Single Outcome Agreements and more locally. URC's / SPV's should describe how this project contributes to their business/masterplan plan. You may also wish to refer to other policies at either national or local level, if these are relevant to your development, e.g. Government Economic Strategy, National Planning framework, Infrastructure Investment plan, Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy.

The expectation from Scottish Government is that investment via the Regeneration Capital Grant Fund will :

- focus on delivering large scale transformational change (with strong regeneration outcomes),
- be aimed at delivering projects and programmes which can lever in private sector investment and address market failure.
- primarily support areas which suffer from high levels of deprivation and disadvantage

The Regeneration Strategy states, physical change cannot be delivered in isolation, and should be part of a holistic approach to regeneration which also encompasses economic and social aspects.

12a	<p>Viability</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance but not exclusively, the potential of bridging with European Structural Funds, or other match funding opportunities to contribute to long-term vitality of the project.</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Your response should consider the timescales indicated for the spend Q6, the list of project milestones Q7, project description Q9, 10, the funding package that has been put in place Q19-22, and information relating to the planning and other legal requirements at Section 6.</p> <p>It will also include an assessment of legacy of the project, that is its impact and success at 12b</p>
12b	<p>Legacy</p> <p>The RCGF will not provide long-term funding and it is therefore important that projects have appropriate exit strategies or that organisations are able to identify how they will ensure continued funding and development of the project.</p> <p>You should provide details of what will happen when your RCGF funding stops, this could include:</p> <ul style="list-style-type: none"> • any exit strategy • options for future financing • options for mainstreaming • anticipated usage of new infrastructure and steps to ensure this is sustainable. • actions that will be taken to ensure the successful regeneration outcomes that the project is expected to achieve. • on-going community involvement

13	Community Involvement
	<p>Please provide evidence of how you engage with and involve the people living in the communities in the areas in which this project will be delivered.</p> <p>This would involve demonstration that the project has or will encompass a degree of community involvement, whether this be simply buy in from the community for the project to go ahead, local community representatives being involved and inputting into the project proposal submitted to the Investment Panel, or involvement of the community in the roll out of the project if the bid were to be successful.</p> <p>Communities should play an integral role in deciding what they want to be delivered in their area and would expect organisations to engage with and involve the people living in their communities in planning and developing the project.</p> <p>Include detail on how the project has been identified as meeting the needs and aspirations of the community and how they will benefit from the outcomes.</p> <p>If your project is to support a community of interest please include details of the wider community engagement that you have undertaken. This could be in the form of a community action plan or some wider strategy or policy.</p> <p>This process should embody the principles set out in the National Standards of Community Engagement.</p> <p>http://www.scdc.org.uk/what/national-standards/</p> <p>We do not require supporting documents at the application stage but you may be asked to provide these if your application is successful.</p>

Section 3 – Regeneration Outcomes

14	<p>Regeneration Outcomes</p> <p>Please refer to the list of Regeneration Strategy Supporting Outcomes that has been provided at Annex A.</p> <p>Please complete the table in the application form by including the appropriate Regeneration Strategy Outcomes for each of the three categories (i.e. physically, economically and socially sustainable communities outcomes), that apply to your project that will help you achieve the Regeneration Outcomes.</p> <p>Physical Outcomes - as the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change.</p> <p>Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities).</p> <p>Social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety.</p> <p>Outcomes are longer term and relate to the positive change that the project aims to have on the community, such as increasing employment or improving health.</p> <p>Consider how the project will have a long term beneficial effect on the community.</p>
15	<p>Partnership</p> <p>Please describe any partnerships in place for the delivery of the project, outlining any partner, their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter and identify any longer term benefits or lasting legacy your project will bring to the community as a result.</p>
16	<p>Evidence of Need</p> <p>Please provide further information on the disadvantaged communities this project will support or the impact that the project will have on wider disadvantaged areas. Use this section to provide details of the needs of the communities in which your project will be delivered.</p> <p>You should provide current evidence to support this, and can include:</p> <ul style="list-style-type: none"> • SIMD data • Rural disadvantage • Unemployment figures • Or any other information that you believe identifies the community as requiring further help to become sustainable and promote well-being. <p>You should also provide details of how this project will address those needs and how this will be measured.</p>

Section 4 Project Monitoring Reporting and Outputs

17	<p>Project Monitoring</p> <p>Please provide detail on what information you will collect and how you will monitor the project in terms of the outcomes it will have. In particular how you will measure the success of the project not just in the terms of the project and the physical infrastructure/changes it will create but in terms of its longer term impact on the local community and wider regional area.</p> <p>We will require regular monitoring reports for the project to ensure progress towards your desired outputs. This section should be used to detail what information you will be collecting to measure these outputs and how this will allow you to determine whether the aims, outputs and outcomes of the project are being achieved. We will also require an evaluation report at the end of the project.</p> <p>This section should be used to identify any information, tools and techniques you will be using to determine whether the project met or will meet its aims, outputs and outcomes.</p>
18a	<p>Project outputs</p> <p>Please select as many of the project outputs that are relevant and will be achieved by the delivery of your project and provide a realistic estimate.</p> <p>You may include additional outputs that the project will achieve but ensure you provide corresponding justification at 18b.</p> <p>Should your project ultimately be funded you will be expected to report on these figures as part of the monitoring process linked to claiming of grant in relation to the project.</p>
18b	<p>Description of outputs</p> <p>Please provide a brief explanation on the outputs selected at 18a for your project and the basis on which these have been estimated. If you included other outputs please include further detail.</p>

