



Regeneration Capital Grant Fund

Second Stage

Application Form

Guidance Notes

2017/18

September 2016

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**

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 2017 and prior to 31 March 2018. Projects starting after 31 December 2017 will be scrutinised carefully in terms of their viability.

Enter the total costs of the project to which the RCGF grant will contribute (do not include any in-kind contributions) and should correspond be the total given at 18a.

Enter the total RCGF grant being requested and should correspond to the total grant request given at 18a.

Provide the name, telephone and email for the person who should be contacted to discuss any queries on the application. This should be someone from the lead organisation.

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 include ward areas that this project will cover. Please be as detailed as you can and include postcodes where helpful.
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 2017. 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 by 31/3/2018 in order to be eligible. There is no facility to carry over grant into future financial years.
7	Provide details of the key stages of the project delivery and include 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. Please ensure you include the date major contract works are awarded which should ideally be prior to 31 December 2017.
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 an 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> <p>Increases in grant requests are not anticipated but will be considered on an exceptional basis. The panel will consider any such request but will approve only on a case by case basis and where they feel it has been clearly justified.</p> <p>Following their meeting the panel may ask officials to discuss the level of grant award with project applicants which may result in a revised offer to the project.</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"> • What will be physically delivered by the project and how this will deliver additional and or better outcomes. • The aim(s) of the project. • The reason this project is required, including background to its development. Specific evidence of need should be included at Q15. • Some detail on the project costs associated with the delivery of the project. If RCGF will contribute toward specific items of expenditure

	<p>please highlight these and provide further detail, this should be consistent with financial breakdown provided at Section 5. Please refer to the focus and eligibility of expenditure which is included within the Q and A.</p> <ul style="list-style-type: none"> You should provide detail on how your project supports the local regeneration strategy/development plan or masterplan for the area, contributes to Single Outcome Agreements. 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. Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy http://www.scotland.gov.uk/regenerationstrategy Scotland's Economic Strategy National Planning Framework Infrastructure Investment Plan Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy. 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, inclusive growth, addressing issues of inequality.
11a	<p>Viability</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Please demonstrate the project's feasibility and practical delivery.</p> <p>Provide evidence to support how the project can be delivered within the proposed timescales and in particular that the project will commence and draw grant during 2017/18. Describe how the project will be managed and monitored ensuring it can be delivered in the timescales required.</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>Provide evidence that there is demand for the project in terms of economic potential, market failure in terms of investment.</p> <p>Clarify any relevant discussions, timescales and agreements in place relating to securing and 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 (Q18-21), and information relating to the planning and other legal requirements at Section 6.</p>

11b	<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. • ongoing community involvement.
12	<p>Community Involvement</p>
	<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>The expectation is that applicants will have engaged with and involved the people living in their communities in planning and developing the project. Where relevant detail how the local community has played an integral role in deciding on the project to be delivered, how it will meet their aspirations and how they will benefit from the outcomes.</p> <p>Demonstrate how local community representatives have been involved and contributed to the project proposal, and/or how the community will be involved in the roll out of the project if the bid were to be successful.</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

13	<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>
14	<p>Partnership</p> <p>In addition to the Community Organisations detailed at P12 have you developed the project in conjunction with other partners, 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> <p>Describe how other third sector or public organisations will be involved in the roll out of the project, e.g. taking over running of a building, or public sector providing new/enhanced or additional services.</p> <p>Evidence to demonstrate contributions for partners is not required at the application stage but you may be asked to provide this if your application is successful.</p>

15	<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>
<p>Section 4 Project Monitoring Reporting and Outputs</p>	
16	<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>
17a	<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 17b.</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>
17b	<p>Description of outputs</p> <p>Please provide a brief explanation on the outputs selected at 17a 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
18a	<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>
18b	<p>Expenditure funded by RCGF Grant for 2017/18.</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>
18c	<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 18a 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 2018. <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>
19	<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 18 and not as a separate cost category.</p>
20	<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 18a.</p> <p>Please note that while 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</p>

	opportunities to engage with multiple organisations and secure funding differ greatly across Scotland.
21	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 2017/18 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.

It is likely that any grant funding awarded to public bodies such as Local Authorities will not be regarded as State Aid. However, the third party beneficiaries of these grant awards may be themselves engaged in economic activity and therefore you must consider the four State Aid tests.

Please provide comments beside each of the four State Aid tests below, and explain why you believe each test to be met or not at the level of the third party beneficiary.

Test 1

Has there been an intervention by the State or through State resources? (RCGF is a grant provided by Scottish Government and so therefore will be regarded as a State Resource)

Test 2

Does the intervention give the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions? (This could be relieving a company of regeneration costs that it would otherwise have to bear themselves)

Test 3

Has competition been or may be distorted? (If the intervention is likely to be selective, it will undoubtedly have the ability to distort competition even on a local basis)

Test 4

Is the intervention likely to affect trade between Member States? (Does this activity have a market in other Member States or does it intend to attract visitors from other Member States?)

