

# Town Centre Regeneration Fund

Application Form  
Help Notes





## Town Centre Regeneration Fund Application Form – Help Notes

Please refer to these help notes as well as the information and guidance for applicants when completing the Town Centre Regeneration Fund application form.

### Section 1: Organisation and contact details

Question	Notes
1 - 6	<p>To be eligible to apply for funding from the Town Centre Regeneration Fund, you must have a legal identity.</p> <p>You should therefore submit supporting documentation with your application to show this is the case (Statutory bodies need not submit such proof). Evidence of legal identity can include:</p> <ul style="list-style-type: none"><li>• Partnership deeds</li><li>• Certificate of registration from Companies House</li><li>• Certificate of registration from the Scottish Housing Regulator</li><li>• Certificate of registration with the Office of the Scottish Charity Regulator (OSCR)</li></ul>
7	<p>Provide contact details for the main person responsible for this application.</p>
8	<p>You must provide contact details of an independent referee who endorses this application. Examples of suitable referees include:</p> <ul style="list-style-type: none"><li>• Local authority Chief Executives</li><li>• Chair of a local authority Board</li><li>• Chair of a local Community Planning Partnership.</li></ul> <p>You must also provide supporting documentation that confirms that such an endorsement is in place. A signed letter would be acceptable.</p>

### Section 2: Project details

Question	Notes
9	<p>If you are applying as the lead partner for a consortium of partners, you must detail each of the other partners that are involved and their role in the project.</p> <p>You should bear in mind that we are particularly looking for evidence that bids have been developed and agreed with local partnerships including the local authority and businesses; and that, where appropriate, delivery will involve a range of local partners.</p> <p>You should show here that you have discussed your project with local</p>

## Town Centre Regeneration Fund Application Form – Help Notes

	partners (in particular if you are outwith a Statutory body, that you have engaged with Local Authorities and Community Planning Partnerships)
<b>10</b>	Provide the title of your project
<b>11-13</b>	You must provide the full street address (including building number - where appropriate), postal code for the site of the project, and the local authority area within which the project is taking place. Where the project is taking place over multiple sites - please provide the full postal address and local authority area of all sites.
<b>14</b>	Provide the planned start and end dates of the activity for which you are seeking funding.
<b>15</b>	<p>If the capital works for which you are seeking funding from the Town Centre Regeneration Fund are to be delivered by a third party we will require details of the contracts to be awarded, including:</p> <ul style="list-style-type: none"> <li>• The nature and value of the work to be contracted (where this exceeds £10,000); and</li> <li>• The likely date it is anticipated the awarding of the contract will take place.</li> </ul>

### Section 3: Project aims & objectives

Question	Notes
<b>16</b>	<p>Provide a brief summary of the project, describing exactly what the project is about. You need to tell us:</p> <ul style="list-style-type: none"> <li>• The need the project addresses</li> <li>• The aims of the project</li> <li>• If it is part of a wider programme of work, and describing what this is</li> </ul> <p>You must show us there is a clear need for your project. You should provide specific information on why the project is required. This might come from community consultations, research, evidence from local strategies, plans or steering/working groups.</p>
<b>17</b>	<p>You should list the specific outcomes of the project. Tell us where and by when these outcomes are likely to be achieved, for example:</p> <ul style="list-style-type: none"> <li>• To make building(s) x Disability Discrimination Act compliant by date x.</li> <li>• To remediate x vacant site by date x in order to make it ready for development.</li> <li>• To purchase and convert x building in order to provide a community centre for x local residents by date x.</li> </ul> <p>Please include a copy of your project plan or business plan in relation</p>