Section 5: Financial Breakdown

Question	Notes
19a	<p>Cost relating directly to RCGF Grant</p> <p>You should use your own budget headings in the table and outline the total costs for the project for each item. Only include those costs which are being directly funded by RCGF grant</p> <p>We anticipate only providing funding towards eligible project-specific capital expenditure.</p> <p>This may include, contract fees, professional and legal fees in regard to construction, consultancy, purchase of material/equipment, etc. which is required specifically for the project.</p> <p>Where the application demonstrates that additional overhead costs are incurred directly as a result of delivering this project we will consider grant support, for example additional management and overhead costs. Please note, however, this is not the principle aim of the fund and is likely only to be provided in exceptional circumstances and where clearly justified.</p>
19b	<p>Other costs relating to directly to activity on the project but not funded by RCGF.</p> <p>This could be :</p> <ul style="list-style-type: none"> • a proportion of the eligible cost detailed in 19a that will be supported by co-funding • Ineligible costs relating to the activity or expenditure in the project • Any activity that will take place beyond 31 March 2016. <p>Please do not include cost relating to wider regeneration activity. Only costs associated with the specific development described in the application should be detailed.</p>
20	<p>Please note that we will only pay for VAT that is non-recoverable. VAT if eligible should be included in each of the relevant project cost headings in question 19 and not as a separate cost category.</p>
21	<p>Provide details of all the funding that has been secured or is being sought to support the costs for the project. The total here should reflect the costs stated in 19a and 19b.</p> <p>Please note that whilst we are looking for the best value for money for the public purse we will not base our funding decisions solely on which projects offer the best intervention rates. Consideration is taken of how opportunities to engage with multiple organisations and secure funding differ greatly across Scotland.</p>
22	<p>Provide details of any in-kind contributions that support direct delivery of the project and how the value of these has been calculated.</p> <p>Please note that we do not consider the work undertaken to develop the project or prepare this application to be an in-kind contribution.</p>
	<p>All RCGF provided for 2015/16 must have been spent or legally committed in that year.</p>

Section 6: Legal Requirements and Terms and Conditions

Please read all of sections carefully. Please ensure you complete section 6.9 on planning, 6.10 State Aid and complete the authorisation

6.9 Requires that you indicate detail on the planning process and that all requirements are or can be met to deliver the project within the timescale. If appropriate please describe the ownership of the property/land and any issues relating to purchase if this is required.

6.10 Requires that you provide a specific statement on the state aid implications of delivering the project. You must indicate how this is considered, whether state aid applies and how it will be dealt with. Describe why state aid is not applicable in this case. Please note the State Aid Unit at Scottish Government will be consulted on any successful application to ensure compliance prior to a final grant offer being made.

Section 7: Acknowledgement and agreement on terms and conditions

Please ensure that the individual signing off the application has the authority to commit the organisation to the delivery of the project and to meet the terms and conditions which apply to the application for Regeneration Capital Grant Funding. The authorised signatory need not be the project contact.

All Regeneration Strategy Supporting Outcomes

Physically Sustainable Communities

- People have access to quality public space and appropriate greenspace
- Well planned neighbourhoods and local areas, with accessible facilities and amenities
- Communities have a positive appearance and are places where people want to live, work and invest
- Quality design and upkeep of buildings and spaces
- Address vacant and derelict land and property and preserve heritage/built environment for productive use
- Use resources efficiently and respect the natural environment

Economically Sustainable Communities

- Strong local economies, providing access to jobs and support for business
- A well trained workforce whose skills meet economic needs
- People have access to the learning and development opportunities that they need and the right support is in place to help people to work
- A thriving private sector and social enterprise
- Effective strategies in place to link economic opportunity and demand
- The right affordable housing options with sufficient availability and quality of housing across all tenures
- Places encourage positive and appropriate private sector investment and social enterprise which provides opportunities for business and jobs
- Infrastructure fosters the right conditions for growth and community cohesion, including good transport and digital connectivity
- Thriving towns and high streets
- Sustainable employment and reducing welfare dependency

Socially Sustainable Communities

- Communities and people are protected and feel safe
- Delivery is focussed on the needs of people
- Communities are involved in designing and delivering the services that affect them
- Strong and effective community networks are in place
- People have access to appropriate community facilities and places to meet
- Communities have a positive identity and future aspirations
- People are empowered to improve their area and maximise local assets
- People have good physical and mental health
- People have access to effective local services and facilities, including health, education and early years support
- Towns and high streets act as a focal point for social and economic interactions
- Communities are fair and inclusive, where all have a voice and can participate
- Sustainable employment to tackle worklessness



Regeneration Capital Grant Fund 2016/17 Second Stage Application

Organisation:	
Project Title:	
Ref No:	RCGF / 15 /
Start Date:	
Total Project Cost:	
Total Grant Request:	
Project Contact:	
Telephone Number:	

September 2015

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <http://www.scotland.gov.scot/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please insert the reference number for your project which was provided with your confirmation of first stage approval.