Cont..

Please note that the four tests are cumulative therefore all have to be met for State Aid to be present. If State Aid is believed to be present, applicants will need to consider the options available to deliver the aid compliantly. One of these is the General Block Exemption Regulation (GBER) which has cover for a variety of activities (eg) Culture and Heritage Conservation and local infrastructure projects where there are schemes in place (please see SLAED website pages) in order to deliver this.

*If you are an urban regeneration company or other SPV you will need to speak to the Scheme Administrator regarding State Aid cover.

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
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Regeneration Capital Grant Fund 2018/19 Second Stage Application Form

Organisation:	
Project Title:	
Ref No:	RCGF / 17 /
Start Date:	
Total Project Cost:	
Total Grant Request:	
Project Contact:	
Telephone Number:	

October 2017

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <https://beta.gov.scot/policies/regeneration/capital-investment/>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please use 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: <https://beta.gov.scot/policies/regeneration/capital-investment/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. 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 8th December 2018**
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	

Section 2: Project Details

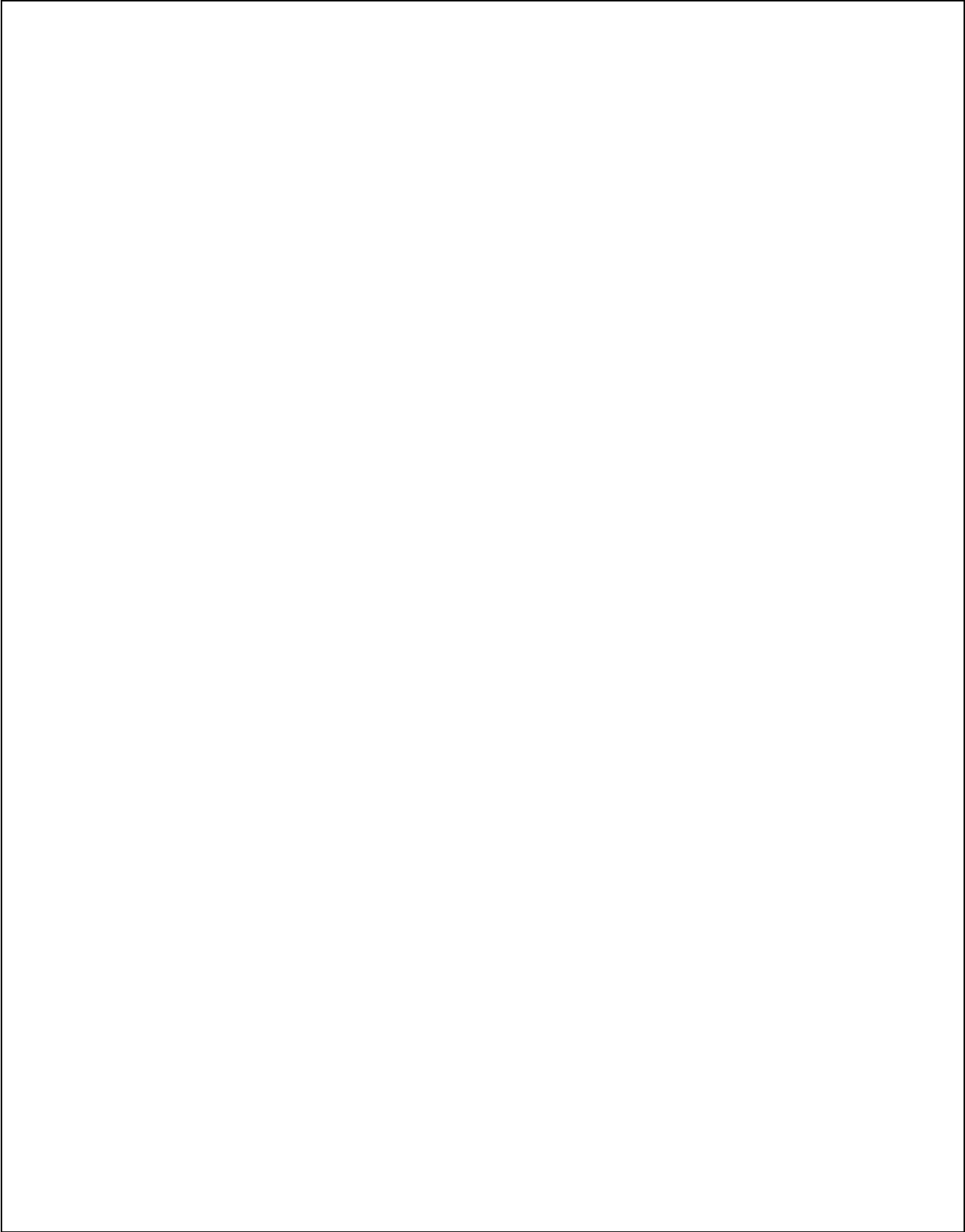
5	What geographic areas will the project cover?	Local Authority Area(s): wards	
6	RCGF Project start date	Start date (dd/mm/yy) (must be on or after 1 April 2018)	
	RCGF Project End Date	End Date (dd/mm/yy) (final completion date of the project)	

7	<p>Please list the key tasks for the implementation of the project and how these will be delivered.</p> <p>Please complete the table below. You should include all of the main stages and milestones required to deliver your project successfully. This should form the basis of the full project description provided at Q9.</p>
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Key Project Tasks/Milestones 2018/19 – Grant Period	Date Expected
Key Project Tasks/Milestones April 20189 onwards	

8	Have you have made any substantive changes or included any new elements to your project from first stage. Yes /No. If yes please provide detail below.	

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 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>
10 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%)	
11	<p>How have people living in the local community been involved in planning and developing the project?</p> <p>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.</p>

Partnership	
12	<p>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.</p>

Evidence of Need	
13	<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 3: Regeneration Outcomes / Project Outputs

14	<p>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%)</p>	
<p>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.</p>		<p>30%</p>
<p>Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment, employment or training opportunities)</p>		<p>25%</p>

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

15a	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.		

15b	Please provide further information on the indicators chosen and target figures provided.
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Section 4 Monitoring

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 14 and 15. Regular Monitoring and Progress Reports will required to support Grant claims.

Section 5: FINANCIAL BREAKDOWN

17a- Finance Summary	2018/19	2019/20	2020/21	Total
Total Project Expenditure				
RCGF Grant Requested				
Other Funding Sources				
Comments:				

17b – Expenditure funded by RCGF Grant				
Project Delivery Costs				
Capital	2018/19	2019/20	2020/21	Total Cost
Expenditure Heading				
Total				
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)				

17c – Capital costs funded by other sources				
Capital	20118/19	20119/20	2020/21	Total Cost
Expenditure Heading				
Total				
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)				

18	Funding Breakdown -					
Other Funding Sources	Confirmed Yes/no	Date confirmed or expected	20118/19	20119/20	2020/21	Total
Total Other Funding						
Total RCGF Funding						
Total Project Funding = Cost 18b + 18c						

19	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 <https://beta.gov.scot/publications/strategic-environmental-assessment-guidance/>.

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.

<https://beta.gov.scot/publications/scottish-procurement-open-contracting-strategy/>

<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 any aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

1. There has been an intervention by the State or through State resources which can take a variety of forms (e.g. grants, interest and tax reliefs, guarantees, government holdings of all or part of a company, or providing goods and services on preferential terms, etc)

YES

2. The intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions.

3. Competition has been or may be distorted.

4. The intervention is likely to affect trade between Member States.

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 :

October 2017



Scottish Government
Riaghaltas na h-Alba
gov.scot

Regeneration Capital Grant Fund

Second Stage

Application Form

Guidance Notes

2018/19

October 2017

These notes should be referred to when completing the Regeneration Capital Grant Fund second stage 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]**

The name of the organisation that will take lead responsibility for the project and is applying for the grant

Please insert the title from your first stage application.

You will have been provided with a reference number with your first stage approval email 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 2018 and prior to 31 March 2019. **Projects starting after 31 December 2018 will be scrutinised carefully in terms of their viability. Projects which can demonstrate that all funding is in place or will be in place and the project works will have been procured by September 2018 may be prioritised.**

Enter the total costs of the project to which the RCGF grant will contribute (do not include any in-kind contributions). This should be the same total as given at 18a.

Enter the total RCGF grant being requested. This should be the same as total grant request given at 18a.

Provide the name, telephone and email for the person who should be contacted to discuss any queries on the application. This must be someone from the lead organisation.

Section 1: Organisation Details

Question	Notes
1	The name of the organisation that will take lead responsibility for the project and is applying for the grant. 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	<p>Please confirm the local authority areas and include ward areas that this project will cover. Please be as detailed as you can and include postcodes where helpful.</p> <p>Please also provide the exact address of the site/ property to be redeveloped.</p>
6	<p>Please provide the start and end dates for the project. Start dates relate to the first RCGF spend on the project which must be on or after 1 April 2018. End dates relate to the completion of the project activity (not grant claim). Please Note that expenditure / legal commitment in relation to the RCGF grant must have been made by 31/3/2019 in order to be eligible.</p>
7	<p>Provide details of the key stages of the project delivery and include 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. Please ensure you include the following: planning in place, design team appointed, start of the procurement process, the date major contract works are awarded which should ideally be prior to 31 December 2017.</p>
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.</p> <p>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 an 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> <p>Increases in grant requests are not anticipated but will be considered on an exceptional basis. The panel will consider any such request but will approve only on a case by case basis and where they feel it has been clearly justified.</p> <p>Following their meeting the panel may ask officials to discuss the level of grant award with project applicants which may result in a revised offer to the project.</p>
9	<p>Project Description</p> <p>Provide a detailed description of the overall project. You should include:</p>

	<ul style="list-style-type: none"> • What will be physically delivered by the project and how this will deliver additional and/ or better outcomes? • The aim(s) of the project. • The reason this project is required, including background to its development. Specific evidence of need should be included at Q13. • Some detail on the project costs associated with the delivery of the project. Please make it clear what element of the project will be funded by RCGF and provide further detail, this should be consistent with financial breakdown provided at Section 5. Please refer to the focus and eligibility of expenditure which is included within the Q and A. • Please clarify who owns the site/ property and whether this will change throughout the process. • You should provide detail on how your project supports the local regeneration strategy/development plan or masterplan for the area, contributes to Single Outcome Agreements. • 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. • Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy <ul style="list-style-type: none"> • https://beta.gov.scot/publications/achieving-sustainable-future-regeneration-strategy/ • Scotland's Economic Strategy • National Planning Framework • Infrastructure Investment Plan • Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy. • 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, inclusive growth, addressing issues of inequality.
10a	<p>Viability</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Please demonstrate the project's feasibility and practical delivery.</p> <p>Provide evidence to support how the project can be delivered within the proposed timescales and in particular that the project will commence and draw grant during 2018/19. It is anticipated that all funding should be in place no later than the end of September 2018. Projects should be able to demonstrate that their capital works relating to the RCGF grant are fully procured and contractors appointed prior to 31 December 2018.</p> <p>Demonstrate that work is underway to ensure that funding from other sources will be secured, including the timescale for any decisions and likelihood of success. Please note that funding sources such as BIG,</p>

	<p>Heritage Lottery etc. are likely to be consulted on your application.</p> <p>Describe how the project will be managed and monitored ensuring it can be delivered in the timescales required. Where lead applicants are working with external partners please provide detail on any review of relevant business cases that support RCGF investment in the project.</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>Provide evidence that there is demand for the project in terms of economic potential, market failure in terms of investment.</p> <p>Your response should consider the timescales indicated for the spend (Q6), the list of project milestones (Q7), project description (Q9), the funding package that has been put in place (Q18-19), and information relating to the planning and other legal requirements at Section 6.</p>
10b	<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>Clarify any relevant discussions, timescales and agreements in place relating to securing and bridging with other funding opportunities to contribute to long-term viability 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.
11	<p>Community Involvement</p>
	<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>The expectation is that applicants will have involved local people in planning and developing the project. Detail how the local community has played an integral role in deciding on the project to be delivered, how it will meet their aspirations and how they will benefit from the outcomes.</p> <p>Demonstrate how local community representatives have been involved and contributed to the project proposal, and/or how the community will</p>

	<p>be involved in the roll out of the project if the bid were to be successful.</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>
12	<p>Partnership</p> <p>In addition to the Community Organisations detailed at Q11, have you developed the project in conjunction with other partners, 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> <p>Describe how other third sector or public organisations will be involved in the roll out of the project, e.g. taking over running of a building, or public sector providing new/enhanced or additional services.</p> <p>Evidence to demonstrate contributions from partners is not required at the application stage but you may be asked to provide this if your application is successful.</p>
13	<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 3 Regeneration Outcomes / Project Outputs	
14	<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), that apply to your project.</p> <p>Outcomes are longer term and relate to the positive change that the</p>

	<p>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	Project outputs
	<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 15b.</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>
16	Description of indicators chosen, regeneration outcomes and project outputs
	Please provide a brief explanation on the outcomes and outputs selected at 14, 15 and 16 for your project and the basis on which these have been estimated. If you included other outputs please include further detail.
Section 4 Monitoring and Reporting	
17	Project Monitoring
	<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>If you are a Lead Partner please include information on how you will be supporting organisation delivering the project.</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>

	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.
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Section 5: Financial Breakdown

Question	Notes
	Please Note the focus is on projects that can start and deliver significant expenditure during 2018/19, project starting after December 18 will be subject to additional scrutiny.
18a	Finance Summary
	<p>Please enter the overall costs and funding relating to the project broken down by the relevant financial year. Total Expenditure 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 18b and 18c. Space is provided or any clarification which you think would be helpful.</p> <p>Please use the comments box to provide a breakdown of costs and describe the nature of costs or funding.</p>
18b	Expenditure funded by RCGF Grant.
	<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>
18c	Expenditure funded by Other Sources.
	<p>This could be :</p> <ul style="list-style-type: none"> • a proportion of the eligible cost detailed in 18a that will be supported by co-funding • Ineligible costs relating to the activity or expenditure in the project <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>
	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 18 and not as a separate expenditure heading.
	Funding breakdown
19	Provide details of all the funding that has been secured or is being

	<p>sought to support the costs for the project. The total here should reflect the expenditure stated in 18a.</p> <p>Please note that while we are looking for the best value for money for the public purse, recommendations are not made 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>
20	<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>

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.

