



Scottish Government
Riaghaltas na h-Alba
gov.scot

Regeneration Capital Grant Fund

Second Stage

Application Form

Guidance Notes

2022/23

August 2021

These notes should be referred to when completing the Regeneration Capital Grant Fund second stage application form. If you wish to include a map or images to illustrate the location or asset to be developed you should do so by providing these as **separate documents**. Please do not embed files or images within the application form. **Do not submit any other documentation, for example business cases or letters of support with the application as these will not be considered by the Panel.**

You are asked to be concise and use the text box sizes as a guide to the level of response required at each section. The final application form should not 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 Billy Love, Regeneration Investment Manager billy.love@gov.scot**

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

Project Title : This should be the same as your first stage application.

Project reference Enter the reference number provided with your first stage approval email.

Start Date : 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 2022 and prior to 31 March 2023. **Projects starting after 31 December 2022 will be scrutinised carefully in terms of their ability to drawdown grant prior to 31 March 2023. The panel is likely to give priority to projects which can demonstrate that the project works will have been procured by October 2022.**

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

Total Grant Requested : Enter the total RCGF grant being requested. The figure should be the same as total grant request given at 17a.

Contact Details : Provide the name, telephone and email for the person who can be contacted to discuss any queries on the application. This must be someone from the applicant 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. This should match the 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 describe clearly the community(ies) that will benefit directly from this project and include an accurate description of the location of the asset or land that is to be developed (with an address where possible). |
| 6 | 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 2022. The end date relate to the physical completion (anticipated date for certificate of practical completion) of the project activity. This may not correspond to date of financial grant claim). Please note that expenditure / legal commitment in relation to the RCGF grant must have been made by 31/3/2023 in order to be eligible. Where grant is requested over more than 1 year, grant must be claimed according to the profile provided in the application form. |
| 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 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 October 2022, the construction period and completion date. |
| 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>If you have requested an increase in grant request from that indicated at stage 1, you should provide information to support your request here. The panel will consider any such request on a case-by-case basis.</p> <p>Following their meeting the panel may ask officials to discuss the level of grant award with project applicants, which may result in an offer of grant, which may differ from that which has been applied for.</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. • The aim(s) of the project: how this will establish a shared vision of place and deliver additional and/ or better outcomes and how it will directly address and or allow the priorities identified by the local community to be tackled? • The reason this project is required, including background to its development. Further detail on community involvement should be |

included at Q11. Specific evidence of need should be included at Q13.

- Provide some detail on the project costs associated with the delivery of the project. Please make it clear what physical elements of the project will be funded by RCGF and provide further detail on the nature of those costs, 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 asset(s) being developed and whether this will change throughout the process, e.g. Community Asset Transfer. Please note if the property is not owned by the Applicant a security over the property is likely to be required should grant be recommended.
- 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.
- You should describe how, through project development, planning, design and delivery, the project minimise its impact on the environment and contribute towards Scotland's Net Zero emissions targets.
- URC's/SPV's should describe how this project contributes to their business/masterplan plan.
- The Place Principle
The intent of the Place Based Investment Programme, as agreed between the Scottish Government, COSLA and local government, is to link and align all place based funding initiatives to ensure there is a coherent approach to sustained longer term renewal, promoting the resilience, health and wellbeing of communities across Scotland.

RCGF project proposals are expected to demonstrate alignment with these key strategic areas of priority and core principles (and will deliver across agreed national outcomes):

