

## **APPLICATION FORM, GUIDANCE NOTES AND CONDITIONS**

<b>REFERENCE NO:</b>	
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The aim of this grant is to make a transformational and visual difference to the heart of Moray's town centres; to turn empty properties into residential and/or student accommodation and bring the town back to life.

Grants are available from the Moray Council through the 'Transforming Empty Space to Living Space' scheme for suitable projects within the town centres with a population of over a 1000 residents.

Grants are discretionary and the deadline for applications to be considered is **14<sup>th</sup> NOVEMBER 2020**

**PREVIOUS SUCCESSFUL APPLICANTS OF 'TRANSFORMING EMPTY SPACE TO LIVING SPACE 2019 – 2020' ARE INELIGIBLE FOR THIS SCHEME**

If you would like any assistance to complete this form, please email: [towncentrefund@moray.gov.uk](mailto:towncentrefund@moray.gov.uk)

### **APPLICATION FORM**

Please refer to application guidance notes on page 6. Form to be completed in type or black ink.

1. Address of the property for which the grant is applied for:

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2. Name of applicant (note 2)

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3. Applicant address (if different from above) and contact details

Address:
Tel:
Email:

4. Do you own the property for which you are seeking grant? (note 2) Yes  No

If no, please complete the following details (please continue on separate paper if necessary):

Applicant's interest in property:

Nature & term of lease:

Maintenance responsibilities under lease:

Owner's Name and Address:

5. Nature of applicant (e.g. householder, business, charity):

6. Name of Agent or Professional Advisor (if applicable):

7. What is the proposed end use of the property? (**Note 3**)

8. Please include details of proposed works to be carried out (**Note 4**)

**Photographs** – We would ask you to submit photographs – “before” works have commenced and “after” works have been completed

9. Have all the relevant statutory consents been applied for/awarded? (**Note 5**)

	Planning Permission	Listed Building Consent	Advertisement Consent	Building Warrant	Other (eg.
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13. Declaration

**By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge**

If the applicant is two or more individuals (e.g. if the property is jointly owned) all must sign the completed form. If the applicant is an Organisation, an authorised member of the organisation must sign the completed form and give his/her position in the organisation.

I declare that:

- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- I can confirm that the quotations enclosed are bona fide competitive quotes
- I can confirm that the owner of the property, if appropriate, has agreed to the proposed works being carried out and that their written consent is enclosed
- I accept the grant is discretionary and is subject to funds being available
- Where submitting an application on behalf of an organisation or group I have the power to accept the grant subject to conditions and the power to repay the grant in the event that the conditions of the grant are not met.
- I will accept and abide by the terms and conditions of the grant award and the agreed works, failure to do so will render the applicant liable to return any grant disbursed.
- I will notify in writing of any variation in the agreed works prior to their implementation and allow sufficient time for their consideration.

An application will be invalid until all of the necessary documents and information is received and acknowledged

Print Name: .....

Signed: .....

Date: .....

Print Name: .....

Signed: .....

Date: .....

**The submission of this application and your acceptance of any formal grant offer which follows will form the basis of a legally binding contract between the applicant and Moray Council**

**Submitting this application means that you accept the terms and conditions of the grant**

**I agree to my personal information being used as outlined in the attached privacy notice on Page 10**

## 14. Checklist

- Please ensure that you have signed and dated the application and acceptance forms
- If you are not the property owner, please enclose written authority from the owner to carry out the proposed works
- Ensure that any statutory consent (planning/building standards/listed building etc) have been applied for /awarded. All consents must be in place before the agreed work commences.
- Ensure that you have included three quotes for the proposed works
- Ensure that you have included sufficient details about how the proposal will be transformational and provide full details of the end use

## APPLICATION GUIDANCE NOTES

**Please ensure that your proposal is for transformational work within the heart of the community; turning empty space into living space for residential and/or student accommodation**

### **Note 1**

It is important that the property is free from restrictions that may affect the proposed scheme. This might include the requirement to seek approval from the building owner, title conditions, use restrictions imposed by the owner or Planning or other statutory requirements. It is your responsibility to ensure that no such restrictions apply, or that such restrictions will not affect your eligibility for the grant.

### **Note 2**

For applicants who do not own the building please give details of the interest in the property, the nature of the lease, its term and your responsibilities under the lease. It will also be a requirement of grant that the building owner signs the application form to indicate consent for the grant application. If you are acting on behalf of an organisation you should advise the Moray Council of the nature of your interest in the property.

### **Note 3**

The grant is available for projects and work that are transformational and will turn empty space into living space for residential and/or student accommodation only. Please therefore give full details of the proposed end use of the property – will it be residential, student accommodation, m2 transformed into living space.

The property must be let for residential/student accommodation for at least 5 years and it is expected that the Landlord will act responsibly

### **Note 4**

Please advise us of the proposed works that will take place.

Eligible works can include:

- Works to property entrance to create access
- Structural work
- Window replacement
- Professional fees

Other works which may be considered include electrical rewiring/upgrade, heating upgrade, boiler installation, plumbing repairs.