It is likely that any grant funding awarded to public bodies such as Local Authorities will not be regarded as State Aid. However, the third party beneficiaries of these grant awards may be themselves engaged in economic activity and therefore you must consider the four State Aid tests.

Please provide comments beside each of the four State Aid tests below, and explain why you believe each test to be met or not at the level of the third party beneficiary.

Test 1

Has there been an intervention by the State or through State resources? (RCGF is a grant provided by Scottish Government and so therefore will be regarded as a State Resource). The answer to this question will be YES.

Test 2

Does the intervention give the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions? (This could be relieving a company of regeneration costs that it would otherwise have to bear themselves)

Test 3

Has competition been or may be distorted? (If the intervention is likely to be selective, it will undoubtedly have the ability to distort competition even on a local basis)

Test 4

Is the intervention likely to affect trade between Member States? (Does this activity

have a market in other Member States or does it intend to attract visitors from other Member States?)

Please note that the four tests are cumulative therefore all have to be met for State Aid to be present. If State Aid is believed to be present, applicants will need to consider the options available to deliver the aid compliantly. One of these is the General Block Exemption Regulation (GBER) which has cover for a variety of activities (e.g.) Culture and Heritage Conservation and local infrastructure projects where there are schemes in place in order to deliver this.

*If you are an urban regeneration company or other SPV you will need to speak to the Scheme Administrator regarding State Aid cover.

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



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Regeneration Capital Grant Fund 2019/20 Second Stage Application Form

Organisation:	
Project Title:	
Ref No:	RCGF / 18 /
Start Date:	
Total Project Cost:	
Total Grant Request:	
Project Contact:	
Telephone Number:	

October 2018

Before Completing this Application Form

1. Please refer to our website and Frequently Asked Questions carefully. These can be downloaded from our website <https://beta.gov.scot/policies/regeneration/capital-investment/>
2. Please note you should only submit this application if you have received notification that your first stage application has been approved.
3. Please use 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: <https://beta.gov.scot/policies/regeneration/capital-investment/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 are based solely on the information provided in the application form. Additional documentation will not be taken into account unless requested or agreed in advance by the RCGF Investment Panel.
6. 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 **Monday 19 November 2018**.
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. The completed application form should not exceed 30 pages in length.

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	

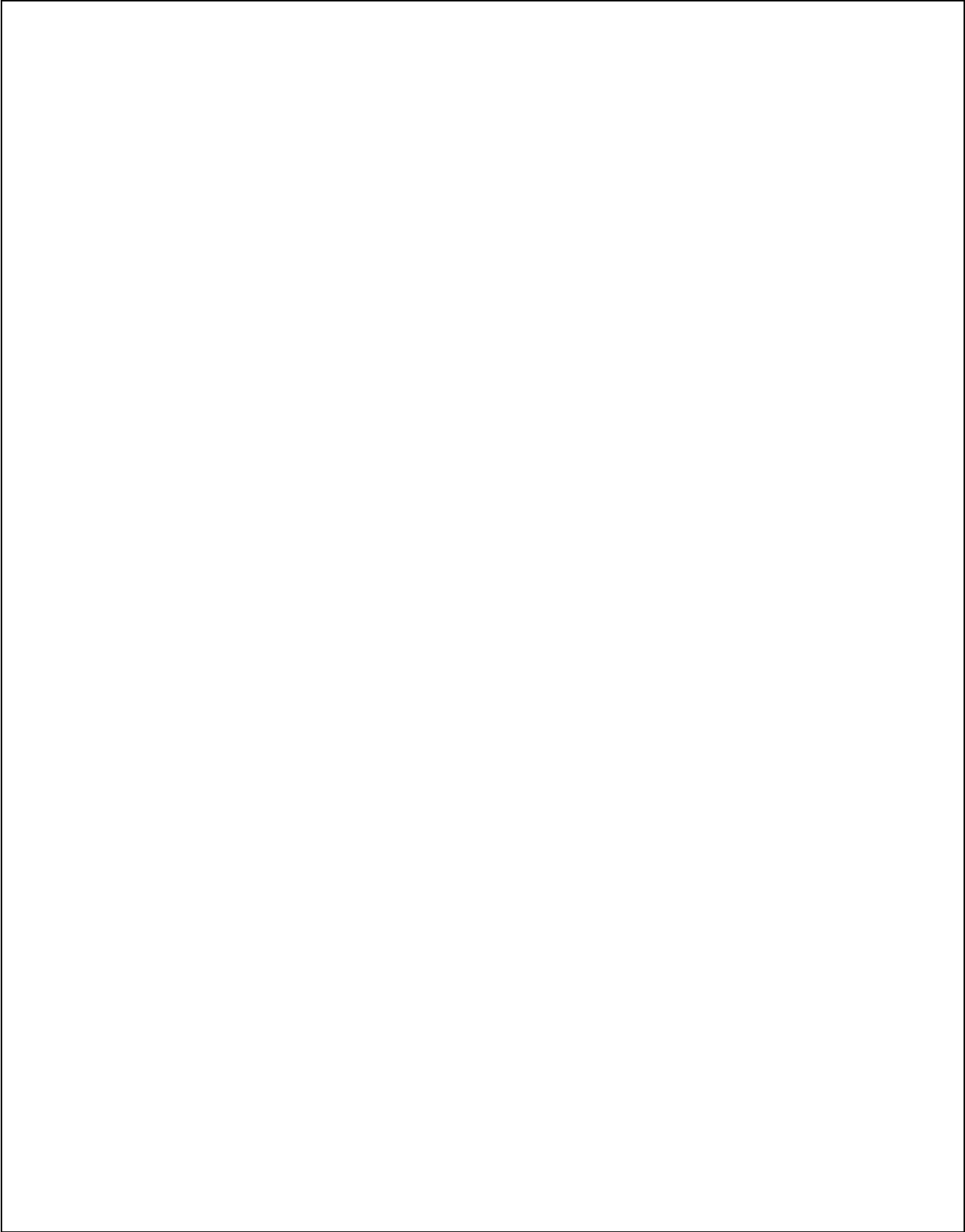
Section 2: Project Details

5	What geographic areas will the project cover?	Local Authority Area(s): wards	
6	RCGF Project start date	Start date (dd/mm/yy) (must be on or after 1 April 2018)	
	RCGF Project End Date	End Date (dd/mm/yy) (final completion date of the project)	

7	<p>Please list the key tasks for the implementation of the project and how these will be delivered.</p> <p>Please complete the table below. You should include all of the main stages and milestones required to deliver your project successfully. This should form the basis of the full project description provided at Q9.</p>		
Key Project Tasks/Milestones 2019/20 – Grant Period		Date Expected	
Key Project Tasks/Milestones April 2019 onwards			

8	Have you have made any substantive changes or included any new elements to your project from first stage. Yes /No. If yes please provide detail below.	

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 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>
10 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%)
11	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.

Partnership	
12	<p>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.</p>

Evidence of Need	
13	<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>

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

15a	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.		

15b	Please provide further information on the indicators chosen and target figures provided.
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Section 4 Monitoring

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 14 and 15. Regular Monitoring and Progress Reports will required to support Grant claims.

Section 5: FINANCIAL BREAKDOWN

17a- Finance Summary	2019/20	2020/21	2021/22	Total
Total Project Expenditure				
RCGF Grant Requested				
Other Funding Sources				
Comments:				

17b – Expenditure funded by RCGF Grant				
Project Delivery Costs				
Capital	2019/20	2020/21	2021/22	Total Cost
Expenditure Heading				
Total				
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)				

17c – Capital costs funded by other sources				
Capital	2019/20	2020/21	2021/22	Total Cost
Expenditure Heading				
Total				
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)				

18	Funding Breakdown -					
Other Funding Sources	Confirmed Yes/no	Date confirmed or expected	2019/20	2020/21	2021/22	Total
Total Other Funding						
Total RCGF Funding						
Total Project Funding = Cost 18b + 18c						

19	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 <https://beta.gov.scot/publications/strategic-environmental-assessment-guidance/>.

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.

<https://beta.gov.scot/publications/scottish-procurement-open-contracting-strategy/>

<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 that is personal data for the purposes of the General Data Protection Regulation 2018 (GDPR) and in respect of which the Scottish Government is obliged to supply the following information:

The data controller is the Scottish Government.

The legal basis for collecting the information is Article 6(1) (c) and Article 6(1)(e) - of the GDPR.

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. Where you have identified additional funding sources within your application, the application may be shared with those funders as part of the assessment and appraisal process.

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

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

The application form will be stored securely and retained in order to ensure compliance with grant conditions that apply to projects that are successful in receiving funding.

Apart from a) to d) 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.

Your Rights :

You have the right to request information about how your personal data is processed and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay and you can edit your contact details at any time. This should be done in the first instance by contacting the organisation providing you with support.

Further information on The Scottish Government and its processing of personal data can be found here. <https://beta.gov.scot/about/contact-information/personal-data/>

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 -

<https://www.gov.scot/Topics/Government/State-Aid/About/state-aid-tests>

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 any aid compliantly. e.g. using a Notified Scheme or Exemption. Please note a notified state aid scheme is not in place to cover RCGF.

1. There has been an intervention by the State or through State resources that can take a variety of forms (e.g. grants, interest and tax reliefs, guarantees, government holdings of all or part of a company, or providing goods and services on preferential terms, etc.)

YES

2. The intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions.

YES

3. Competition has been or may be distorted.

4. The intervention is likely to affect trade between Member States.

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 can confirm that organisations named at section 2 within this application have read, understood and will comply with all the legal requirements set out in section 6 and are content 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. We 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 2018



Scottish Government
Riaghaltas na h-Alba
gov.scot

Regeneration Capital Grant Fund

Second Stage

Application Form

Guidance Notes

2019/20

October 2018

These notes should be referred to when completing the Regeneration Capital Grant Fund second stage 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.**

You are asked to be concise and use the text box sizes as a guide in the level of response required. Although overall size is not restricted, the final application form is not expected to exceed 30 pages.

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]**

The name of the organisation that will take lead responsibility for the project and is applying for the grant

Please insert the title from your first stage application.

You will have been provided with a reference number with your first stage approval email and 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 2019 and prior to 31 March 2020. **Projects starting after 31 December 2019 will be scrutinised carefully in terms of their viability. Projects which can demonstrate that all funding is in place or will be in place and the project works will have been procured by September 2019 may be prioritised.**

Enter the total costs of the project to which the RCGF grant will contribute (do not include any in-kind contributions). This should be the same total as given at 17a.

Enter the total RCGF grant being requested. This should be the same as total grant request given at 17a.

Provide the name, telephone and email for the person who should be contacted to discuss any queries on the application. This must be someone from the lead organisation.

Section 1: Organisation Details

Question	Notes
1	The name of the organisation that will take lead responsibility for the project and is applying for the grant. 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	<p>Please confirm the local authority areas and include ward areas that this project will cover. Please be as detailed as you can and include postcodes where helpful.</p> <p>Please also provide the exact address of the site/ property to be redeveloped.</p>
6	<p>Please provide the start and end dates for the project. Start dates relate to the first RCGF spend on the project which must be on or after 1 April 2019. End dates relate to the completion of the project activity (not grant claim). Please Note that expenditure / legal commitment in relation to the RCGF grant must have been made by 31/3/2019 in order to be eligible. Where grant is requested over more than 1 year, grant must be claimed according to the profile provide in the application form.</p>
7	<p>Provide details of the key stages of the project delivery and include 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. Please ensure you include the following: planning in place, design team appointed, start of the procurement process, the date major contract works are awarded which should ideally be prior to 31 December 2019.</p>
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.</p> <p>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 an 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> <p>Increases in grant requests are not anticipated but will be considered on an exceptional basis. The panel will consider any such request but will approve only on a case by case basis and where they feel it has been clearly justified.</p> <p>Following their meeting the panel may ask officials to discuss the level of grant award with project applicants which may result in a revised offer to the project.</p>

9	<p>Project Description</p> <p>Provide a detailed description of the overall project. You should include:</p> <ul style="list-style-type: none"> • What will be physically delivered by the project and how this will deliver additional and/ or better outcomes? • The aim(s) of the project. • The reason this project is required, including background to its development. Specific evidence of need should be included at Q13. • Some detail on the project costs associated with the delivery of the project. Please make it clear what element of the project will be funded by RCGF and provide further detail, this should be consistent with financial breakdown provided at Section 5. Please refer to the focus and eligibility of expenditure which is included within the Q and A. • Please clarify who owns the site/ property and whether this will change throughout the process. • You should provide detail on how your project supports the local regeneration strategy/development plan or masterplan for the area, contributes to Single Outcome Agreements. • 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. • Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy <ul style="list-style-type: none"> • https://beta.gov.scot/publications/achieving-sustainable-future-regeneration-strategy/ • Scotland's Economic Strategy • National Planning Framework • Infrastructure Investment Plan • Cities Strategy, and others policy areas such Digital, Environmental, Renewables and Energy. • 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, inclusive growth, addressing issues of inequality.
10a	<p>Viability</p> <p>Please provide detail on how you anticipate being able to deliver the project successfully. Please demonstrate the project's feasibility and practical delivery.</p> <p>Provide evidence to support how the project can be delivered within the proposed timescales and in particular that the project will commence and draw grant during 2019/20. It is anticipated that all funding should be in place no later than the end of September 2019. Projects should be able to demonstrate that their capital works relating to the RCGF grant are fully procured and contractors appointed prior to 31 December 2019.</p>