- [Regeneration Strategy](#)
- [Scotland's Economic Strategy](#)
- [Town Centre Action Plan and Town Centre First Principle](#)
- [Climate Change Plan](#)
- [Public Health Scotland's Strategic Plan](#)
- [Fair Work](#)
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.
- 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 data-bbox="360 76 480 114">Viability</p> <p data-bbox="360 192 1406 264">Please provide detail on how you anticipate being able to deliver the project demonstrating the project's feasibility and practical delivery.</p> <p data-bbox="360 304 1406 555">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 2022/23. 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 2022 with priority likely to be given to projects that can demonstrate they will be commence prior to 31 October 2022.</p> <p data-bbox="360 595 1406 846">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 other funding sources detailed in section 18 are likely to be consulted on your application. Where possible include details of how other funding streams with similar outcomes (e.g. Place Based Investment Programme) compliment the aims of the project.</p> <p data-bbox="360 887 1406 1104">Describe how the project will be managed and monitored to ensure it can be delivered in the timescales required. Please provide detail on any review of the project, feasibility or relevant business cases that support RCGF investment in the project and the sustainability of the project and its outcomes. Please do not include these documents with the application.</p> <p data-bbox="360 1144 1406 1283">Where appropriate provide evidence that there is demand for the project in terms of its economic potential, how it will provide opportunities for local community and how the investment will address local market failure.</p> <p data-bbox="360 1323 1406 1462">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 the sustainability 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 on order to deliver the outcomes anticipated by the project.</p> <p>Provide details of what will happen when your RCGF project is complete:</p> <ul style="list-style-type: none"> • Options for future financing, grant support, the potential for mainstreaming and revenue generation. • Steps taken to ensure the sustainable usage of new infrastructure including ongoing contribution to environmental sustainability and carbon reduction. • Actions that will be taken to ensure the successful regeneration outcomes that the project is expected to achieve. • How on-going community involvement will be achieved. |
| 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 local communities this project will support and or the impact that the project will have on wider disadvantaged areas. Use this section to provide details of the needs and priorities identified by the communities in which your project will be delivered and seek to address.</p> <p>You should provide current evidence to support this which could include:</p> <ul style="list-style-type: none"> • Information identifying why support is required to build sustainability and reverse disadvantage and deprivation in the community. • Details of how this project will address the needs of the local community and deliver a shared vision for place, including how this will be measured. • SIMD data • Rural disadvantage • Unemployment / employment / health / education |
| Section 3 Regeneration Outcomes / Project Outputs | |
| 14 | <p>Please complete the table in the application form by including the appropriate Regeneration Strategy Outcomes, National Performance Framework Outcomes and UN Sustainable Development Goals 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 project aims to have on the community, such as increasing employment or improving health. These can also contribute to wider place based regeneration initiatives such as 20 minute neighbourhoods, Community Wealth Buildings and town centre strategies.</p> <p>Consider how the project has the potential to have a long term beneficial effect on the community and contribute to a Just Transition to a net-zero economy and society.</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 outcomes that can deliver transformational change for the community. Where these relate to remediation or enabling works applicants must provide evidence to support that this will deliver outcomes across all criteria of the fund.</p> <p>Economic outcomes may include demonstration that a project will bring inclusive economic benefit (in terms of investment, employment or training opportunities) which are ecologically accountable and socially responsible.</p> <p>Social outcomes may include demonstration that the project will enhance social cohesion, community well-being or safety by creating communities that are inclusive, empowered, resilient and safe.</p> |
| 15 | Project outputs |
| | <p>Please select as many of the project outputs that are relevant and will be achieved by the direct delivery of your project and provide a realistic estimate.</p> <p>You should count outputs / outcomes separately as far as is a practical between those created during the delivery, construction phase of the project and the subsequent operation of the completed asset, facility.</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 provide updates on these figures as part of the monitoring and reporting processes for the project up to 1 year after the physical completion of the project.</p> |
| 15b | Description of indicators chosen, regeneration outcomes and project outputs |
| | <p>Please provide a brief explanation on each of the outcomes and outputs selected at 14 and 15 for your project including the basis on which these have been estimated.</p> |
| Section 4 Monitoring and Reporting | |
| 16 | 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</p> |

| | |
|--|---|
| | <p>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 require regular reports until a practical completion certificate for the physical work on the project are complete and thereafter an evaluation report on what the project has achieved 12 months after of those physical works are complete.</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> |
|--|---|

Section 5: Financial Breakdown

| Question | Notes |
|----------|---|
| | Please note the focus is on projects that can start and deliver significant expenditure during 2022/23, projects starting after December 2022 will be subject to additional scrutiny by the panel. |
| 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 | <p>Expenditure funded by RCGF Grant.</p> <p>You may 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>Anticipated expenditure headings would include, purchase of land or asset, pre contract works such as site investigation and servicing etc. planning and professional fees (capitalised), main contract works, fit out costs.</p> <p>Project management costs relating to the grantee or partners costs in relation to managing and monitoring of the RCGF project are not eligible.</p> <p>Please do not include separate budget headings for Inflation and Contingency. These should be allowed for in the overall estimated costs of the project.</p> |

| | |
|-----|--|
| 17c | <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 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> |
| | <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.</p> |
| | <p>Funding breakdown</p> |
| 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 expect projects to deliver best value for money for the public purse, and the leveraging of support from other sources is welcomed, the panel's 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 6.6 on planning and complete the authorisation

6.6 Planning : Requires that you provide 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.

6.7 Subsidy Control

All applicants will be required to adhere to UK Government Subsidy Control schemes obligations, including amongst others, the EU-UK Trade and Cooperation Agreement, World Trade Organisation Membership and commitments arising from international treaties and Fair Trade Agreements to which the United Kingdom is a party. The latest information is provided Scottish Governments website below.
<https://www.gov.scot/publications/state-aid-guidance/>

You may also wish to consult the guidance issued by DBEIS: Complying with the UK's international obligations on subsidy control: guidance for public authorities. Please be aware this is a live document and may be updated by BEIS.
<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>.

