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## **MORAY COUNCIL**

**Wednesday, 08 May 2019**

The undernoted report has been added to the agenda for the meeting of Moray Council to be held on Wednesday, 08 May 2019 at 09:30, in terms of Section 50B (4)(b) of the Local Government (Access to Information) Act 1985 by reason of special circumstances on the Convener accepting the report as urgent business.

### **NOTE REFERRED TO:-**

- 12 (i) a Town Centre Fund Capital Grant 201902020 – Report by the Corporate Director (Economic Development, Planning & Infrastructure





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**REPORT TO: MORAY COUNCIL ON 8 MAY 2019**

**SUBJECT: TOWN CENTRE FUND CAPITAL GRANT 2019 - 2020**

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,  
PLANNING & INFRASTRUCTURE)**

**1. REASON FOR REPORT**

- 1.1 To inform Council of the Town Centre Fund and ask the Council to authorise proposed works and grant schemes.
- 1.2 This report is submitted to the Council in terms of Section III A (2) of the Council's Scheme of Administration relating to long-term financial plans.

**2 REASON FOR URGENCY**

- 2.1 This report is submitted to Committee in terms of the Local Government (Access to Information) Act 1985, on the Chair certifying that, in his/her opinion it requires to be considered on the grounds of urgency in order to give early consideration to long term financial plans. Details of the requirements for the Town Centre Capital Fund only became available in March 2019 and the funding requires to be committed by March 2020 and spent by September 2020 at the latest and therefore needs to be considered by this Committee.

**3 RECOMMENDATION**

**3.1 It is recommended that the Council agree:-**

- (i) for Elgin, Forres, Buckie, Lossiemouth & Keith
  - a. the grant scheme turning empty space into living space
  - b. enhance low carbon accessibility and transport hubs;
- (ii) for all towns and settlements with a population of 1000 or more
  - a. the grant scheme for shop front improvement and/or small grants
  - b. enhance some of the public realm including digital smart systems;
- (iii) Subject to Council agreeing 2.1 (i) & (ii) road shows will be held throughout May/June 2019 to provide initial support & guidance for any applicant;

- (iv) **The grant scheme deadline for submission of applications will be 21<sup>st</sup> June 2019;**
- (v) **To delegate authority to the Head of Development Services in consultation with the Chair of this committee and group leaders to assess and prioritise requests in accordance with the criteria set out in paragraphs 3.15 and 3.16 of the report and to approve any grants and proposed works; and**
- (vi) **Should the grant scheme be undersubscribed to hold a second round in early autumn with any sums then remaining unallocated to be further invested in additional public realm, transport and/or digital investments which can be delivered within the grant conditions.**

## **4 BACKGROUND**

- 4.1 The Scottish Government recently allocated £50 million to Local Authorities based on an equal weighting of the number of towns in a local authority where a town is a locality with a population equal to or greater than 1,000 people and the local authority's population.
- 4.2 Moray's allocation is £1,233,000. It is for capital expenditure only and it is expected that work will be completed; or at least work or contracts signed and/or commenced within 2019-20. The grant may be used to fund capital expenditure of the local authority and/or may be used to fund third party capital expenditure, either directly or through the provision of grants to third parties (public sector bodies, private/third sector bodies or individuals).
- 4.3 The aim of the Town Centre Fund is to enable local authorities to stimulate and support place based economic investments which encourage town centres to diversify and flourish, creating footfall through local improvements and partnerships. Specifically, this fund will contribute to transformative investments which drive local economic activities and re-purpose town centres to become more diverse, successful and sustainable.
- 4.4 It is expected that local authorities make investment decisions in the context of national and local commitments to town centres including the Town Centre First Principle and the Town Centre Action Plan; and more recently, the Place Principle. As such, it is expected that investment decisions are based on approaches which are collaborative and place based with a shared purpose; and, make use of tools and support developed by the Scottish Government, Scotland's Towns Partnership and other key partners.
- 4.5 The Town Centre Action Plan themes include:
  - **Town Centre Living** – footfall is key to achieving thriving, successful town centres; and, the best footfall is residential for people who will use shops, services, and will care for its safety and security in the evenings.
  - **Vibrant Local Economies** – creating a supportive business environment including the involvement of Business Improvement Districts (BIDs) and other local partnerships.

- **Enterprising Communities** – social enterprise, services, arts and events; and, community empowerment and community based activities which increase the health, wealth and wellbeing of town centres.
- **Accessible Public Services** – creating and accessing public facilities and services, supported by economic, service and transport hubs.
- **Digital Towns** – exploiting digital technology and promoting Wifi infrastructure to enable access to information, data analytics, marketing opportunities, branding, and communication with the wider world.
- **Proactive Planning** – land reform and supporting the creation of sustainable, low-carbon and connected places which promote natural and cultural assets, designed in partnership with local communities and key stakeholders.

4.6 Building on the success of the various strands of town centre and smaller settlement development work and early discussions the following actions are proposed.

4.7 For the town centres in Elgin, Forres, Buckie, Lossiemouth & Keith: Offer a **Grant Scheme** to turn empty space into living space for residential and or student accommodation. Grants would be available at a 50% intervention rate and capped at £150,000. Eligible works include structural works, window replacements, property entrance to create access, re-wiring etc. but would exclude any cosmetic works or kitting out. To ensure that any investments are of lasting benefit, for these grants there will be a 5 year tapering pay back provision similar to Historic Environment Scotland and/or other funders i.e. if a property owner sells within 3 years 50%, 4 to 5 years 30% of the grant will have to be paid back. In the unlikely event that any monies are returned, the Council will be asking the Scottish Government for permission to re-invest the amount in further regeneration work in Moray.

**Enhance low carbon accessibility and transport hubs.** Initial proposals for consideration are being worked up and so far include the following:

In Buckie a bus stop bay, this will improve journeys to and from the town centre. It would be constructed on Barhill Road facing Northbound. When the original road layout was designed, a bay and shelter were placed Southbound which suited the bus service pattern provided commercially at the time. Buses now operate in both directions and the current lack of provision sees the bus stop on the carriageway and customers offloading onto/boarding from grass. Estimated cost is £25,000.

In Elgin to transform the bus station into a travel hub with improved access for pedestrians & vehicles, install a PA system, external lighting, replacement of the existing canopy, seating, etc. The estimated cost is £70,000 with indication that HiTrans and Stagecoach will provide some match funding.

4.8 For all towns as detailed at 3.7 above and including settlements with a population of 1000 or more, which comprises Lhanbryde, Burghead, Fochabers, Hopeman, Dufftown, Kinloss, Cullen, Aberlour, Rothes, Portknockie, Findochty and Mosstodloch:

**Shop front improvement and/or small grants** for the centres at an intervention rate of 50% with a maximum grant availability of £25,000.

**Enhance some of the public realm including digital smart systems**, which would create a network that can be used independently of mobile signals for small packets of data for footfall, temperature, road traffic, air quality, social care uses and opportunities for businesses.

For public realm works there are already detailed proposals in Forres, which were worked up as part of the previously proposed Conservation Area Regeneration Schemes (CARS) scheme.

- 4.9 As regards enhancing low carbon accessibility and transport hubs, public realm including digital smart systems, this category could provide an opportunity for the Council to implement a range of projects which have been identified in the Elgin Charrette, proposed and implemented CARS, Planning for Real and recent LOIP work.
- 4.10 Due to the time constraints and any unused monies having to be returned to the Government, it is recommended to award grants based on the merits of the application and the sums remaining for distribution, without any nominal allocation to each eligible town or settlement. The deadline for applications is 21 June 2019.
- 4.11 In the event that the applications outnumber the amount of funding being available, it is recommended to use delegated authority by the Head of Development Services in consultation with the group leaders to prioritise the requests and determine the grants to be awarded from the available funding.
- 4.12 Should there be a lack of applications and proposals, it is recommended to hold a second round in early autumn with any unallocated funding to be invested in further public realm, transport and/or digital smart systems.
- 4.13 Application forms for transforming empty space to living space and a separate form for shopfront improvements and/or small grants with guidance notes are based on previous provisions such as Town Centre Regeneration Fund and CARS for Keith and Elgin. They are featured as **APPENDIX I & II** of this report. These grants would be available to public, private and voluntary bodies including individuals.
- 4.14 A working group will be set up to aid the delivery of projects and consists of Economic Development team, which will administer the funds, Finance, Building Standards and Development Management, Direct Services and Transport sections. It is planned, on Councils approval of the outlined works and grant schemes in terms of recommendations 2.1(i) and (ii), that road shows throughout May/June 2019 will provide initial support and guidance for applicants.
- 4.15 The main criteria for assessment of any applications is that the proposal is transformational and at the heart of any town centre or settlement; and that the project has clear outputs and outcomes and is achievable in the given time frame. Additionally for residential properties, that the Landlord will act responsibly. Applicants are asked to provide photos before works and after completion. Also all necessary consents such as planning permission, building warrant, etc. have to be in place before any work commences.