	<p>Demonstrate that work is underway to ensure that funding from other sources will be secured, including the timescale for any decisions and likelihood of success. Please note that funding sources such as BIG, Heritage Lottery etc. are likely to be consulted on your application.</p> <p>Describe how the project will be managed and monitored ensuring it can be delivered in the timescales required. Where lead applicants are working with external partners please provide detail on any review of relevant business cases that support RCGF investment in the project.</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>Provide evidence that there is demand for the project in terms of economic potential, market failure in terms of investment.</p> <p>Your response should consider the timescales indicated for the spend (Q6), the list of project milestones (Q7), project description (Q9), the funding package that has been put in place (Q17-18), and information relating to the planning and other legal requirements at Section 6.</p>
10b	<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>Clarify any relevant discussions, timescales and agreements in place relating to securing and bridging with other funding opportunities to contribute to long-term viability 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.
11	<p>Community Involvement</p>
	<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>The expectation is that applicants will have involved local people in planning and developing the project. Detail how the local community has played an integral role in deciding on the project to be delivered, how it will meet their aspirations and how they will benefit from the outcomes.</p>

	<p>Demonstrate how local community representatives have been involved and contributed to the project proposal, and/or how the community will be involved in the roll out of the project if the bid were to be successful.</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>
12	<p>Partnership</p> <p>In addition to the Community Organisations detailed at Q11, have you developed the project in conjunction with other partners, 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> <p>Describe how other third sector or public organisations will be involved in the roll out of the project, e.g. taking over running of a building, or public sector providing new/enhanced or additional services.</p> <p>Evidence to demonstrate contributions from partners is not required at the application stage but you may be asked to provide this if your application is successful.</p>
13	<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 3 Regeneration Outcomes / Project Outputs	
14	<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</p>

	<p>communities), that apply to your project.</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>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 15b.</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>
15b	<p>Description of indicators chosen, regeneration outcomes and project outputs</p> <p>Please provide a brief explanation on the outcomes and outputs selected at 14 and 15 for your project and the basis on which these have been estimated. If you included other outputs please include further detail.</p>
Section 4 Monitoring and Reporting	
16	<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>If you are a Lead Partner please include information on how you will be supporting organisation delivering the project.</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</p>

	<p>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>
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Section 5: Financial Breakdown

Question	Notes
	Please Note the focus is on projects that can start and deliver significant expenditure during 2019/20, project starting after December 19 will be subject to additional scrutiny.
17a	Finance Summary
	<p>Please enter the overall costs and funding relating to the project broken down by the relevant financial year. Total Expenditure 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 17b and 17c. Space is provided or any clarification which you think would be helpful.</p> <p>Please use the comments box to provide a breakdown of costs and describe the nature of costs or funding.</p>
17b	Expenditure funded by RCGF Grant.
	<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>
17c	Expenditure funded by Other Sources.
	<p>This could be :</p> <ul style="list-style-type: none"> • a proportion of the eligible cost detailed in 17a that will be supported by co-funding • Ineligible costs relating to the activity or expenditure in the project <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>
	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 17 and not as a separate expenditure heading.
	Funding breakdown
18	<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 17a.</p> <p>Please note that while we are looking for the best value for money for the public purse, recommendations are not made 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>
19	<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>

Section 6: Legal Requirements and Terms and Conditions

Please read all of sections carefully. Please ensure you complete section 6.7 on planning, 6.8 State Aid and complete the authorisation

6.7 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.

6.8 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.

It is likely that any grant funding awarded to public bodies such as Local Authorities will not be regarded as State Aid. However, the third party beneficiaries of these grant awards may be themselves engaged in economic activity and therefore you must consider the four State Aid tests.

Please provide comments beside each of the four State Aid tests below, and explain why you believe each test to be met or not at the level of the third party beneficiary.

Test 1

Has there been an intervention by the State or through State resources? (RCGF is a grant provided by Scottish Government and so therefore will be regarded as a State Resource). The answer to this question will be YES.

Test 2

Does the intervention give the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions? (This could be relieving a company of regeneration costs that it would otherwise have to bear themselves). The answer to this question is likely YES.

Test 3

Has competition been or may be distorted? (If the intervention is likely to be selective, it will undoubtedly have the ability to distort competition even on a local

basis)

Test 4

Is the intervention likely to affect trade between Member States? (Does this activity have a market in other Member States or does it intend to attract visitors from other Member States?)

Please note that the four tests are cumulative therefore all have to be met for State Aid to be present. If State Aid is believed to be present, applicants will need to consider the options available to deliver the aid compliantly. One of these is the General Block Exemption Regulation (GBER) which has cover for a variety of activities (e.g.) Culture and Heritage Conservation and local infrastructure projects where there are schemes in place in order to deliver this.

*If you are an urban regeneration company or other SPV you will need to speak to the Scheme Administrator regarding State Aid cover.

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