

# **PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23**

## **WEST Lothian TOWN CENTRE CAPITAL FUND**

### **GUIDANCE FOR APPLICANTS**

#### **INTRODUCTION**

This guidance sets out the criteria for the fund to help applicants prepare and submit their applications for the West Lothian Town Centre Capital Fund 2022-23, that forms one of the two strands of the Place Based Investment Programme (PBIP) in 2022-23, the other being the Community Wealth Building strand.

It covers the background to the West Lothian Town Centre Capital Fund 2022-23 and its PBIP context, the application process, eligible organisations and projects.

**Note that the deadline for receipt of completed application submissions is  
5PM on FRIDAY 22<sup>nd</sup> APRIL 2022.**

#### **BACKGROUND**

The Place Based Investment Programme (PBIP) was announced by the Scottish Government in May 2021. The main objectives of the PBIP include:

- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities;
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The programme provides local government with a share of £140million over 5 years to support and advance place-based capital investment and build on the strong partnership currently existing through the Regeneration Capital Grant Fund (RCGF). This breaks down per year as £38m in 2021/22; £33m in 2022/23; £23m in 2023/24; £23m in 2024/25; and £23m in 2025/26.

West Lothian Council's allocation over the 5-year period will be over £4.5m. In year two of the fund 2022/23 it is expected that around £1,000,000 will be available. The grant is for capital expenditure, and it is expected that expenditure will be met, or at least work or contracts signed or commenced, by 31 March 2023.

#### **WEST Lothian COUNCIL'S APPROACH**

At the Council Executive on 8 February 2022 it was agreed that an application-based approach would again be used in 2022-23 with the funding split between two funding streams:

1. West Lothian Town Centre Capital Fund 2022-23 (£500,000), and
2. Community Wealth Building (£500,000)

This approach in 2022-23 meets the requirements of the PBIP, will continue to allow a strategic approach to be taken and will also support the council to progress these key policy agendas for our local communities.

**This guidance relates solely to the West Lothian Town Centre Capital Fund 2022-23,** with separate application process and guidance being issued for the Community Wealth Building Place Based Investment Programme 2022-23.

The funding (subject to budget confirmation) is being made available along similar lines to the earlier West Lothian Town Centre Capital Funds in 2019-20 and 2020-21. As such the grant will be available to each community with 1,000 people or more, 50% of funding based on the number of towns (i.e. an equal split) and 50% based on the scale of population. The allocation to the 23 communities is set out in Appendix 2 below.

## **APPLICATION PROCESS**

### **1.1 Eligibility**

The application process is open to local community organisations, public sector (including council services), other community planning partner organisations and private sector. Applications must be for physical capital projects that contribute to the delivery of town centre and town improvements.

### **1.2 Funding Available**

Projects must be supported by or have been identified by their local community, as well as be ready to implement. There is no minimum project value nor any restriction placed on the number of application bids submitted. However, given the limited size of the overall fund available, see appendix 2, applicants are requested to be realistic with their applications and combined value of grant requests.

It must be clearly demonstrated that significant expenditure will be incurred by the particular individual project to allow for the West Lothian Town Centre Capital Funds to be drawn down in full in the 2022-23 financial year.

**In order to satisfy this, projects funded must be completed, underway or at the very minimum have a full procurement and legally binding contract in place and signed by 31 March 2023. Priority will be given to those projects that can demonstrate that they can meet these timelines.**

Please note where a project is successful in receiving a recommendation and offer of grant award, this 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 any offer of grant being withdrawn.

Where contracts are let by 31 March it is expected that work will be completed as soon as possible thereafter, certainly within six months.

### **1.3 Consortium Bids**

Projects submitted on behalf of a consortium or partnership must have a lead body on behalf of a consortium of partners. The Lead body as applicant must evidence that partners have agreed the application and are signed up to the delivery of it if successful, for example a letter of support.

## **APPLICATION FORM AND TIMESCALE**

The deadline for application along with any supporting information is:

**5PM on FRIDAY 22<sup>nd</sup> APRIL 2022**

The application form can be downloaded from the West Lothian Council website where this accompanying guidance for applicants has been published. A separate application form should be completed for each project. There is no requirement for hand signed or hard copies.

LINK TO APPLICATION FORM: <https://www.westlothian.gov.uk/article/44630/Town-Centre-Fund-Capital-Grant-2020-21>

The application form should be completed and emailed on to:  
[regenerationteam@westlothian.gov.uk](mailto:regenerationteam@westlothian.gov.uk)

If you are unable to submit an electronic copy please contact us as soon as possible to discuss alternative approaches to submission.

## **ASSESSMENT PROCESS**

The project assessment process will consider all applications in terms of their overall viability. For example, this may include provision of a detailed business plan for your project. The Head of Planning, Economic Development and Regeneration has delegated authority for assessing applications, with recommendations being taken to the relevant Local Area Committee in May/June for a decision. If there should be any unallocated funding from the Local Area Committee then this will be reported back to the Council Executive to determine how to spend this across the whole Council area. Successful applicants will be made aware as soon as possible afterwards.

## **SUCCESSFUL APPLICATIONS**

If successful, please note that monies will only be released on receiving evidence that contracts are in place or charges are about to be incurred and any offer of grant will be provisional on the basis of this being received and that West Lothian Council is satisfied with that provided.

Please note that in the event of an application being successful, it may be recommended for a level of grant other than that requested, in order to ensure all eligibility criteria are met or to fully utilise the overall West Lothian Town Centre Capital Fund. This would of course be subject to discussion with individual applicants and organisations, particularly in relation to viability.

## **MAINTENANCE AND LIABILITY INSURANCE**

If you are successful and delivering a project please be aware that unless otherwise agreed by West Lothian Council in advance, the expectation is that any ongoing related maintenance will be the responsibility of the applicant as well as any public liability insurance that may be required depending on the nature of your project.

## **SUPPORT AND ADVICE ON YOUR APPLICATION**

Appendix 1 sets out Additional Guidance on Completing the Application Form that should help you complete the application form. **However, before applying you are strongly advised to contact the relevant Ward Officer from Economic Development and Regeneration (see table below) or email the team mailbox at ( [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk) ) to**

**discuss your project in more detail in the first instance.** This will be important both in terms of the eligibility of your project but also to identify key contacts that may be vital to the delivery of your work. For example, to identify planning related matters, leases, land ownership, roads/signage matters etc. as well as the ongoing maintenance and insurance matters that are likely to apply.

**Economic Development and Regeneration Officer contact:**

<b>Ward 1 Linlithgow</b> Stewart Ness, <a href="mailto:stewart.ness@westlothian.gov.uk">stewart.ness@westlothian.gov.uk</a> , Tel. 07717 865225
<b>Ward 2 Broxburn Uphall and Winchburgh</b> Stewart Ness, <a href="mailto:stewart.ness@westlothian.gov.uk">stewart.ness@westlothian.gov.uk</a> , Tel. 07717 865225 For Winchburgh, contact Douglas Grierson, <a href="mailto:douglas.grierson@westlothian.gov.uk">douglas.grierson@westlothian.gov.uk</a> ; Tel. 07500 816852
<b>Ward 3 Livingston North</b> Scott McKillop, <a href="mailto:scott.mckillop@westlothian.gov.uk">scott.mckillop@westlothian.gov.uk</a> ; Tel. 07500 816862
<b>Ward 4 Livingston South</b> Lesley Keirnan, <a href="mailto:lesley.keirnan@westlothian.gov.uk">lesley.keirnan@westlothian.gov.uk</a> ; Tel. 07771 980037
<b>Ward 5 East Livingston and East Calder</b> Lesley Keirnan, <a href="mailto:lesley.keirnan@westlothian.gov.uk">lesley.keirnan@westlothian.gov.uk</a> , Tel. 07771 980037
<b>Ward 6 Fauldhouse and the Breich Valley</b> Douglas Benson, <a href="mailto:douglas.benson@westlothian.gov.uk">douglas.benson@westlothian.gov.uk</a> , Tel.07769 877145
<b>Ward 7 Whitburn and Blackburn</b> Scott McKillop, <a href="mailto:scott.mckillop@westlothian.gov.uk">scott.mckillop@westlothian.gov.uk</a> ; Tel. 07500 816862 For Blackburn, contact Michelle Kirkbright, <a href="mailto:michelle.kirkbright@westlothian.gov.uk">michelle.kirkbright@westlothian.gov.uk</a> , Tel. 07500816855
<b>Ward 8 Bathgate</b> Nairn Pearson, <a href="mailto:nairn.pearson@westlothian.gov.uk">nairn.pearson@westlothian.gov.uk</a> ; Tel. 07917 263587
<b>Ward 9 Armadale and Blackridge</b> Michelle Kirkbright, <a href="mailto:michelle.kirkbright@westlothian.gov.uk">michelle.kirkbright@westlothian.gov.uk</a> ; Tel. 07500 816855

## **Appendix 1**

### **Additional Guidance on Completing the Application Form:**

**Project Contact:** Please ensure that the project proposal and application is duly submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests.

**Project Start Date:** This must be after the date any funding offer is made and you sign off any conditions of grant but before and the **31 March 2023**. The signing of a formal contract by the 31 March will be considered appropriate even if physical work commences after that date, but would be expected to commence soon thereafter and be completed as soon as possible, within six months would be the expectation.

**Project End Date:** Project completion (end) should be realistic and applicants will be required to provide monitoring reports on completion, or at any point throughout the funding period requested by West Lothian Council. This will include financial evidence such as receipts and invoices along with bank statements showing payment. Failure to do so when requested is likely to mean repayment of the grant will be requested.

**Pre-Application Discussion:** It is strongly encouraged that applicants engage in pre-application discussions with relevant Council officer as outlined in the guidance. This will be important both in terms of the eligibility of your project but also to identify key contacts that may be vital to the delivery of your work. For example, to identify planning related matters, leases where relevant, roads/signage matters etc. as well as the ongoing maintenance and insurance matters that are likely to apply.

**Project Description:** Describe fully the planned project for which funding is being sought, typically giving consideration to information such as:

- What will the project 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; and
- Any other financial contributions and timescales for securing other funding.

**Project Outcomes:** Outline what your capital project will deliver in line with funding outcome. It may be helpful to use bullet points and sub headings as appropriate, as this makes it easier for the reader assessing your application to quickly understand your project and its deliverables.

- Demonstration of how this project will benefit disadvantaged communities, as well as economic, social and physical regeneration outcomes.
- Demonstration of how the project is of strategic value and supports delivery against the principles of the wider Place Based Investment programme.
- Demonstration of how the project will contribute to wider net zero emissions targets.
- Any other potential wider local impact not noted elsewhere in the application

**Project Costs:** Individual projects are not expected to have a minimum value, and you may apply for 100% of the total eligible project costs. Please note however, that leverage may be

considered as part of the assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Please provide the total eligible spend on the specific activity to which grant will contribute, indicating amounts covered by proposed funds and any other funding, grant or loan investment that will contribute to the expenditure of the project.

Grant awards must relate to spend actually incurred or legally committed after the date of award. Project leads will be required to show that expenditure figures are consistent with project start and end/completion dates, and shall provide sufficient detail within project summary regarding the nature of costs that will actually be incurred and specifically those to which secured funds will contribute. **Grant cannot be claimed for costs incurred prior to the conditions of grant being signed off.**

Please provide a detailed breakdown of costs. Additional information on any other costs, e.g. wider activities, should only be included within the project description. Include detail on expenditure beyond the 2022-23 funding period where appropriate. Please provide additional information within the project description where the project will be incurring expenditure beyond the period in which grant has been requested.

**Additional Funding:** Where you are not requesting 100% funding support of the project please provide detail of other sources of funding that will contribute to the expenditure of the project. This should include the source and confirmation that this is in place or the date that you expect it to be confirmed in not.

Please specify if any additional funding for the project has already been secured, or if you are in discussions with funders to discuss eligibility. You must be able to evidence that this funding is in place by 31 March 2023 or earlier.

**Project Management and 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 statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made. Description should also be provided as to how the project will be managed and delivered, and this should include a commitment to completing and returning relevant project monitoring information, as specified in guidance.

During delivery and on completion you need to be aware that, unless otherwise agreed with West Lothian Council, any ongoing related maintenance will be the responsibility of the applicant as well as any public liability insurance that may be required depending on the nature of your project.

## APPENDIX 2

### Allocation of Grant with settlements more than 1000 in West Lothian

Settlement	Population	Fixed Allocation	Population Allocation	Total Amount Awarded
		£	£	£
Livingston	54,516	10,000	83908	93,908
Bathgate	23,559	10,000	36260	46,260
Linlithgow	13,862	10,000	21336	31,336
Armadale	12,021	10,000	18500	28,500
Whitburn	11,805	10,000	18170	28,170
Broxburn	10,970	10,000	16884	26,884
Uphall	4,687	10,000	7214	17,214
Blackburn	5,775	10,000	8889	18,889
East Calder	5,733	10,000	8824	18,824
Fauldhouse	4,804	10,000	7394	17,394
Winchburgh	3,758	10,000	5784	15,784
Midcalder	3,351	10,000	5158	15,158
West Calder	3,152	10,000	4851	14,851
Kirknewton	2,598	10,000	3999	13,999
Polbeth	2,301	10,000	3542	13,542
Blackridge	2,074	10,000	3192	13,192
Addiebrowhill	1,991	10,000	3064	13,064
Stoneyburn	1,982	10,000	3051	13,051
Pumpherstoun	1,667	10,000	2566	12,566
East Whitburn	1,344	10,000	2069	12,069
Seafield	1,334	10,000	2053	12,053
Uphall Station	1,073	10,000	1651	11,651
Greenrigg	1,066	10,000	1641	11,641
<b>Total</b>	<b>175,423</b>	<b>230,000</b>	<b>270,000</b>	<b>500,000</b>

Note that the fixed amount will stay the same however the variable amount based on population maybe subject to change when actual budget is received from Scottish Government.

#### Livingston

<u>Area</u>	<u>Population</u>	<u>Amount Awarded</u>
Livingston Eliburn	8,211	14144
Livingston Craigshill	7,057	12156
Livingston Dedridge	6,808	11727
Livingston Murieston / Bankton	5,315	9155
Livingston Carmondean	5,170	8905

Livingston Ladywell	5,024	8654
Livingston Deans	4,234	7293
Livingston Knightsridge	3,945	6796
Livingston Howden	3,489	6010
Livingston Village / Kirkton	2,958	5095
Livingston Bellsquarry / Adabrae	2,305	3973
	54,516	93908

Based on 2017 Population figures

**West Lothian Council  
Economic Development & Regeneration  
8 February 2022**