Non-eligible works

Grants are not available for cosmetic works including new kitchens, bathroom suites, floor coverings and holiday let properties

Grants are not available retrospectively for works that have already been carried out/completed

As part of the evaluation for the success of the scheme, we ask that you submit photographs of the property before works have commenced and after work has been completed. You may also be asked to take part in an evaluation of the scheme

It is the responsibility of the applicant to ensure that the work is completed to his/her satisfaction

**Note 5**

**Statutory Consents** - Planning Permission, Building Warrant, Listed Building Consent and other consents may be needed for alterations or change of use of property. You must obtain consents, if required, and must meet any other legislative requirements prior to commencement of works. Grants will only be finalised after these matters have been resolved.

If the property is within a Conservation Area, it is important that the repairs are in keeping with the Conservation Area guidelines and principals

**Note 6**

Where possible, please provide three itemised quotations for the proposed work from appropriate contractors.

The quotations must cover identical areas of work. Any quote must give a detailed and itemised breakdown. Quotes must be presented on company headed paper and include full details of the company, business address. All costs are exclusive of VAT.

**Application Assessment, submission and Decision**

Your completed application and agreement should be submitted for assessment. If successful, you will receive written notification and a Letter of Grant Offer. Please note that no grant related work should start before written approval has been received.

Projects that are awarded a grant should be completed by end **March 2021, or at least have started and monies contractually committed before this date. All works have to be completed before September 2021.**

Please email your signed and completed application form to  
[towncentrefund@moray.gov.uk](mailto:towncentrefund@moray.gov.uk)

## CONDITIONS

### GRANT AWARD

The scheme offers grants of up to 25% of the eligible costs so the grant awarded would be up to a **maximum of £50,000 or 25% of the eligible costs, whichever is the lesser amount**, therefore match-funding of at least 75% will be required from the property owner

#### Example

Eligible Work costs	Actual spend on eligible works	Grant £ total	Owner £ total	Grant award and reason
£250,000	£250,000	£50,000	£200,000	£50,000 – this is the maximum permitted grant
£250,000	£200,000 *	£50,000	£150,000	25% of eligible works is the maximum permitted grant (£50,000)
£250,000	£310,000 **	£50,000	£260,000	25% of eligible works is the maximum permitted grant (£50,000)
£150,000	£150,000	£37,500	£112,500	25% of the eligible works is less than the maximum permitted grant (£50,000)
£150,000	£100,000 *	£25,000	£75,000	25% of eligible works is less than maximum permitted grant (£50,000)
£150,000	£200,000 **	£50,000	£150,000	25% of eligible works is the maximum permitted grant (£50,000)
£150,000	£220,000**	£50,000	£170,000	£50,000 – this is the maximum permitted grant

NOTE: \* indicates an underspend on eligible costs and \*\* indicates an overspend on eligible costs

### PAYMENT AND POST GRANT CONDITIONS

If your grant application is successful, the Moray Council will issue a formal offer of grant to you which must be accepted, in writing, within 14 days of the grant offer letter.

Payment of the grant will only be made on the satisfactory completion of the work and following submission of all paid, receipted original invoices and the completed grant claim form. Payment is made directly to the grantee and may take up to 30 days. For larger projects, a claim schedule may be available.

The Moray Council reserves the right to require re-payment of the grant, or proportion thereof, if the property is sold or not anymore used for the agreed purposes or the grant-aided works to the building are inadequately maintained

The applicant shall advise the Moray Council in writing of any intended sale or other disposal of the property or termination of a leasehold interest where this occurs within five years of the payment of grant.

Year from date of grant in which pay back occurs	Percentage of original grant to be recovered
0 – 3 years	50%
4 – 5 years	30%



The Moray Council also reserves the right to withdraw the offer of grant or require repayment of the grant or a portion thereof where:-

- (a) You become insolvent before completion of the Grant-Aided Works;
- (b) It appears to the Moray Council that any of the information submitted in connection with your application for grant is fraudulent, false or materially misleading;
- (c) If in the reasonable opinion of the Moray Council, you have withheld information which would have had a material bearing on our decision to approve the grant; and/or
- (d) You fail to observe and comply with any and all legislation applicable to you and/or the terms of any planning or listed building consent and/or building warrant and if you are a tenant of the property to which this grant relates, if you have not obtained the consent of the landlord to the repairs.

The Moray Council reserves the right to withhold all, or part of the grant, if any of the conditions are not complied with.



## **PRIVACY NOTICE**

### **Town Centre Capital Fund 2019-2021 Applications**

#### **How we use your information**

As part of processing your application for external funding the Council requires your personal data in order to:

- Inform you of the outcome of your application
- Verify your identity before awarding any funds
- Transfer any awarded funds to the correct bank account
- To allow for evaluation of the project after it has completed and to gather feedback

As such, if you do not provide your consent for us to use your personal data in this way we will be unable to process your application.

#### **Our legal basis**

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(a) of the General Data Protection Regulation (GDPR) because you have given consent to your personal data being used as outlined in this privacy notice.

#### **Who we share your information with**

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of the processing your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (in order to measure the effectiveness of the funds used).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

## How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of the Records Management Plan)

## Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. For more information about these rights please contact the Council's Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk) or 01343 562633.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

### Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)

### For Office Use Only.

Date Received:

Decision Date:

Decision:

Approve

Refuse

Date Valid:

Notification of Decision:

Grant Award Amount: