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**Place Based Investment Programme (PBIP)**

**Application Guidelines**

**This document provides guidelines for organisations applying for Place Based Investment Programme (PBIP) from East Renfrewshire Council (ERC). It is structured into three sections:**

1. Key information to consider before you decide to apply

2. Completing your application

3. What happens after you submit your application?

**Key information to consider before you decide to apply:**

**Contact**

We would encourage you speak to one of our Economic Development Officers before you submit an application form. We would recommend you complete an Expression of Interest form which can be found on the Council’s website prior to submitting a full application form.

For further information or to speak with a member of the Economic Development, please contact us:

**Phone:** 0141 577 3325

**Email:** [business@eastrenfrewshire.gov.uk](mailto:business@eastrenfrewshire.gov.uk)

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| **1. Place Based Investment Programme Application Guidelines** |

1. **(a) Aims and objectives of the Programme:**

* 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, Community Wealth Building and Inclusive Growth;
* To ensure that all place based investments are shaped by the needs and aspirations of local communities
* To accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

1. Grant funding support is provided by the Scottish Government which can a wide range of capital investments in East Renfrewshire including but not limited to the following:

• Environmental improvements

• Public realm works in our town centres/neighbourhoods

• Making better use of land and existing buildings

• Help people make more journeys on foot or bicycle by improving access and safety

• Improving access/movement networks

• Improve opportunities to enjoy active outdoors

• Reduce carbon emissions by providing more green energy usage in our public spaces.

• Shop front improvement schemes

Please not that revenue costs such as salaries are not eligible for this funding.

1. **(b) Who can apply for Place Based Investment Funding?**

Applications will be considered from organisations who:

* Are based in East Renfrewshire
* Have not for profit status, such as being a registered charity, social enterprise or community interest
* Are from a local council service
* Have an ability to deliver high quality place projects within the East Renfrewshire area
* Have an equal opportunities statement or policy (or are willing to adopt ERC’s). Applications are welcome from underrepresented organisations.
* Have a clear proposal that meets the Placed Based Investment Programme aims and objectives
* Can demonstrate that their proposal meets local priorities
* Are not in financial debt to East Renfrewshire Council.

**(c) How much Place Based Investment Programme funding is available?**

East Renfrewshire Council has received the following sums for this programme:

Round 1 2021/22 - £635,000

Round 2 2022/23 - £551,100

Round 3 2023/24 - £384,100

Round 4 2024/25 - £384,100

Round 5 2025/26 - £384,100

**Total £2,338,400**

**(d) Who allocates the funds?**

The funding will be for local authorities to allocate, working collaboratively with local communities, along with business and the third and public sectors, to support shared local plans and aspirations. Final decision on the allocation rests with East Renfrewshire Council and decisions will be made by East Renfrewshire Council’s Cabinet.

**(e) Who will see my information?**

Please see link for information on Data Protection: [ERC Information about Data Protection](https://www.eastrenfrewshire.gov.uk/data-protection)

**(f) What happens if I am successful in my bid?**

If you are successful in your application the Economic Development team will contact you and issue you with an Offer of Grant. The Offer of Grant sets out the conditions of the grant awarded, timescales and claiming the grant funding. Project applicants will also be required to submit regular progress reports.

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| **2. Completing your application** |

* Grant funding for approved projects will be made on a pre-agreed milestone basis. The Council may consider advance payment of works in some circumstances given the short timescales involved and if applicants can evidence this is required to facilitate delivery of the project. Please provide milestones and values for payments to be released if your application is successful.

**Example:**

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| Milestone | Grant value |
| 1. Grant agreement signed. Order placed for materials – deposit required (15 November 2021)  2. 50% completion of works (15 January 2022)  3. Full completion of works (28 February 2022) | £5,000  £10,000  £10,000 |

* Give a full in depth summery of the proposal including information on partners and communities involved. Please include information relating to planning permission – Does the project need planning permission? Is planning permission obtained, pending or ready to be submitted? Provide information on what will be delivered and how the project has evolved. You may include supporting documents such as but not limited to maps, blueprints or photographs.
* A full list of the place based investment programme objectives can be found in the table below along with guidance on each objective.
* Link the project to aims and objectives in the Council’s Economic Development ambitions and the [Community Plan](https://eastrenfrewshire.gov.uk/media/233/Community-plan-2017-to-2027/pdf/community-plan.pdf?m=637539164354170000). For example, explain and provide evidence on how the project will address climate change, how an area can be improved or how your project will benefit the economy. If the project will have an impact on unemployment or training please provide details.
* How does the project meet the desired outputs, results and outcomes of the programme? Please refer to the [Improvement Service Place and Wellbeing Outcomes](https://www.improvementservice.org.uk/products-and-services/consultancy-and-support/planning-for-place-programme/place-and-wellbeing-outcomes) and embedded outputs and results spreadsheet that can be found in the application. You will be required to detail your outputs, results and outcomes at the outset and successful applicants will be asked to report on progress towards these.
* How does the project comply with the Equality Act 2010 and follow associated codes of practice? Please include in your application information describing how you will make sure the proposed activity is open and encourages diversity, and how it removes potential barriers, allowing for equal opportunity. Follow the link for more information on ERC’s [Equality, Diversity and Human Rights Policy.](https://www.eastrenfrewshire.gov.uk/equality-diversity-and-rights)
* Deliverability - Include how you will follow the public procurement rules, how the project will be managed including frequent reports, site visits, project team, evaluation, a project plan – provide a detailed project plan including all milestones. This can include commitment to contract dates, dates of work starting, predicted project end dates, time frames, match-funding details if applicable. Provide information on how you will evaluate the project. A full project plan can be submitted as supporting document.
* Highlight any risks associated with the project and what plans are in place to prevent these. These can include COVID-19 disruptions, supply of materials, procurement hold ups etc. A full risk register can be submitted with supporting documents.
* Provide a full timeline of events for the project. This can include commitment to contract dates, dates of contractors on site, project end date. Include any procurement information and time frames, Match funding details if applicable.
* Provide a full breakdown of expenditure for the project, as detailed as possible.

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| **Main objectives of PBIP** | **Guidance** |
| |  | | --- | | To link and align place based initiatives and establish a coherent local framework to implement the Place Principle; | | • Provide information on how the project links to the Council’s Economic Development and Inclusive Growth Strategy, and the Community Plan and any Local Outcome Improvement Plans (LOIPs). Provide information on what objectives the project supports and the potential outcomes.  • Tell us how the support and outcomes links to place based initiatives.  • Provide evidence of local support. |
| To support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods, Community Wealth Building and Inclusive Growth; | • How does the project support 20-minute neighbourhoods? Provide information about why what will be delivered is needed in the community and evidence that it is currently not supported by the 20-minute neighbourhood theory. Provide, for example, a map with community amenities in the area highlighted and text explaining why what is proposed in needed in the community.  • How does the project support community wealth building and inclusive growth? Tell us how the project will tackle inequality by placing a greater degree of control into the hands of the community. For example, provide evidence that inequality exists in the community though community questionnaires and explain how the project will tackle it.  • How does the project support town centre revitalisation? How will this project revitalise the area it focuses on? For example, provide evidence a particular building in the community needs upgrading to maintain/improve the role it plays within the community and how the local people have supported this idea.  • How does the project support community led regeneration? Provide evidence of the community being at the heart of the project. For example, include evidence that there has been community involvement when developing the project. |
| To ensure that all place based investments are shaped by the needs and aspirations of local communities | • Show how the project has been developed with the needs of the local community in mind. This could be shown through community questionnaires, community meetings, and feedback from locals.  • Highlight the lasting benefits your project will have on the community and the impact that will have. |
| To accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership. | • How does the project promote a net-zero future? For example, include predicted figures of reduced emissions and how you came to that figure. • How does the project accelerate wellbeing and inclusive economic development?  • How does the project tackle inequality and disadvantage? For example, include SIMD figures for the area and what your project aims to deliver.  • How does the project accelerate community involvement and ownership? Give details on what and how the community have been involved with planning   |  | | --- | |  | |

**Eligible Expenditure Cost Headings**

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| **Expenditure Cost Heading** | **Description** |
| **Land Acquisition** |  Applicants must be able to prove that the purchase price does not exceed the market value.   Please indicate clearly the date the land was acquired and provide evidence as an enclosure to the application form. |
| **Premises Acquisition** | Where purchase of premises is an essential element of a project, eligible expenditure is limited to the market value.   * Applicants must be able to prove that the purchase price does not exceed the market value. * The premises must not have been in receipt of a national/EC grant within the previous 10 years. * Please indicate clearly the date the premises were acquired and provide evidence as an enclosure to the application form. |
| **Pre-Contract Professional Fees (does not include feasibility studies)**  **And**  **Contract Implementation Fees** | Pre-contract works including design, bills of quantity and tender preparation. This does not include feasibility studies.  Project management and supervision associated with the implementation of the project works, including Clerk of Works.  *Note:*   * *Fees may be included for external consultants where it can be demonstrated that they have been incurred as a result of a competitive tendering process.* * *Fees that have been subject to an approved tender process may be included at the market rate resulting from that exercise.* * *Fees may be included for in-house professionals where an in-house market-testing process is in place, e.g. local authority best value process. Applicants must be able to prove best value and can only charge actual costs directly attributable to the project.* |
| **Site Investigation** | This should take account of specialist investigations required to identify contamination and recommend particular treatments etc. |
| **Site Decontamination** | Specialist treatments to clear a site of particular contamination and dangers. |
| **Site Preparation/Clearance** | This should include demolition works and the general preparation of sites, which is not part of specialist decontamination works. |
| **Preliminaries** | As detailed in the Bill of Quantity |
| **Internal Services** | This should include the provision of services/utilities within a building such as heating, lighting, plumbing and telecommunications |
| **Specialist Treatments** | This should cover any specialist treatments not included under other headings such as :   * Stone cleaning * Floodlighting * Asbestos removal * Damp & rot * Special needs accessibility   Note:   * Applicants should specify the type of treatment(s) in an appendix. If treatments are associated with listed buildings they should be in accordance with the guidelines set down by Historic Scotland. |
| **Main Building Contract Work** | This may include the following elements of work:   * External/structural refurbishment of existing premises. * Internal sub-division of existing premises. * New build premises. * External decoration and associated works as part of a larger project. * Internal decoration and associated works as part of a larger project. |
| **Main Environmental Contract Work** | This may include the following elements of work:   * Hard and soft landscaping as part of a larger industrial/commercial development. * Hard and soft landscaping as part of a larger tourism/cultural development. * Hard and soft landscaping to promote environmental sustainability. * Street furniture and lighting. * Traffic management and urban centre regeneration works. * Creation and improvement of footpaths * Creation and improvement of cyclepaths * Improvements to inland waterways |
| **Contingencies** | Contingencies are an acceptable and reasonable cost at application stage.  *Note:*   * *In the claim form contingencies should be reported against the appropriate, approved expenditure heading where costs have simply overrun.* * *Where the contingency covers genuine, unforeseen eligible expenditure, the costs should be reported against the contingency heading with a full breakdown provided as a separate attachment to the claim.* |
| **Security Provision** | This should include eligible security provision, which will ensure the success of the wider project. |
| **Moveable Infrastructure (Fixture and Fittings**) | Fixtures and fittings are only eligible if they are purchased for and used specifically for the project for example:   * For vocational training and research and development facilities essential items of equipment for the sole purpose of project delivery such as information technology equipment, research equipment, some teaching furnishings, machinery for skills enhancement delivery may be considered. The eligibility of such items will be appraised on an individual project basis. * For community economic development essential fixtures and fittings directly related to the sole purpose of the project may be considered. The eligibility of such items will be appraised on an individual project basis. * In cases where items of equipment have been purchased, an inventory must be retained for audit purposes. |

**What will your project achieve?**

Please outline what your project will achieve in terms of of outputs/results. This could be amount of land improved or how many jobs created. Please see full list of outputs and results attached.



**What Place and wellbeing outcomes will your project deliver?**

Please refer to the Improvement Service website for further information on expected outcomes. This could include: stewardship, movement, spaces, civic and resources.



<https://www.improvementservice.org.uk/products-and-services/consultancy-and-support/planning-for-place-programme/place-and-wellbeing-outcomes>

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| **4. What happens after you submit your application?** |

* 7th April 2023 is the deadline for submission. Applications will be rejected if submitted after this date.
* East Renfrewshire Council will produce a shortlist of eligible projects by considering applications which responded to a need identified in the guidance.
* The shortlist of bids will be taken to Cabinet in May 2023 for final decision on fund allocations.
* Applicants will be notified about the decision in June 2023.
* Offer of Grants will be issued in a timely manner after the Cabinet meeting.
* All contracts for work should be in place by the end of March 2024 and work should be completed by 30th September 2024.
* East Renfrewshire Council will ask for regular project updates.

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| **5. Further information** |

In order to support your application you wish to refer to the following resources:

* Town Centre Audits - <https://www.eastrenfrewshire.gov.uk/article/1402/Town-centres>
* East Renfrewshire Council Community Plan – <https://eastrenfrewshire.gov.uk/community-planning-partnership>
* Locality Plans – <https://eastrenfrewshire.gov.uk/community-planning-partnership>
* Understanding Scottish Places – this tool helps you to better understand and compare the places where you work and live <https://www.usp.scot/>
* Improvement Service Place and Wellbeing Outcomes - [www.improvementservice.org.uk/products-and-services/consultancy-and-support/planning-for-place-programme/place-and-wellbeing-outcomes](http://www.improvementservice.org.uk/products-and-services/consultancy-and-support/planning-for-place-programme/place-and-wellbeing-outcomes)

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| **6. Checklist** |

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| **ITEM** |  |
| Completed application form |  |
| Project plan |  |
| Risk assessment |  |
| Supporting documents (community feedback/Photographs/Maps etc) |  |
| Full detailed breakdown of costs |  |
| Completed Outputs/Results |  |
| Completed Place and Wellbeing Outcomes |  |
| Equal opportunities statement or policy |  |