Completing the Application Form

1. Please use the Application Form Guidance Notes that can be downloaded from our Website: <http://www.scotland.gov.scot/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. The application must be completed and submitted by the lead organisation for the project and which submitted the application at first stage.
3. Please use the same project title as at first stage unless otherwise advised.
4. Please complete the application form **in full**. Check your application for completeness and accuracy before submission and ensure there are no blank sections in the form.
5. Please do not embed any documents, (such as maps, plans, photos) into the form. You may provide separately a plan or map of the area/ development if it would be helpful. No other documentation is required. If clarification or additional information is required this will be requested specifically. Recommendations will be based solely on the information provided in the application form. Any additional documentation will not be taken into account unless requested or agreed in advance by the Panel.
6. We would prefer all applications to be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation **before** submitting to us.
7. The application form should be submitted to rcgf@gov.scot by **12 noon on 26 October 2015**.
8. Application forms should be completed in Ariel font with a minimum size of 11. You should use the boxes provided as a guide to the level of response required.

Further Information

1. If you have any questions or require further information please contact us at rcgf@sgov.scot
2. Applicants should be aware that the Regeneration Capital Grant Investment Panel may request that the lead organisation for any project provide a presentation as part of the assessment process.

Section 1: Organisation details

1	Name of submitting organisation	
2	Address	Address: Postcode:

3	Main contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	Mobile	
	Email address	

4	Additional contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	Mobile	
	Email address	

9	<p>Please provide a detailed description of the overall project.</p> <p>This should cover the different milestones and timescales described at section 7. Please also provide detail on how the project will be managed and how you will ensure the project is delivered within timescale.</p>

10

Please provide a detailed description of the overall project. (continued)

11	<p>Strategic Policy Fit</p> <p>The Regeneration Capital Grant Fund is a key part of the Scottish Government's Regeneration Strategy, Achieving a Sustainable Future.</p> <p>Please demonstrate clearly how your project supports the vision and outcomes of the Strategy.</p> <p>Please describe clearly how your project supports the local regeneration strategy/development plan or masterplan for the area.</p>

12 a	<p>Viability – Key Project Criteria 10%</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance the potential of leveraging with other funding sources to contribute to long-term viability of the project. For Commercial / Business projects consider evidence of market failure and potential for private sector funding.</p>
12 b	<p>Legacy.</p> <p>How will you ensure that the benefits of the project continue when your RCGF funded project is complete? You should identify the longer term benefits or lasting legacy for the community.</p>

Community Involvement - Key Project Criteria (15%)

13

How have people living in the local community been involved in planning and developing the project?

Please describe how you have engaged with individuals and/or representative groups and how they have helped to design and shape the project. If your project is to support a community of interest please include details of the wider community engagement that you have undertaken.

Section 3: Regeneration Outcomes

14 **What are the expected outcomes of the project?**
 Please complete the table below by listing the appropriate Regeneration Strategy Outcomes for each of the three categories that apply to your project. (See annex A of stage 2 Guidance) Provide detail on the project outcomes and any evidence to support the basis for these outcomes. **(KEY PROJECT CRITERIA -75%)**

Regeneration Strategy Supporting Outcomes	Project Outcomes - Description
Physically Sustainable Communities As the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change. Physical regeneration could take the form of land remediation and enabling infrastructure.	30%
Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment, employment or training opportunities)	25%

Socially Sustainable Communities Social outcomes may include demonstration that the project will enhance social cohesion, community well-being or safety.	20%

16	<p>Evidence of Need</p> <p>Please provide details of how the project will be supporting disadvantaged communities or have an impact on wider disadvantaged areas.</p> <p>You should include evidence that demonstrates why support is required within the community e.g. Scottish Index of Multiple Deprivation (SIMD), rural disadvantage or other measures.</p>

Section 4a: Project Monitoring and Reporting

17	Please provide details of how and what information will be collected in order to demonstrate progress towards the outcomes and outputs listed in questions 14 and 18. Regular Monitoring and Progress Reports will required to support Grant claims.

Section 4b: Project reporting - outputs

18a	Please complete the table below indicating the potential outputs from the project. All projects are required to complete the table selecting as many of the indicators as are relevant. This is not an exhaustive list and may be added to where additional outputs related to the project are identified.	
	Description	Total
	No. of new jobs created	
	No. of construction jobs supported	
	No. of existing jobs supported	
	No. of training places created	
	Number of buildings refurbished brought back into use	
	Amount of business space created or modified—m2	
	Total Sqm of building created or refurbished	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use specifically in relation to temporary or permanent greening	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use	
	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.	

18b	Please provide further information on the indicators chosen and target figures provided.
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20	Do these costs include VAT: YES / NO	
If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs)		

21	Funding Breakdown -				
Other Funding Sources	Date confirmed or expected	2016/17	2017/18	2018/19	Total
Total Other Funding					
Total RCGF Funding					
Total Project Funding = Total expenditure 19a					

22	Direct in kind contributions. Please provide details of any 'in kind' contributions for the project and how the value of these has been calculated. These should not be included in project Costs.	
Description	Value	Basis for value.

Section 6: Legal Requirements and Conditions

6.1 Legal Requirements and Terms and Conditions

Data Protection, Freedom of Information and the Environmental Information Regulations

Applicants to the Regeneration Capital Grant Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

6.2 Equalities and Environmental Legislation

All organisations submitting an application to the Regeneration Capital Grant Fund must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.

Equally where appropriate confirm that an Environmental Impact Assessment on the project has been completed and accommodated.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission www.equalityhumanrights.com and guidance on relevant environmental legislation from the Scottish Government www.scotland.gov.scot/Topics/Environment/environmental-assessment .

We may require proof from you that you have considered your obligations as required under legislation.

6.3 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.
http://europa.eu/pol/env/index_en.htm

6.4 Compliance on Procurement

Project contracts must be the subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts Regulations. For further guidance, please use the links, which provides a number of reference documents you should review to check compliance.

<http://www.scotland.gov.scot/Topics/Government/Procurement>

<http://www.scotland.gov.scot/Topics/Government/Procurement/policy/ConstructionContractsLe>

6.5 Compliance with information requirements

Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. and even where information falls within an exempt category, there may be a public interest in the information being disclosed.

Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Government is obliged to supply the following information:

The data controller is the Scottish Government.

The information you provide will be used for the following purposes:

a. Processing your application. Your application will be made available to COSLA and the Regeneration Capital Grant Fund Investment Panel as part of the appraisal process.

b.If your application is successful, we may publish this application in hard copy or on the internet.

c.Data may be used for statistical and Scottish Government performance reporting and evaluation.

Apart from a) to c) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.

The Scottish Governments representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Government, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

6.6 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

6.7 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained below, stating the likely timescale for the resolution indicated. Please confirm that requirements relating Section 75 have been met. If your project involves works that requires road consent or historic building consent you should clarify this here.

6.8 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

http://www.stateaidscotland.gov.scot/state_aid/SA_MainView.jsp?

Please provide a brief statement of the considerations taken in terms of state aid and the use of the grant funding. Give reasons why state aid does not apply or how you will provide the aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

6.9 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you as part of the formal grant offer.

When returning your signed offer of grant acceptance, you are committing to all conditions contained therein.

Section 7 : Your agreement

By signing this application you are confirming that you are an authorised signatory for your organisation and are able to commit the organisation to the terms and conditions in applying for the Regeneration Capital Grant Fund. You are also confirming that the statement below is accurate.

As far as I know and believe, all of the information in this application form is true, accurate and complete. I am authorised to allow this project to go ahead.

I confirm :

That this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the regulations and that adequate management and financial safeguards are in operation.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose.

I also acknowledge that Scottish Government may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I am aware that any grant paid by the Scottish Government will require to be repaid if after investigation the Scottish Government decides that the project has not been carried out in accordance with the grant offer.

Where practical, I agree to ensure that recognition of the contribution of RCGF funding is included in any publicity material relating to the Project. The confirmation of RCGF support must be reflected on at least an equal basis with that of any other financial contributor to the Project.

I have read, understood and will comply with all the legal requirements set out in section 6.

We are happy for the Scottish Government to:

- publish details of the financial support they are giving to this project;
- give any details they have about our project from this application or from future assessments to other agencies, including other grant-making bodies; and
- use any of these details in news releases, publications and other publicity materials.
- If this application is successful, the information within can be published in hard copy and on the internet.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

Terms and Conditions : Acknowledged and Agreed

Authorised Signatory Details

Name :

Designation :

Contact Address :

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>

Telephone :

Mobile :

Email :

Signature :

Date :

September 2015



Regeneration Capital Grant Fund

Second Stage

Application Form

Guidance Notes

2016/17

September 2015

These notes should be referred to when completing the Regeneration Capital Grant Fund application form. If you wish to include a map to illustrate the area to be developed you can do so by enclosing this as a separate document. Please do not embed files within the application form. **Do not include any other documentation as it will not be considered by the Panel.**

Section 1: Cover Page

Note: To be eligible to apply for funding you must have received notification that your first stage application has been approved. If the lead organisation or title of the project has changed from the original first stage application please inform the Scottish Government Regeneration team. **Contact [REDACTED] Regeneration Investment Manager [REDACTED] [@gov.scot](mailto:[REDACTED]@gov.scot)**

The name of the organisation that will take lead responsibility for the project.

Please insert the title from your first stage application.

You will have been provided with a reference number with your first stage approval which you should insert here.

Please enter the start date of the project which should be the date activity/spend commences on the project, and which must be after 1 April 2016.

Enter the total costs of the project to which the RCGF grant will contribute. (do not include any in-kind contributions).

Enter the total RCGF grant being requested.

Provide the name, telephone and email for the person who can be contacted to discuss and or answer queries on the application.

Section 1: Organisation Details

Question	Notes
1	The name of the organisation that will take lead responsibility for the project. Should match cover page.
2	Full address including postcode should be entered here.
3	Name, Designation, full office address and contact details of person who can be contacted to discuss the application.
4	Name, Designation, full office address and contact details of person who can be contacted to discuss the application in absence of main contact.