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.



Scottish Government
Riaghaltas na h-Alba
gov.scot

Regeneration Capital Grant Fund 2022/23 Second Stage Application Form

| | |
|--|-------------|
| Organisation: | |
| Project Title: | |
| Ref No: | RCGF / 21 / |
| Start Date: | |
| Total Project Cost: | |
| Total Grant Request: | |
| Project Contact: | |
| Contact Details : Telephone Number: Email: | |

September 2021

Completing this Application Form

1. You should only complete this application if you have received notification that your first stage application was successful.
2. Please use the reference number which was provided with the notification that your first stage application was successful.
3. Please refer to the Application Form Guidance Notes that can be downloaded from our Website: <https://beta.gov.scot/policies/regeneration/capital-investment/>
4. The application must be submitted and authorised by the lead organisation for the project and which submitted the application at first stage.
5. Please use the same project title as per the first stage application.
6. 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.
7. 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. Assessment of your application is based on the information provided in the application form and additional documentation will not be taken into account unless requested or agreed in advance by the RCGF Investment Panel. Please do not attach or include letters of support for the project.
8. All applications should be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation **before** it is submitted to us. Due to current restrictions a covering email from an authorised signature will suffice if an electronic signature cannot be provided.
9. The application form should be submitted to rcgf@gov.scot by **14:00 Friday 22 October 2021**.
10. 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

Section 1: Organisation details

| | | |
|---|--|---------------------------|
| 1 | Name of submitting organisation | |
| 2 | Address | Address: Postcode: |

| | | |
|---|---|---------------------------|
| 3 | Main contact for this application – Applicant Organisation | |
| | 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 community(ies) - disadvantaged areas will the project cover? | | |
| 6 | RCGF Project start date | Start date (dd/mm/yyyy) (must be on or after 1 April 2022) | |
| | RCGF Project End Date | End Date (dd/mm/yyyy) (physical 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 | | Date Expected | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | |
|---|--|--|
| 8 | <p>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.</p> | |
| | | |

| | |
|---|--|
| 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, what will physical be delivered, how it aims to address local identified needs, supports the local regeneration strategy/development plan and fits with wider, shared vision for place 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 projects likely impact and success, and the potential of leveraging 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 long-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 to help design and shape the project to reflect their priorities. If your project is focused on a community of interest please include details of the wider community engagement that you have undertaken and how that wider community will benefit from the project.</p> |
| | |

| | |
|----|---|
| | Partnership |
| 12 | <p>In addition to community organisations (see Q11, 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 support disadvantaged communities.</p> <p>You should include evidence that demonstrates why support is required to address the specific need and priorities within the community and how this will be addressed by the project.</p> |
| | |

Section 3 Regeneration Outcomes

14 **What are the expected outcomes of the project?**
Please detail below the, Physical/Environmental, Economic and Social **Regeneration Outcomes** that will delivered by your project. (See annex A of stage 2 Guidance) Provide detail on these outcomes and the evidence to support the basis for these. **(KEY PROJECT CRITERIA -75%)**

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.

30%

| | |
|--|-------------------|
| <p>Economically Sustainable Communities Economic outcomes may include demonstration that a project will bring inclusive economic benefit (in terms of investment, employment or training opportunities) which are ecologically accountable and socially responsible.</p> | <p>25%</p> |
| | |
| <p>Socially Sustainable Communities Social outcomes may include demonstration that the project will enhance social cohesion, community well-being or safety by creating communities which are inclusive, empowered, resilient and safe.</p> | <p>20%</p> |
| | |