- 4.16 The working group will assess all proposals providing recommendations as to compliance with the criteria, prioritisation and scale of award. It is recommended that the Council delegate's authority to the Head of Development Services in consultation with the Convenor of the Council and group leaders to approve any grants and proposed works. If for any of the proposals, an agreement cannot be reached a further report will be presented to Committee.
- 4.17 Application packs with grant conditions are being finalised with support and in consultation from Legal.
- 4.18 Grants will be paid on satisfactory completion of the works and following submission of all paid, receipted original invoices and a completed grant claim form. For larger projects a claim schedule can be drawn up on acceptance of grant offer.
- 4.19 Application forms will be available online from the Moray Council website from mid-May onwards and for any enquiries or to discuss any proposals, people are invited to get in touch via e-mail [towncentrefund@moray.gov.uk](mailto:towncentrefund@moray.gov.uk) leaving their contact details.
- 4.20 A briefing note has been sent to a wide range of organisations and businesses to alert everybody to the opportunities of the fund and encourage early engagements.
- 4.21 The Scottish Government expects a third quarter return in November 2019 and year-end report, which includes financial details including benefits, impacts and outcomes of investment as part of relevant strategies and programmes and share any learnings.

## **5 SUMMARY OF IMPLICATIONS**

### **(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

The Town Centre Funds proposals will contribute to achieve the corporate plan priority to promote economic development and growth, also the LOIP priority of a growing and sustainable economy.

### **(b) Policy and Legal**

The Council considers support for economic development issues on their merits, against the objective to facilitate sustainable economic growth and the desired outcomes of the Ten Year Plan and Corporate Plan. Applications packs with grant conditions will be finalised with support and in consultation from Legal.

### **(c) Financial implications**

The total allocation for Moray is £1,233,000 for capital expenditure only. For the grant schemes an intervention rate of 50% is proposed. For enhancing low carbon accessibility and transport hubs, public realm including digital smart systems the Government's grant offer includes that works could be just implemented, however if it is possible additional match funding will be pursued to maximise the fund.

**(d) Risk Implications**

All possible care is taken across departments delivering externally funded projects to mitigate any risks. One of the main risks is the time constraints in which the fund has to be ideally spent or at least work has to have started and is contractually committed in 2019/2020.

For any of the grant schemes, monitoring systems will be set up to assess progress and any potential underspend, which then could be re-allocated for further public realm including digital smart systems, low carbon accessibility and transport hubs works.

**(e) Staffing Implications**

The work has to be accommodated within existing staffing resources, as the fund is for capital expenditure only.

**(f) Property**

None

**(g) Equalities/Socio Economic Impact**

An impact assessment is not required, however all proposals will consider equality implications such as accessibility

**(h) Consultations**

Consultation has taken place with the Corporate Director (Economic Development Planning & Infrastructure), the Head of Legal and Democratic Services, the Head of Development Services, the Environmental Protection Manager, the Transportation Manager, Development Management & Building Standards Manager, Head of Direct Services, the Director of Corporate Services, the Equal Opportunities Officer, the Democratic Services Manager, the Head of Financial Services and the Head of Legal and Democratic Services and their comments incorporated within the report.

**5. CONCLUSION**

**5.1 The Town Centre Fund provides much needed opportunity to stimulate and support place based economic investments, which encourages town centres to diversify and flourish.**

**5.2 It allows transforming the heart of Moray's communities to become more diverse, successful and sustainable.**

Author of Report: Reni Milburn, Principal Officer Economic Development

Background Papers: Documents on file in Economic Development Section

Ref:



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. scaffolding)
Ref No.					
Date Applied for					
Date Awarded					

10. Are you VAT registered? Yes ☐ No ☐

If yes, what is your VAT Registration Number?

11. Please ideally provide 3 quotes and indicate which contractors you will be using and the prices they have quoted for carrying out the proposed work (excluding VAT) in the table below **(Note 6)**

Element of works to be carried out	Preferred Contractor/s	Cost (excl.VAT)
	Total Cost	

12. Timetable

Project Start Date:

Project Completion Date:

Unless otherwise agreed in writing all specified grant funded works shall be completed by end March 2020, or at least have started and monies contractually committed before this date.