Section 2: Project Details

Question	Notes
5	Please confirm the local authority areas and postcodes that this project will cover. Please be as detailed as you can and include postcodes in full.
6	Please provide the start and end dates for the project. Start dates relate to the first RCGF spend on the project on or after 1 April 2016. End dates relate to the completion of the activity (not grant claim) of the project. Note that expenditure / legal commitment in relation to the RCGF grant must have been made before 31/3/17 in order to be eligible.
7	Provide details of the key stages of the project that will help you to achieve your outcomes. You should also provide the date that each stage is due to be completed. You should use this as a guide to activities to be described in the project description at Q9. It is helpful to ensure you include the date major contract works are awarded.
8	<p>If you have introduced or removed any elements of the project from that described in your first stage project application please indicate this here. The Investment Panel will need to consider whether these are acceptable changes and do not impact on the approval of activity at first stage. If you have been advised to include or remove elements as part of the first stage feedback you should confirm this has been done at this section.</p> <p>You should only indicate a change if this will produce a new outcome or physical output on the project or similarly removed and output or outcome from the original application. Minor changes on how the project will be delivered do not require to be explained at this stage.</p>
9,10	<p>Project Description</p> <p>Provide a detailed description of the overall project. You should include:</p> <ul style="list-style-type: none"> • The reason this project is required, including background to its development. • The aim(s) of the project • The infrastructure/land being developed / improved • How the project will be managed • Please provide detail on the project costs associated with the delivery of the project. If RCGF will contribute toward specific items of expenditure please highlight these and provide further detail, this should be consistent with financial breakdown provided at section 5. • This section can be used to outline the partnerships that your organisation has been involved with and the community involvement to develop the project – however full details on these should be provided at Q13 and Q15
11	Strategic Policy

Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy, sets out the Government's vision of a Scotland where our most disadvantaged communities are supported and where all places are sustainable and promote well-being. The strategy also sets out our plans for delivering this vision in partnership with our stakeholders.

www.scotland.gov.uk/regenerationstrategy

Use this section to provide details of how your project supports the aims and outcomes of the Strategy at a policy level.

You should provide detail on how the project fits with the regeneration plans and land use plans for the local authority area, contributes to Single Outcome Agreements and more locally. URC's / SPV's should describe how this project contributes to their business/masterplan plan.

You may also wish to refer to other policies at either national or local level, if these are relevant to your development, e.g.

- [Scotland's Economic Strategy](#)
- [National Planning Framework](#)
- [Infrastructure Investment Plan](#)
- Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy.

The expectation is that investment via the Regeneration Capital Grant Fund will :

- focus on delivering large scale transformational change (with strong regeneration outcomes),
- be aimed at delivering projects and programmes which can lever in private sector investment and address market failure.
- primarily support areas which suffer from high levels of deprivation and disadvantage

The Regeneration Strategy states that physical change cannot be delivered in isolation and should be part of a holistic approach which also encompasses economic and social aspects.

Applicants may also wish to consider how the project will address the **Programme for Government** and how it may contribute to delivering a **Fairer Scotland**, addressing issues of inequalities.

12a	<p>Viability</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Please demonstrate the projects feasibility and practical delivery. Provide evidence to support how the project can be delivered within the proposed timescales.</p> <p>Demonstrate what steps have been taken, e.g. research, evaluation, partner involvement, that will enhance the projects likely impact and success.</p> <p>Clarify any relevant discussions, timescales and agreements in place relating to the bridging with other funding opportunities to contribute to long-term viability of the project.</p> <p>Your response should consider the timescales indicated for the spend (Q6), the list of project milestones (Q7), project description (Q9, 10), the funding package that has been put in place (Q19-22), and information relating to the planning and other legal requirements at Section 6.</p> <p>It will also include an assessment of legacy of the project, that is its impact and success at 12b.</p>
12b	<p>Legacy</p> <p>The RCGF provides initial capital investment for new or improved infrastructure. It does not provide long-term funding and it is therefore important that applicants have appropriate strategies in place to identify how they will ensure continued funding and development of the project.</p> <p>You should provide details of what will happen when your RCGF project is complete:</p> <ul style="list-style-type: none"> • options for future financing. • options for mainstreaming. • anticipated usage of new infrastructure and steps to ensure this is sustainable. • actions that will be taken to ensure the successful regeneration outcomes that the project is expected to achieve. • on-going community involvement.

13	Community Involvement
	<p>Please provide evidence of how you have engaged with and involved the people living in the communities in the areas in which this project will be delivered.</p> <p>Communities should play an integral role in deciding what they want to be delivered in their local area and the expectation is that applicants have engaged with and involved the people living in their communities in planning and developing the project.</p> <p>Please demonstrate the degree of community involvement in the project going ahead, how local community representatives have been involved and contributed to the project proposal submitted to the Investment Panel, or how the community will be involved in the roll out of the project if the bid were to be successful.</p> <p>Include detail on how the project has been identified as meeting the needs and aspirations of the community and how they will benefit from the outcomes.</p> <p>If your project is to support a community of interest please include details of the wider community engagement that you have undertaken. This could be in the form of a community action plan or some wider strategy or policy.</p> <p>This process should embody the principles set out in the National Standards of Community Engagement.</p> <p>http://www.scdc.org.uk/what/national-standards/</p> <p>We do not require supporting documents at the application stage but you may be asked to provide these if your application is successful.</p>

Section 3 – Regeneration Outcomes

14	<p>Regeneration Outcomes</p> <p>Please refer to the list of Regeneration Strategy Supporting Outcomes that has been provided at Annex A.</p> <p>Please complete the table in the application form by including the appropriate Regeneration Strategy Outcomes for each of the three categories (i.e. physically, economically and socially sustainable communities outcomes), that apply to your project that will help you achieve the Regeneration Outcomes.</p> <p>Outcomes are longer term and relate to the positive change that the project aims to have on the community, such as increasing employment or improving health</p> <p>Consider how the project will have a long term beneficial effect on the community.</p> <p>Physical Outcomes - as the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change.</p> <p>Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment, employment or training opportunities).</p> <p>Social outcomes may include demonstration that the project will enhance social cohesion, community well-being or safety.</p>
15	<p>Partnership</p> <p>Please describe any partnerships in place for the delivery of the project. Detail any partner, their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter. Identify any longer term benefits or lasting legacy the partners in your project will bring to the community as a result.</p>
16	<p>Evidence of Need</p> <p>Please provide further information on the disadvantaged communities this project will support or the impact that the project will have on wider disadvantaged areas. Use this section to provide details of the needs of the communities in which your project will be delivered.</p> <p>You should provide current evidence to support this, and can include:</p> <ul style="list-style-type: none"> • SIMD data • Rural disadvantage • Unemployment figures • Or any other information that you believe identifies the community as requiring further help to become sustainable and promote well-being.