| 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 |
| Please do not include figures against more than one output. | |
| No. of new jobs created – directly as a result of any new or refurbished facility created. | |
| No. of existing jobs supported - directly as a result of the new or refurbished facility created. | |
| No. of training places created - directly as a result of the new or refurbished facility created. | |
| No. of new construction jobs supported | |
| No. of existing construction jobs supported | |
| No. of construction training places created | |
| Number of buildings refurbished brought back into use | |
| Total sqm of building created or refurbished | |
| Amount of business space created or modified–sqm | |
| 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 community services/organisations benefiting from new or refurbished facilities | |
| Number of businesses/enterprises benefiting from new or refurbished facilities | |
| Number of renewable energy and resource/energy-efficiency projects supported. | |
| Carbon reduction as result of environmental improvements made. kgCO2 per m2 per year | |
| | |
| | |
| | |

| | |
|-----|--|
| 15b | Please provide further information on the indicators chosen and target figures provided. |
| | |

| | |
|--|--|
| 16. Monitoring | |
| 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 be required for up to months beyond physical completion of the project. | |
| | |

Section 5: FINANCIAL BREAKDOWN

| 17a- Finance Summary | 2022/23 | 2023/24 | 2024/25 | Total |
|----------------------------------|---------|---------|---------|-------|
| Total Project Expenditure | | | | |
| RCGF Grant Requested | | | | |
| Other Funding Sources | | | | |
| Comments: | | | | |
| | | | | |

| 17b – Capital expenditure funded by RCGF Grant | | | | |
|---|---------|---------|---------|------------|
| Project Delivery Costs | | | | |
| Capital | 2022/23 | 2023/24 | 2024/25 | 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 expenditure funded by other sources | | | | |
|---|---------|---------|---------|------------|
| Capital | 2022/23 | 2023/24 | 2024/25 | 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 | 2022/23 | 2023/24 | 2024/25 | Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Other Funding | | | | | | |
| Total RCGF Funding | | | | | | |
| Total Project Funding = Cost 17b + 17c | | | | | | |

| 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://www.gov.scot/policies/environmental-assessment/>

6.3 Compliance on Procurement

Where applicants have been successful in receiving a grant award Grantees will be responsible for ensuring compliance with Public Contracts when appointing contractors for the delivery of their project.

Grantees can find further guidance at <https://www.gov.scot/collections/client-guide-to-construction-projects/> .

6.4 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/>

6.5 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.

6.6 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.

6.7 Compliance with Subsidy Control.

All applicants will be required to adhere to UK Government Subsidy Control schemes obligations, including amongst others, the EU-UK Trade and Cooperation Agreement, World Trade Organisation Membership and commitments arising from international treaties and Fair Trade Agreements to which the United Kingdom is a party. The latest information is provided Scottish Governments website below.

<https://www.gov.scot/publications/state-aid-guidance/>



6.8 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 2021

REGENERATION CAPITAL GRANT FUND (RCGF)

NINTH CALL (2022-23 FUNDING)

GUIDANCE FOR APPLICANTS AT STAGE 1

1. INTRODUCTION

This document is intended to help applicants prepare and submit their stage 1 applications for Regeneration Capital Grant Fund (RCGF) support in 2022-23.

It covers the background to RCGF, its strategic context, the application process, eligible organisations and project types, and information on projects supported in previous rounds of the fund.

Note that the deadline for stage 1 applications is 2pm on 17 June 2021.

2. ABOUT RCGF

The Regeneration Capital Grant Fund (RCGF), which has been delivered in partnership between Scottish Government and COSLA since 2014/15, supports locally developed, place-based regeneration projects that involve local communities, helping to tackle inequalities and deliver inclusive growth in deprived, disadvantaged and fragile remote communities across Scotland.

RCGF is available on a competitive basis to eligible organisations across Scotland and these currently include all 32 Scottish Local Authorities (including Special Purpose Vehicles) and Clyde Gateway.

Applications are invited on an annual basis over two stages and, where appropriate and fully justified, can potentially cover more than one financial year.

See the following link showing all [projects supported from RCGF to date](#)

Note that demand for RCGF support has increased significantly since the launch of the fund, and only a selection of the strongest projects can be supported from the available budget each year, meaning that there is a pipeline of potential projects. Unsuccessful applicants have been welcomed to consider responding to feedback and reapplying at a later date.

3. STRATEGIC CONTEXT

RCGF is continuing as part of the package of £325m investment backing the establishment of the new Place Based Investment Programme from 2021-22 and over the next five years. More broadly that package of investment includes support for community regeneration, place, town centres, and 20 minute neighbourhoods with the involvement of all Scottish Local Authorities and communities in taking forward relevant activities.

The intent of the Place Based Investment Programme, as agreed between the Scottish Government, COSLA and local government, is to link and align all place based funding initiatives to ensure there is a coherent approach to sustained longer term renewal, promoting the resilience, health and wellbeing of communities across Scotland.

RCGF project proposals are expected to demonstrate alignment with these key strategic areas of priority and core principles (and will deliver across agreed National Outcomes):

- [The Place Principle](#)
- [Regeneration Strategy](#)
- [Scotland's Economic Strategy](#)
- [Town Centre Action Plan and Town Centre First Principle](#)
- [Climate Change Plan](#)
- [Public Health Scotland's Strategic Plan](#)
- [Fair Work](#)
- Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

4. RCGF PROJECT AIMS AND OBJECTIVES

The fund is primarily aimed at providing new and/or improved infrastructure to improve the economic, social, and physical environment of communities.

Projects will also be expected to detail how they are considering and contributing towards the target of net-zero carbon emissions by 2045.

Project Focus

- Projects that primarily focus on areas that suffer from high levels of deprivation and disadvantage
- Projects that demonstrate clear community involvement.
- Projects that will deliver large scale transformational change with strong regeneration outcomes.
- Projects and programmes that can encourage additional investment and address market failure.

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

5. APPLICATION PROCESS

The stage 1 proposals are invited for projects seeking capital grant funding primarily for the financial year 2022/2023.

Detailed responses are not required at stage one, however any proposal submitted should consider how it would demonstrate the project's ability to deliver the outcomes set out in the [Regeneration Strategy](#) and how the project fits with wider ambitions related to place.

The purpose of stage one is to establish which projects are sufficiently developed and meet the objectives of the fund, a selection of which will be invited through to the second stage of the application process.

The focus of this call is for projects that are capable of starting in the financial year 2022/2023 and to fully utilise the grant allocated for that financial year. Project applications should therefore prioritise in any grant request for 2022/23 with a physical start date prior to 31 December 2022 at the latest. Applicants may however profile grant support across two financial years if they wish to do so. Applicants should clearly justify any request for grant over more than one year as this will be scrutinised by the Investment Panel.

There is no restriction on the number of applications that may be submitted by each organisation but, given the limited size of the overall fund, applicants are requested be realistic with the number of applications and combined value of grant requests being made.

Please note that, where project proposals are being submitted by lead bodies on behalf of partners, these project proposals must be considered and supported by lead bodies prior to final submission. Lead applicants are expected to review all applications closely, consider how the projects will meet RCGF criteria, and, in particular, can deliver the outcomes and draw grant as profiled within the required timeframes. If appropriate, project proposals should be prioritised accordingly.

RCGF Investment Panel

Applications to the fund are made annually over two stages, and are assessed by an independent Investment Panel which is co-chaired by Scottish Government and COSLA. Further information on the investment panel is included here:

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

Application timeline

RCGF applications follow a two-stage, competitive process. The independent RCGF Investment Panel makes recommendations to Ministers and COSLA on project proposals that should advance to stage 2 and ultimately be offered grant support for the upcoming financial year.

The application process shall follow this indicative timeline:

- Stage 1 applications deadline (project summaries) – 17 June 2021
- Investment Panel meeting stage 1 – August 2021
- Applicants notified of results (invited/not invited to stage 2) – September 2021
- Stage 2 applications deadline (full project proposals) –TBA October 2021
- Investment Panel meeting stage 2 – November 2021
- Recommendations approved by SG Ministers/COSLA – December 2021
- Notification to all applicants of funding recommendations – Dec 2021 / Jan 2022

6. Grant requests and funding profiles

Grant requests

It is anticipated that grant requests will focus on 2022/23. Grant may be requested over more than one financial year to support delivery over a longer period, where justified. It must be clearly demonstrated that significant expenditure will be incurred by the project to allow for RCGF to be drawn down in full in the year(s) it has been requested.

In order to satisfy this, it is expected that the work that would be supported by RCGF funding would be underway or at the very minimum a full procurement and legally binding contract able to be signed. Priority will be given to those projects that demonstrate that the RCGF funded works will be under way prior to the end of December 2022.

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

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

Funding profiles

The Investment Panel will consider all applications in terms of their viability. This will require evidence that the grant requested for 2022/23 will be able to be claimed in full. It will also involve reviewing requests for grant in potential future year allocations and the corresponding impact that would have on the total grant funding that would be available for new projects at further calls.

The panel will seek to ensure that significant resource remains on a year to year basis for new projects to come forward. Where projects seek funding across more than one financial year, it is essential that this has been clearly justified within the application.

Projects successful at stage one, i.e. invited through to submit a detailed stage 2 application, will be given the opportunity to consider and amend their funding profile if appropriate.

Please note that in the event of an application being successful, the panel may recommend a level of grant other than that requested in order to ensure all eligibility criteria are met or to fully utilise the overall fund. This would be subject to discussion with individual applicants.

7. INELIGIBLE PROJECTS AND EXPENDITURE

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

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

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

8. PRACTICAL CONSIDERATIONS

Note that the deadline for submission is: 14:00, 17 June 2021.

Stage 1 forms can be downloaded from the Scottish Government website where this stage 1 guidance has been published. A separate form should be completed for each project.

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

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

There is no requirement for hand signed or hard copies.

Guidance on completing stage 1 form

Project Submissions:

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

Project Start Date:

This is anticipated to be between **1 April 2022** and **31 December 2022**. Applicants will be expected to demonstrate that the project will be on-site during 2022, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2022, but prior to 31 March 2023 will be scrutinised carefully and a clear case must be provided in order to justify the projects viability for Round 9. Please note all grant must be capable of being drawn down during the relevant financial year as profiled in the final approved application.

Project Completion Date:

Project delivery may extend beyond the period of funding support from RCGF but applicants will be required to provide monitoring reports throughout the delivery phase, for a period up to 12 months after physical completion (i.e. a certificate of practical completion having been issued). These monitoring reports submitted beyond the RCGF funding period and through to practical completion must demonstrate the ongoing viability of the project.

Previous Submission:

Please indicate if you have submitted any applications for funding, in relation to your proposal(s) at a previous round or rounds. Please identify the round and/or the reference number(s) of your previous application(s).

Project Costs:

Please provide the total eligible spend on the specific RCGF activity to which grant will contribute indicating amounts covered by RCGF and other sources. A more detailed breakdown of costs will be required at stage 2. Additional information on any other costs, e.g. wider programme activities should only be included within the project description. Include detail on expenditure beyond the RCGF funding period where appropriate. Please provide additional information within the project description where the project will be incurring expenditure beyond the period that the grant has been requested for.

Sources of finance other than RCGF which are contributing to the projects costs:

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

The funding described in table 8 should be the same as the costs included at table 7.

Proposed Regeneration Capital Grant Fund cost and grant request:

There is no minimum request and you may apply for 100% of the total eligible project costs. Please note however, that leverage will be considered as part of the RCGF Investment Panel's assessment of applications, in terms of either contribution to a wider programme or within the project itself (see Place Principle).

Grant is generally paid in arrears and must relate to spend actually incurred or legally committed. RCGF project leads will be required to show that expenditure figures are consistent with start and end dates of the project, and shall provide sufficient detail within the project summary regarding the nature of costs that will actually be incurred and specifically those to which RCGF will contribute. **Grant cannot be claimed for costs incurred prior to 1 April 2022.**

Project Contact:

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

Project proposal summary (maximum 3 pages – font size 12.)

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

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

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

- Demonstration of how the project is part of wider regeneration ambitions and supports the 'Place Principle'.
- Demonstrate consideration and contribution towards achieving the target of net-zero carbon emissions by 2045.

Further Information - Assessment of bids

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

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

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

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

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

Viability (10%)

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

Community involvement (15%)

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

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

Demonstration of the physical, economic and social outcomes which the project would achieve if the bid was successful. Physical regeneration outcomes could take the form of land remediation and enabling infrastructure. This is then followed by economic and social outcomes, where for instance economic outcomes may include demonstration that a project will bring economic benefit (in terms of investment or employment opportunities) and social outcomes may include demonstration that the project will enhance social cohesion, community wellbeing or safety. In developing projects applicants should be able to demonstrate how they have considered the environmental impact and energy efficiency of any new or refurbished property and how the project will contribute to net-zero carbon emissions in response to the climate emergency.

Feedback

All applicants will receive notification on whether or not projects have been successful in being invited to stage 2 as soon as possible following a meeting of the Investment Panel, which is anticipated to be in August 2021.

Stage 2 Process

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

Legal requirements

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects.

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

**Regeneration Capital Grant Fund (RCGF)
Round 9 Projects – 2022/23
Stage 1 Application**

Stage 1 applications must be submitted to the Scottish Government before the publicised deadline 14:00 on 17 June 2021. A Second Stage, full submission will not be accepted for this project unless this proposal has been recommended by the Regeneration Capital Grant Fund Investment Panel.

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

| | |
|---------------------------------------|----------------------------|
| 2. Total Number of Submissions | This submission No. |
| | |

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

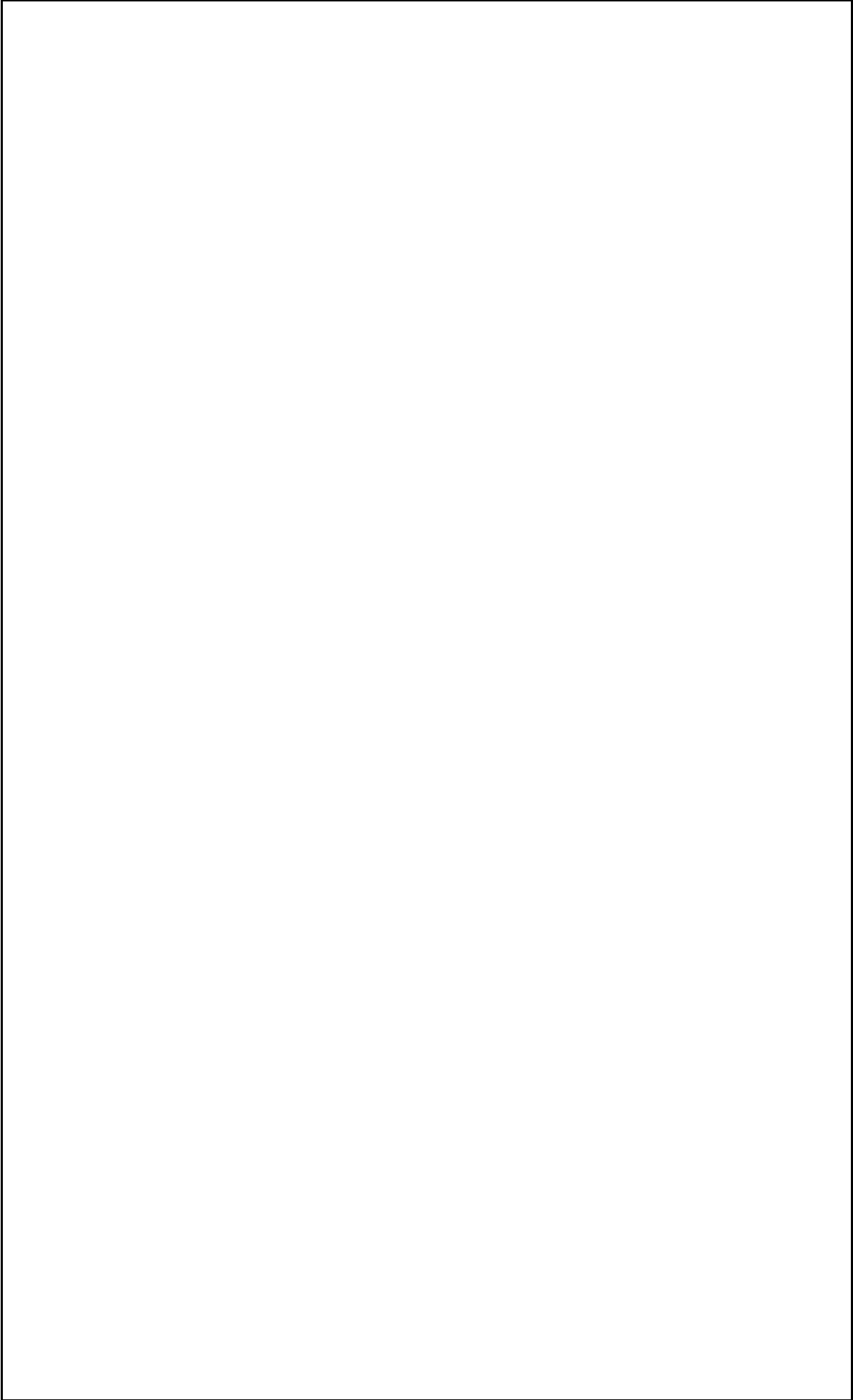
| 7. Project Costs: | 2022/2023 | 2023/24 | 2024/25 | Total |
|--|-----------|---------|---------|-------|
| RCGF Costs to which grant will contribute. | | | | |
| Costs funded by other sources | | | | |
| Total | | | | |

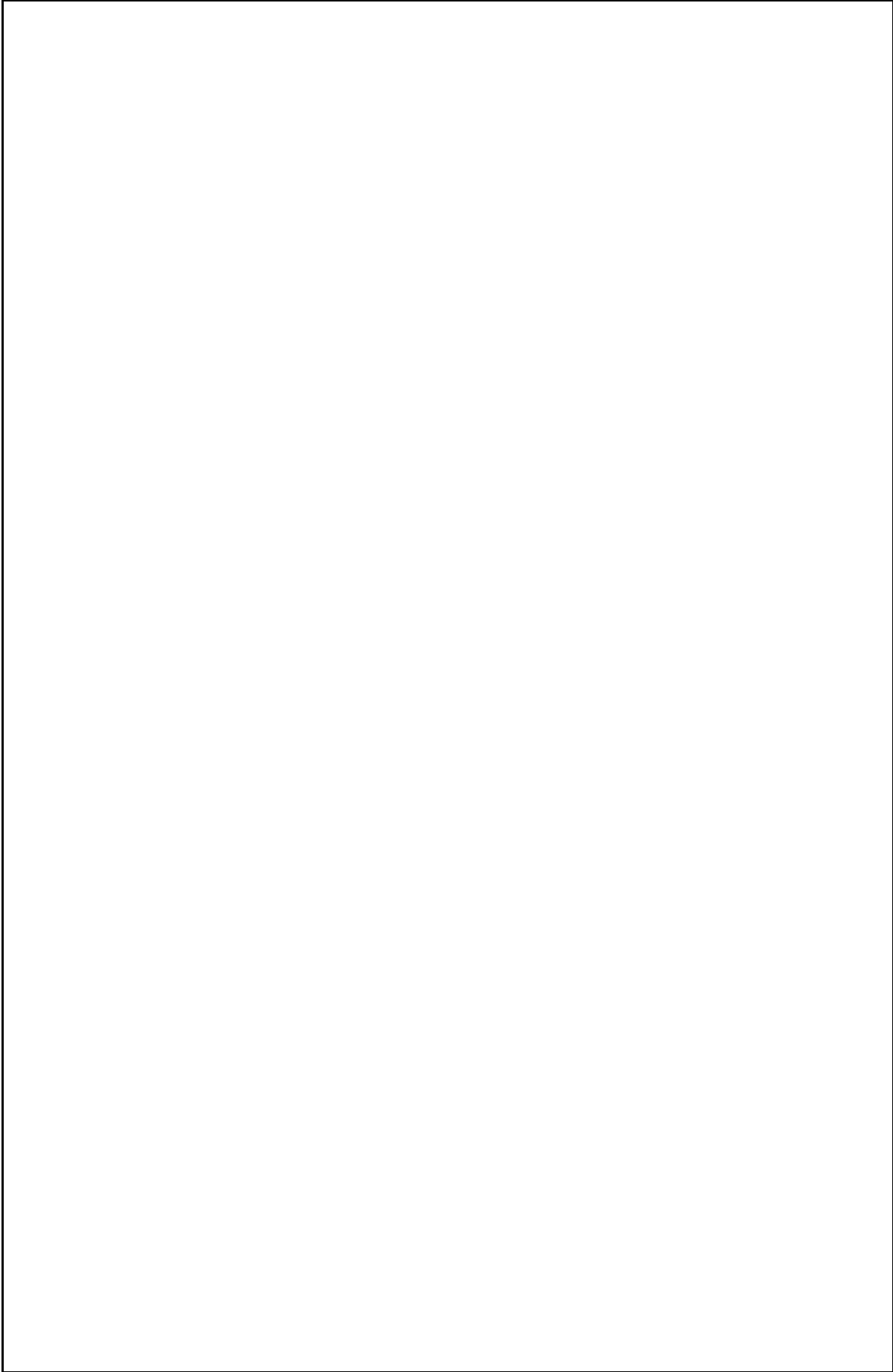
| 8. Funding | 2022/2023 | 2023/24 | 2024/25 | Total |
|---|-----------|---------|---------|-------|
| Regeneration Capital Grant Fund Requested | | | | |
| Please detail any sources of funding other than RCGF. | 2022/2023 | 2023/24 | 2024/25 | Total |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

| 9. | Project Officer – Lead Contact | Additional Contact |
|--------------------------|--------------------------------|--------------------|
| Name | | |
| Position in Organisation | | |
| Contact e-mail | | |
| Contact Telephone Number | | |
| Contact Address | | |

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

Please refer to the stage 1 submission guidance on completing this section.





If you wish to include a map to illustrate the area to be developed, you can do so. This should be submitted as a separate document. Please do not embed files within this document. Please be succinct – information provided beyond page 4 (3 sides) may not be considered by the Panel.