### 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 2020**.

**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 50% of the eligible costs so the grant awarded would be up to a **maximum of £150,000 or 50% of the eligible costs, whichever is the lesser amount**, therefore match-funding of at least 50% 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	£125,000	£125,000	50% - 50% of eligible works is less than maximum permitted grant (£150,000)
£250,000	£200,000 *	£100,000	£100,000	50% - 50% of eligible works is less than maximum permitted grant (£150,000)
£250,000	£310,000 **	£150,000	£160,000	£150,000- this is the maximum permitted grant
£400,000	£400,000	£150,000	£250,000	£150,000- this is the maximum permitted grant
£400,000	£350,000 *	£150,000	£250,000	£150,000- this is the maximum permitted grant
£400,000	£420,000 **	£150,000	£270,000	£150,000- this is the maximum permitted grant
£400,000	£280,000 **	£140,000	£140,000	50% - 50% of eligible works is less than maximum permitted grant (£150,000)

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 2019-2020 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:	



**SCOTTISH GOVERNMENT TOWN CENTRE CAPITAL FUND 2019 – 2020**

*SHOP FRONT IMPROVEMENT & SMALL GRANT SCHEME*



**APPLICATION FORM, GUIDANCE NOTES AND  
CONDITIONS**

REFERENCE NO:	
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The aim of this grant is to make a transformational and visual difference to the heart of Moray's communities; to improve shop fronts and buildings, refreshing the face of the High Street and bringing new life to the settlements.

Grants are available from the Moray Council through the 'Shop Front Improvement & Small Grant' scheme for individuals, private and third sector organisations.

Eligible areas are Buckie, Elgin, Forres, Keith, Lossiemouth, Lhanbryde, Burghead, Fochabers, Hopeman, Dufftown, Kinloss, Cullen, Aberlour, Rothes, Portknockie, Findochty and Mosstodloch.

Grants are discretionary and the deadline for applications to be considered is **21<sup>st</sup> June 2019**

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 1)**:

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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 current 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. scaffolding)
Ref No.					
Date Applied for					
Date Awarded					

10. Are you VAT registered? Yes ☐ No ☐

If yes, what is your VAT Registration Number?

11. Please ideally provide 3 quotes and indicate which contractors you will be using and the prices they have quoted for carrying out the proposed work (excluding VAT) in the table below **(Note 6)**

Element of works to be carried out	Preferred Contractor/s	Cost (*excl.VAT)
	<b>Total Cost</b>	

\*If you cannot reclaim VAT, payment will be made inclusive of VAT

12. Timetable

Project Start Date:

Project Completion Date:

**Unless otherwise agreed in writing all specified grant funded works shall be completed by end March 2020, or at least have started and monies contractually committed before this date.**

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 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 please 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 the 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 consents (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 shop front/building improvements

## APPLICATION GUIDANCE NOTES

**Please ensure that your proposal is to improve shop fronts and buildings within the heart of the community; refreshing the face of the High Street and bringing new life to the towns.**

### **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. Please 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 only available for transformational improvements to shop fronts and buildings within the heart of the community

### **Note 4**

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

Eligible works can include:

- Exterior cleaning and stonework repairs
- Repair of rainwater goods (eg gutters and downpipes), windows, doors
- Painting of shop exterior
- New signage
- Window display lighting
- Professional fees

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 2020** of the assistance being confirmed.

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

#### Example

Eligible Work costs	Actual spend on eligible works	Grant £ total	Owner £ total	Grant award and reason
£30,000	£30,000	£15,000	£15,000	50% - 50% of eligible works is less than maximum permitted grant (£25,000)
£30,000	£28,000 *	£14,000	£14,000	50% - 50% of eligible works is less than maximum permitted grant (£25,000)
£30,000	£36,000 **	£18,000	£18,000	50% - 50% of eligible works is less than maximum permitted grant (£25,000)
£30,000	£52,000 **	£25,000	£27,000	£25,000 – this is the maximum permitted grant
£60,000	£60,000	£25,000	£35,000	£25,000 – this is the maximum permitted grant
£60,000	£48,000 *	£24,000	£24,000	50% - 50% of eligible works is less than maximum permitted grant (£25,000)
£60,000	£70,000 **	£25,000	£45,000	£25,000 – 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 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 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 2019-2020 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)

<b>For Office Use Only.</b>			
Date Received:		Decision Date:	
Decision:	Approve	Refuse	Date Valid:
Notification of Decision:		Grant Award Amount:	