	You should also provide details of how this project will address those needs and how this will be measured.
Section 4 Project Monitoring Reporting and Outputs	
17	<p>Project Monitoring</p> <p>Please provide detail on what information you will collect and how you will monitor the project in terms of the outcomes it will deliver.</p> <p>State how you will measure the success of the project not just in the terms of the physical infrastructure/changes it will create but also its longer term impact on the local community and wider regional area.</p> <p>We will require regular monitoring reports for the project to ensure progress towards your desired outcomes and outputs. This section should be used to detail what information you will be collecting to measure these and how this will allow you to determine whether the aims, outputs and outcomes of the project are being achieved. We will also require an evaluation report at the end of the project.</p> <p>This section should be used to identify any information, tools and techniques you will be using to determine whether the project met or will meet its aims, outputs and outcomes.</p>
18a	<p>Project outputs</p> <p>Please select as many of the project outputs that are relevant and will be achieved by the delivery of your project and provide a realistic estimate.</p> <p>You may include additional outputs that the project will achieve but ensure you provide corresponding justification at 18b.</p> <p>Should your project ultimately be funded you will be expected to report on these figures as part of the monitoring process linked to claiming of grant in relation to the project.</p>
18b	<p>Description of outputs</p> <p>Please provide a brief explanation on the outputs selected at 18a for your project and the basis on which these have been estimated. If you included other outputs please include further detail.</p>

Section 5: Financial Breakdown

Question	Notes
19a	<p>Finance Summary</p> <p>Please enter the overall costs and funding relating to the project broken down by the relevant financial year. Total Costs should be shown to be being met by RCGF and other funding sources. Figures here should be used as the basis for breakdowns provide in tables 19b and 19c. Space is provided or any clarification which you think would be helpful.</p> <p>You can use the comments box to describe the nature of costs or funding if this would be helpful.</p>
19b	<p>Expenditure funded by RCGF Grant for 2016/17.</p> <p>You should use your own budget headings in the table and outline the total costs for the project for each item. Only include those costs which are being directly funded by RCGF grant. i.e. total cost in this section should equal the grant requested.</p> <p>This may include, contract fees, professional and legal fees in regard to construction, consultancy, purchase of material/equipment, etc. which is required specifically for the project.</p> <p>Where additional costs are incurred directly as a result of delivering the project an element of grant support may be used to support additional management and overhead costs. Please note, however, this is not the principle aim of the fund and is likely only to be agreed in exceptional circumstances and where clearly justified.</p>
19c	<p>Expenditure funded by Other Sources.</p> <p>This could be :</p> <ul style="list-style-type: none"> • a proportion of the eligible cost detailed in 19a that will be supported by co-funding • Ineligible costs relating to the activity or expenditure in the project • Any activity that will take place beyond 31 March 2016. <p>Please do not include costs relating to wider regeneration activity. Only costs associated with the specific development described in the application should be detailed.</p>
20	<p>Please note that we will only pay for VAT that is non-recoverable. VAT if eligible should be included in each of the relevant project cost headings in question 19 and not as a separate cost category.</p>
21	<p>Provide details of all the funding that has been secured or is being sought to support the costs for the project. The total here should reflect the expenditure stated in 19a.</p> <p>Please note that whilst we are looking for the best value for money for the public purse we will not base our funding decisions solely on which</p>

	projects offer the best intervention rates. Consideration is taken of how opportunities to engage with multiple organisations and secure funding differ greatly across Scotland.
22	Provide details of any in-kind contributions that support direct delivery of the project and how the value of these has been calculated. Please note that we do not consider the work undertaken to develop the project or prepare this application to be an in-kind contribution.
	All RCGF awarded for 2016/17 must be spent or legally committed in that year.

Section 6: Legal Requirements and Terms and Conditions

Please read all of sections carefully. Please ensure you complete section 6.9 on planning, 6.10 State Aid and complete the authorisation

6.9 Requires that you indicate detail on the planning process and that all requirements are or can be met to deliver the project within the timescale. If appropriate please describe the ownership of the property/land and any issues relating to purchase if this is required.

6.10 Requires that you provide a specific statement on the state aid implications of delivering the project. You must indicate how this is considered, whether state aid applies and how it will be dealt with. Describe why state aid is not applicable in this case. Please note the State Aid Unit at Scottish Government will be consulted on any successful application to ensure compliance prior to a final grant offer being made.

Section 7: Acknowledgement and agreement on terms and conditions

Please ensure that the individual signing off the application has the authority to commit the organisation to the delivery of the project and to meet the terms and conditions which apply to the application for Regeneration Capital Grant Funding. The authorised signatory need not be the project contact.

All Regeneration Strategy Supporting Outcomes

Physically Sustainable Communities

- People have access to quality public space and appropriate greenspace
- Well planned neighbourhoods and local areas, with accessible facilities and amenities
- Communities have a positive appearance and are places where people want to live, work and invest
- Quality design and upkeep of buildings and spaces
- Address vacant and derelict land and property and preserve heritage/built environment for productive use
- Use resources efficiently and respect the natural environment

Economically Sustainable Communities

- Strong local economies, providing access to jobs and support for business
- A well trained workforce whose skills meet economic needs
- People have access to the learning and development opportunities that they need and the right support is in place to help people to work
- A thriving private sector and social enterprise
- Effective strategies in place to link economic opportunity and demand
- The right affordable housing options with sufficient availability and quality of housing across all tenures
- Places encourage positive and appropriate private sector investment and social enterprise which provides opportunities for business and jobs
- Infrastructure fosters the right conditions for growth and community cohesion, including good transport and digital connectivity
- Thriving towns and high streets
- Sustainable employment and reducing welfare dependency

Socially Sustainable Communities

- Communities and people are protected and feel safe
- Delivery is focussed on the needs of people
- Communities are involved in designing and delivering the services that affect them
- Strong and effective community networks are in place
- People have access to appropriate community facilities and places to meet
- Communities have a positive identity and future aspirations
- People are empowered to improve their area and maximise local assets
- People have good physical and mental health
- People have access to effective local services and facilities, including health, education and early years support
- Towns and high streets act as a focal point for social and economic interactions
- Communities are fair and inclusive, where all have a voice and can participate
- Sustainable employment to tackle worklessness



Scottish Government
Riaghaltas na h-Alba
gov.scot

Regeneration Capital Grant Fund 2017/18 Second Stage Application Form

Organisation:	
Project Title:	
Ref No:	RCGF / 16 /
Start Date:	
Total Project Cost:	
Total Grant Request:	
Project Contact:	
Telephone Number:	

September 2016

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please insert the reference number for your project which was provided with your confirmation of first stage approval.

Completing the Application Form

1. Please use the Application Form Guidance Notes that can be downloaded from our Website: <http://www.scotland.gov.uk/Topics/Built-environment/regeneration/investment/capitalgrants/rcgf>
2. The application must be completed and submitted by the lead organisation for the project and which submitted the application at first stage.
3. Please use the same project title as at first stage unless otherwise advised.
4. Please complete the application form **in full**. Check your application for completeness and accuracy before submission and ensure there are no blank sections in the form.
5. Please **do not** attach any additional information or embed any documents in the form. If clarification or additional information is required this will be requested separately. Decisions will be based solely on the information provided in the application form. Any additional documentation will not be taken into account unless requested or agreed in advance by the Regeneration Capital Grant Investment Panel.
6. We would prefer all applications to be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation **before** submitting to us.
7. The application form should be submitted to rcgf@gov.scot by **12 noon on 28th November 2016**.
8. Application forms should be completed in Arial font with a minimum size of 11. You should use the boxes provided as a guide to the level of response required.

Further Information

1. If you have any questions or require further information please contact us at rcgf@gov.scot
2. Applicants should be aware that the Panel may request that the lead organisation for any project provide a presentation as part of the assessment process.

Section 1: Organisation details

1	Name of submitting organisation	
2	Address	Address: Postcode:

3	Main contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	Mobile	
	Email address	

4	Additional contact for this application	
	Name	
	Job Title	
	Office Address (if different from above)	Address: Postcode:
	Telephone number	
	Mobile	
	Email address	

9	<p>Please provide a detailed description of the overall project.</p> <p>This should cover the different milestones and timescales described at section 7 and briefly but clearly, how your project supports the local regeneration strategy/development plan or masterplan for the area.</p>

10

Please provide a detailed description of the overall project. (continued)

11 a	<p>Viability – Key Project Criteria 10%</p> <p>Please provide details of how the project will be managed to ensure that it is delivered within timescales set out in section 7.</p> <p>Please demonstrate the projects feasibility and practical delivery including a summary of the demonstration of the projects likely impact and success, and for instance the potential of leveraging with other funding sources to contribute to long-term viability of the project.</p> <p>For Commercial / Business projects consider evidence of market failure and potential for private sector funding.</p>
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11 b	<p>Legacy.</p> <p>How will you ensure that the benefits of the project continue when your RCGF funded project is complete? You should identify the longer term benefits or lasting legacy for the community.</p>
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Community Involvement - Key Project Criteria (15%)

12

How have people living in the local community been involved in planning and developing the project?

Please describe how you have engaged with individuals and/or representative groups and how they have helped to design and shape the project. If your project is to support a community of interest please include details of the wider community engagement that you have undertaken.

Section 3: Regeneration Outcomes

13 **What are the expected outcomes of the project?**
 Please complete the table below by listing the appropriate **Regeneration Strategy Outcomes** for each of the three categories that apply to your project. (See annex A of stage 2 Guidance) Provide detail on the project outcomes and any evidence to support the basis for these outcomes. **(KEY PROJECT CRITERIA -75%)**

Regeneration Strategy Supporting Outcomes	Project Outcomes - Description
Physically Sustainable Communities As the nature of the fund is a capital grant fund, the emphasis and highest weighting is placed on physical regeneration which would result in transformational change. Physical regeneration could take the form of land remediation and enabling infrastructure.	30%
Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment, employment or training opportunities)	25%

Socially Sustainable Communities Social outcomes may include demonstration that the project will enhance social cohesion, community well-being or safety.	20%

Partnership	
14	In addition to Community Groups (see Q12), have you developed the project in conjunction with any other partners? (for example, private, other public or third sector organisations.) If yes, please provide details. If not, please explain why.

15	<p>Evidence of Need</p> <p>Please provide details of how the project will be supporting disadvantaged communities or have an impact on wider disadvantaged areas.</p> <p>You should include evidence that demonstrates why support is required within the community e.g. Scottish Index of Multiple Deprivation (SIMD), rural disadvantage or other measures.</p>

Section 4a: Project Monitoring and Reporting

16	Please provide details of how and what information will be collected in order to demonstrate progress towards the outcomes and outputs listed in questions 13 and 17. Regular Monitoring and Progress Reports will required to support Grant claims.

Section 4b: Project reporting - outputs

17a	Please complete the table below indicating the potential outputs from the project. All projects are required to complete the table selecting as many of the indicators as are relevant. This is not an exhaustive list and may be added to where additional outputs related to the project are identified.	
	Description	Total
	No. of new jobs created	
	No. of construction jobs supported	
	No. of existing jobs supported	
	No. of training places created	
	Number of buildings refurbished brought back into use	
	Amount of business space created or modified—m2	
	Total Sqm of building created or refurbished	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use specifically in relation to temporary or permanent greening	
	Vacant and Derelict Land remediated, de-risked (ha) or brought back into use	
	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.	

17b	Please provide further information on the indicators chosen and target figures provided.
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19	Do these costs include VAT: YES / NO	
If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs)		

20	Funding Breakdown -					
Other Funding Sources	Confirmed Yes/no	Date confirmed or expected	2017/18	2018/19	2019/20	Total
Total Other Funding						
Total RCGF Funding						
Total Project Funding = Cost 18b + 18c						

21	Direct in kind contributions.	
Please provide details of any 'in kind' contributions for the project and how the value of these has been calculated.		
Description	Value	Basis for value.

Section 6: Legal Requirements and Conditions

6.1 Legal Requirements and Terms and Conditions

Data Protection, Freedom of Information and the Environmental Information Regulations

Applicants to the Regeneration Capital Grant Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

6.2 Equalities and Environmental Legislation

All organisations submitting an application to the Regeneration Capital Grant Fund must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.

Equally where appropriate confirm that an Environmental Impact Assessment on the project has been completed and accommodated.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission www.equalityhumanrights.com and guidance on relevant environmental legislation from the Scottish Government www.scotland.gov.uk/Topics/Environment/environmental-assessment .

We may require proof from you that you have considered your obligations as required under legislation.

6.3 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.
http://europa.eu/pol/env/index_en.htm

6.4 Compliance on Procurement

Project contracts must be the subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts Regulations. For further guidance, please use the links, which provides a number of reference documents you should review to check compliance.

<http://www.scotland.gov.uk/Topics/Government/Procurement>

<http://www.scotland.gov.uk/Topics/Government/Procurement/policy/ConstructionContractsLe>

6.5 Compliance with information requirements

Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. and even where information falls within an exempt category, there may be a public interest in the information being disclosed.

Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Government is obliged to supply the following information:

The data controller is the Scottish Government.

The information you provide will be used for the following purposes:

a.Processing your application. Your application will be made available to COSLA and the Regeneration Capital Grant Fund Investment Panel as part of the appraisal process.

b.If your application is successful, we may publish this application in hard copy or on the internet.

c.Data may be used for statistical and Scottish Government performance reporting and evaluation.

Apart from a) to c) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.

The Scottish Governments representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Government, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

6.6 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

6.7 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained below, stating the likely timescale for the resolution indicated. Please confirm that requirements relating Section 75 have been met. If your project involves works that requires road consent or historic building consent you should clarify this here.

6.8 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?

Please provide a statement of the considerations taken in terms of state aid and the use of the grant funding. Give reasons why state aid does not apply or how you will provide the aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

6.9 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you as part of the formal grant offer.

When returning your signed offer of grant acceptance, you are committing to all conditions contained therein.

Section 7 : Your agreement

By signing this application you are confirming that you are an authorised signatory for your organisation and are able to commit the organisation to the terms and conditions in applying for the Regeneration Capital Grant Fund. You are also confirming that the statement below is accurate.

As far as I know and believe, all of the information in this application form is true, accurate and complete. I am authorised to allow this project to go ahead.

I confirm :

That this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the regulations and that adequate management and financial safeguards are in operation.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose.

I also acknowledge that Scottish Government may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I am aware that any grant paid by the Scottish Government will require to be repaid if after investigation the Scottish Government decide that the project has not been carried out in accordance with the grant offer.

I agree to acknowledge the support of Regeneration Capital Grant Funding for the project in any relevant publicity.

I have read, understood and will comply with all the legal requirements set out in section 6.

We are happy for the Scottish Government to:

- publish details of the financial support they are giving to this project;
- give any details they have about our project from this application or from future assessments to other agencies, including other grant-making bodies; and
- use any of these details in news releases, publications and other publicity materials.
- If this application is successful, the information within can be published in hard copy and on the internet.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

Terms and Conditions : Acknowledged and Agreed

Authorised Signatory Details

Name :

Designation :

Contact Address :

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>

Telephone :

Mobile :

Email :

Signature :

Date :

September 2016