## Town Centre Regeneration Fund Application Form – Help Notes

	to your application.
<b>18</b>	You should specify who will benefit from the proposed project. You can specify the whole community within a geographical area or you can identify specific groups of people who will benefit. If you have an idea how many people will benefit from the project, you should include this here. You must clearly explain what the benefit is and explain how this group will benefit, quantifying where possible.
<b>19</b>	Please refer to the 'Information and Guidance for Applicants' document included in your application pack for further information on the priorities and overall aims of the Town Centre Regeneration Fund. You should then use this space to clearly demonstrate how your project aligns with these aims and priorities, such as: <ul style="list-style-type: none"> <li>• how it could support the economic recovery/growth in the town centre, support town centre business and attract investment;</li> <li>• how it might contribute to the long term sustainability of a town centre;</li> <li>• the benefits for the local community;</li> <li>• any environmental benefits, for example through remediation of vacant or derelict sites.</li> </ul>
<b>20</b>	Provide a summary of your consideration of the equality implications of the project. See <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a> . We may require proof from you that you have considered your obligations as required under legislation.
<b>21</b>	Provide a summary of your consideration of the environmental implications of the project. See <a href="http://www.scotland.gov.uk/Topics/Environment/14587">www.scotland.gov.uk/Topics/Environment/14587</a> . We may require proof from you that you have considered your obligations as required under legislation.

### Section 4: Strategic Impact

Question	Notes
<b>22</b>	Applications must clearly support and contribute to existing strategic plans for your town centres (i.e. identified in Local Development Plans, Local Plans, Town Centre Plans, URC and BID business plans).  You should demonstrate that your project will contribute to local priorities. As part of the supporting documentation for your application, you should submit a copy of the relevant sections of the local plans, highlighting where your project fits.
<b>23</b>	You need to show us that you have thought strategically about your Town Centre Regeneration project. What are your strategic business priorities and how does this project contribute to them? Statutory



## Town Centre Regeneration Fund Application Form – Help Notes

	bodies should clearly demonstrate how this project links to their Single Outcome Agreement.
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### Section 5: Project financial information

Question	Notes
24	<p>Please refer to the 'Information and Guidance for Applicants' document in your application pack, which provides details on the financial criteria upon which applications will be assessed on.</p> <p>You should then complete the table to highlight the overall costs of your project. You should provide the other sources of funding financing this project, and how much funding you will require from the Town Centre Regeneration Fund.</p> <p>We may ask you to provide supporting documentation at a later stage which confirms other sources of funding are available.</p>
25	Please provide the proportion of Town Centre Regeneration Funding being requested in relation to the other funding streams available, and express this as a ratio.
26	You should tell us if this project would go ahead without funding from the Town Centre Regeneration Fund. If yes, you need to explain what additionality any monies awarded from the Town Centre Regeneration Fund will provide.
27	You should tell us if you will spend the funds applied for in this financial year (2009-10). If no, you should provide further details on why and when funding would be spent.
28	The Scottish Government, and all other public bodies (including bodies administering public funds) are required to ensure that they provide funding in adherence with the State aid rules and must consider applications in order to establish whether a measure constitutes State aid. Where State aid is involved, it must be provided under the cover of an exemption; approved scheme, or the de minimis regulation. Please tell us if you have considered state aid rules, and provide us with a summary of your considerations. Further information on state aid can be found at <a href="http://www.stateaidscotland.gov.uk">http://www.stateaidscotland.gov.uk</a>

### Section 6: Monitoring and evaluating your project

Question	Notes
29	You need to explain how you will evaluate the impact of your project. We will want to be satisfied that you will be gathering the information required to determine whether the aims, objectives and planned



## Town Centre Regeneration Fund Application Form – Help Notes

	<p>outcomes have been achieved. Further information and advice on how to evaluate programmes is available from the Evaluation Support Scotland website <a href="http://www.evaluationsupportscotland.org.uk/">http://www.evaluationsupportscotland.org.uk/</a></p> <p>We will refer to your project or business plan for detail of the proposed monitoring arrangements for the project.</p>
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### Checklist and Declarations

#### Checklist

You should check the relevant boxes to confirm the supporting information you are including with your application.

If you cannot provide any of the supporting documentation required, you should use the space provided to explain why and to provide a date by which they will be available.

#### Declarations

You should ensure the name, position and date for the main contact and the person endorsing the application are completed before submitting the application.

### Submitting your application

Please send a hard copy of the completed application form and all supporting documentation to:

Town Centre Regeneration Fund Administrator  
The Scottish Government  
Victoria Quay  
Regeneration Division  
Area 1-G  
Edinburgh  
EH6 6QQ

**All applications and supporting information should be typed.** If you do not have access to a PC, please complete a hard copy of the form in **black ink** and post it to the above address. Please note that word limits should be adhered to and that all applications should be legible - additional content or illegible entries will not be considered. Applications received after 5pm on 21 August will not be considered.