

Appendix 1

Community & Business Placemaking Fund 2019/20

Application Guidance

Who can apply?

Applications can be submitted by local or national constituted groups, businesses, representative business, community or voluntary organisations.

Applications for funding for façade improvements to a single property can be submitted by individual businesses or by a representative business, community or voluntary organisation for multiple properties in a town centre where they have agreement from business tenants or owners.

Applications for town centre management initiatives should only be submitted by a representative business, community or voluntary organisation where they have support for business participation from multiple business tenants or owners.

What kind of projects will be supported?

The grant can be used to support facade improvements to business premises or town centre management initiatives and reasonable professional fees which are directly incurred in respect of the project concerned.

The criteria for assessing the application are:

General

- √ All proposals will be required to demonstrate how they enhance/contribute to business or local economic growth and/or contribute benefits to the wider community
- √ Prior to application the proposal must have the written support of all local Councillors in the Ward where the project is taking place. If you don't know them there is a list on the PKC Website
- √ Applicants should have an ability to complete the project within 12 months.

Façade Improvements - £100,000

Grants to individual businesses or representative business, community or voluntary organisations for funding to improvements to the facades of business premises will

- √ Generally only be available for owners/lease holders of property with retail or commercial leisure use who agree to secure all necessary property and regulatory consents (confirmed in writing prior to application)

- √ Will be required to undertake all necessary repair and improvement works. For example a grant would not be available for only repainting a door and windows if other repair and improvement works to the property are required.
- √ Will not cover the cost of major structural repair works. There may be other sources of financial aid available to undertake such work. Where repairs are needed it will be a condition of grant that they are completed in advance of improvement work.
- √ Will be required to demonstrate arrangements have been made for future maintenance as part of a planned maintenance schedule or lease conditions
- √ Will be required to demonstrate they have secured designers and contractors with the requisite skills and experience to carry out the works,
- √ Will be required to demonstrate they hold adequate public liability insurance and health and safety requirements are met.

Applications for funding of multiple improvements to the facades of business premises by representative business community or voluntary organisations

- √ Will require evidence of participation from local business, indicative proposals and anticipated funding levels and link to other existing or planned regeneration or town centre management initiatives (e.g. charrettes or conservation area appraisals)

Town Centre Management Initiatives - £100,000

Applications for funding for town centre management initiatives by representative business, community or voluntary organisations,

- √ Will require evidence of participation from local business, indicative proposals and anticipated funding levels and link to other existing or planned regeneration or town centre management initiatives (e.g. charrettes or conservation area appraisals). Examples of town centre management initiatives could include support for the procurement of consultancy services and or platforms to generate income; resources for Purple Flag or World Host accreditation; town centre WIFI digital support
- √ Must demonstrate how they will managed and sustained. This could include the procurement of consultancy services and /or recruitment of staffing resources to provide advice and support in the future and predicted ongoing income or grant assistance from other sources.

How much would the grant be?

Façade Improvements

Minimum grant request £2,500 up to a maximum of £10,000 for façade improvements to single properties with a maximum of up to £50,000 for multiple properties in a town centre. 50% match funding is required. For example, an application of £2500 would have a total cost of at least £5,000. The whole project can be of any size and there is no defined maximum project cost.

Town Centre Management Initiatives

Minimum grant request £10,000 with maximum of up to £50,000 for town centre management support. 50% match funding is required. The whole project can be of any size and there is no defined maximum project cost.

What is Match Funding?

Match-funding can include fundraising activities, cash contributions and in-kind support from community groups or business premises owners.

In kind support must relate to the project itself rather than any other activities of the group.

In Kind support for the Community & Business Placemaking Fund (CBPF) can be calculated based on nationally recognised volunteer rates (Heritage Lottery Fund)
Unskilled = £60 per day | Skilled = £150 per day | Professional = £350 per day

CBPF funding will only be paid to the business or representative business, community or voluntary organisations when proof has been supplied that match funding has been secured

We have created a spreadsheet available on our webpage to help you calculate your in-kind support and other forms of funding for your CBPF application. Please use this and submit with you application.

Please Note

- Each business or representative business, community or voluntary organisation will only be able to apply for one grant in each financial year and future applications cannot be used to fund the same element of the project.
- Several projects can be teamed up together into one application to meet the minimum funding level.

What happens to my application?

During the application process Economic Development staff within the Housing & Environment Service will be in touch with either individual applicants or representative business, community or voluntary organisations with any additional questions.

Please note: failing to provide the information required in the application checklist will stall the process and result in a significant delay to the 12 week assessment timescale.

How will I know if my application has been successful?

If successful, PKC will send (by post) a Letter of Award to the applicant which clearly sets out the conditions of the grant and provides an End of Grant return form. The Project can then begin to be implemented.

If unsuccessful PKC will contact the applicant by post, our letter will include feedback.

I have a successful application, what happens next?

If successful, PKC will send (by post) a *Letter of Award* to the applicant which clearly sets out the conditions of the grant and provides an *End of Grant Monitoring Form*. The Project can then begin to be implemented.

How do I claim the CBPF grant?

Prior to funds being released, applicants must clearly demonstrate that you have met all of the conditions set out in the *Letter of Award*.

Funding can be claimed any of the following ways:

1. Lump sum funding at the conclusion of the project
2. Smaller payments at regular intervals throughout the delivery of the project
3. If requested at application stage funds can be released prior to works (see below)

If claiming in lump sum or smaller payments (1&2):

A. On completion of the project or a milestone:

- gather together a copy of each paid invoice (with 'paid' written on it) or a copy of each receipt that the CBPF has agreed to fund
- provide evidence that you have met all of the conditions set out in the Letter of Award.

B. Submit these 'FAO CBPF Team' to Economic Development at Pullar House, 35, Kinnoull Street, Perth PH1 5GD.

N.B. The grant will be paid either on production of invoices (with payment based on 50% of each invoice) or against proof of in-kind expenditure up to the level of the grant agreed (such as volunteer timesheets to prove the value of the equivalent match-funding).

C. PKC will transfer the funding direct to the bank account provided in the original application within 10 working days.

D. On completion of your project, you must complete an End of Grant Form.

If claiming prior to works (3):

A. Evidence value for money by supplying PKC with 3 quotes for each element of the project, providing detail as to why your chosen supplier is best value for your group (i.e. local supplier or community benefit)

B. Clearly demonstrate that you have met all of the conditions set out in the Letter of Award.

C. PKC will transfer the sum requested on your best value quote(s) direct to the bank account provided in the original application within 10 working days

D. On receipt, you must provide a copy of the bank statement showing the funding from PKC going into the account and the payment being made out of the account to the supplier(s)/contractor(s)

E. On completion of your project / receipt of all funds you must complete an End of Grant Form.

Completing and submitting the End of Grant Monitoring Form

The *End of Grant Monitoring Form* to record the positive impacts on the business, economy or community within the local area. This form will record as appropriate:

- The progress of the project compared to the programme planned initially
- The number of business premises improved
- The number of businesses participating in town centre management initiatives
- Evidence of improvement in town centre economic performance in relation to vacancy, footfall and turnover
- The number of paid and voluntary posts created through the funded project
- The number of training places created via the project

Photographs can also be submitted with the Monitoring Form so that improvements can be recorded.