

# Town Centre Capital Program - FAQ'S responses.

Attached are the main questions that have been asked by applicant to date in respect of completing the previous TCF application process, the funding mechanism is slightly different however the process is the same. As before we will update and resend all additional questions asked at the end of each week during the application process, distributed to all current applications and enquiries. They are not in any order of priority or as a definitive way to answer a question, but should be seen as being for reference and support only. The responsibility for completing the application lies with each applicant group and as such the final submission should reflect this.

## **1. *How much money is available and what can we ask for?***

The fund total is £500k and projects can ask for up to 100% of funding needed. The minimum application size is 50k with priority being given to projects under £100K.

## **2. *It appears that TCF bidders are expected to project manage any projects supported by the Fund?***

The application and subsequent management of the project is the responsibility of the group and as such any application should reflect what the group have the skills to manage and deliver.

## **3. *Will there be any extension of the application timescales?***

At present there is no change to the timescales shown in the guidance. All applications must be submitted within the timescales if they wish to be considered. The respective spending plans for the projects must ensure all spend applied for is completed within the required period.

## **4. *What should be included in the project plan?***

It is entirely up to you as an organisation to decide how much or how little information you provide. However the plan should clearly define the project, its content the complete works plan in detail and the costs required for each part and all of the works. It should not reference other documents without copy being provided and should include all relevant information to allow a decision on the project to be made.

## **5. *What is a community organisation called on the drop down menu in the organisations page in the application?***

For the purposes of the application you would be classed as a social enterprise.

## **6. *Can the fund pay for revenue aspects of a project?***

No. It's a capital project only fund, adding revenue elements will make your project/s ineligible. Revenue will be required to ensure the project's success after the funding period a plan for this is required.

## **7. *Will there be any extensions to the closing and spend completion dates as shown?***

No, the timescale has been set as per the guidance document

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**8. *The outcomes and outputs in the application do not match the requirements of the guidance?***

Please tick the relevant outcomes in the application and put a full description of all outputs not listed in the project plan. The project plan should be a stand-alone document covering all aspects of the project, how it will be delivered, funded and maintained.

**9. *Do you know how many pages the application form is and is there a paper copy available for doodling on?***

The number of pages depends on the amount of information you put in, approximately 1 printed page for each section of the form. You can download a copy of the application form by using the blue print button at the bottom right.

**10. *Is there a requirement that all land/property is already or can be secured by the timeframe***

This depends on the detail in your project plan. ALL WORKS must be completed and paid before the end dates shown in the guidance.

**11. *Page 10 Question 1 ...."Have you any guidance on how we do this?"***

This refers to how many of the Town Centre Action Plan outcomes do you support? This requires to be shown in the text of your application and listed in your project plan in the section "Links to your Town Centre Action Plan".

**12. *Page 11 Question 2...."is there are any readily available information re this rather than checking all the mentioned web sites that may assist us?"***

There is no pre written text available. Each project will differ on its links and the info will need to be developed by each applicant.

**13. *Do you have any styles of project plans that would let us know roughly the level of detail you require, I do not want to send you 50 pages if there is a limit of say 10 pages.***

For the purposes of the application the project plan headings in the guidance should be taken as headers for each section requiring an answer, topped and tailed with an introduction and conclusion.

**14. *We have 2 distinct projects, however within these our project timescales and likelihood of completion are different and should we split the Project into 2 parts ½ and ¼ or 4 parts treating 1 to 4 individually?***

The decision has to be made by the applicant and should be linked to what can be delivered within the timeframe. Differing timescales would suggest different sub projects but it

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depends if there are natural breaks. It is entirely the decision of the applicant at how they will present this. Group similar types of work together and link it to the themes in the Town centre action plan, group the similar works as separate sub projects with a separate project plan.

**15. *Relatively small additional cleaning and general maintenance requirements would be needed as an extension to the current arrangements.***

This needs to be shown as part of the ongoing revenue costs in the project plan including the methodology for how this will be funded. The same is required for any vandalism repairs and maintenance.

**16. *Once final decisions on the content of the application to be submitted are agreed, it is our intention to inform communities of the decisions taken by the group and provide a progress update as we progress through to final application submission?***

The community should be involved in the decision making process and this will have to be shown as part of the project plan. This need to be a community consultation on their views on the project or is otherwise ineligible. The application should have agreement before completion.

Town centre businesses should be included in the consultation.

**17. *The building is listed and has historic significance. It was developed in the 1970s with the intention of it becoming a living history museum. It was used for this until about 10 years ago. After this use of it started to decrease, and it has not been used at all for the last 5 years or so.***

The cost of the building should reflect the condition and will be assessed on that basis.

**18. *What if the site we wish to develop is out-with the town centre area in the Local Plan?***

Sequential planning measures will be used to measure the influence of the site on town centre activity. This activity needs to be described in the project plan. How does this site help achieve the themes in the Town Centre Action Plan and has full consideration been given to any comparable site within the town centre area before this site was selected.

**19. *The funding would be for Phase 1 of a project?***

Proof of how the project will be completed will be required. How the remaining works will be managed, the timescales and finance needed and or in place.

**20. *Should we add photographs to the additional documents?***

There is a limit to the amount of information that can be stored and therefore pictures etc. should not be placed in additional documents. If you feel they assist in the application please add in the project plan these are available if needed.

**21. *If we have identified potential issues/ risks with our project should we include these?***

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Any potential risks should be included in the project plan, along with your contingencies on how you will deal with them.

### **22. Can organisations with limited or faith based memberships apply to the fund?**

Yes, No community organisation is ineligible. The fund is open to any organisation as long as the outcomes and activities match the requirements of the fund.

### **23. What happens if more than 1 organisation applies form the same town?**

Both applications will be rejected from the Grantvisor system with a message to each group informing them of the other application. They will be requested to discuss and combine the applications into one with sub projects (as per the guidance). One group needs to be identified as lead and all future discussions will be with the main contact from this group.

### **24. What happens if a group has already a live application on Grantvisor, can the same group apply again and have more than 1 application?**

If the lead applicant already has a live project in any of the Renewable energy Funds, he/she will not be able to start a second one on the system. Another office bearer from the parent organisation will be required to become the main contact. This is a security measure and not circumvent able.

### **25. If a project subsequently comes in at tender price greater than the sum of money applied for will additional funds be available?**

No the funding total applied for at application stage will be the total provided. No additional reserve will be available. It is important that all applications adequately request the funds needed to effectively deliver the elements of the project to be paid for.

### **26. If the proposed project involves a detailed feasibility study what happens if that study finds the project unfeasible as originally planned or if there is some other hitch e.g. a structural survey identifies unanticipated issues with a building? Would we just be liable to return any unused monies to SLC?**

The project can be withdrawn at any time due to unforeseen circumstances however the organisation will need to discuss this with SLC prior to withdrawal to ensure all alternatives have been considered.

### **27. Given the tight timescales for this fund which limit the amount of preparation which can be done, is it acceptable to include some funding to cover contingencies?**

Yes, please ensure all reasonable contingencies are covered, however all contingency elements must refer to capital works only.

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**28. If an application is submitted and new information comes to light which puts the project into question (e.g. adverse structural survey information) before SLC decide on which projects to fund, is it possible to withdraw an application after 31st July?**

The project can be withdrawn at any time due to unforeseen circumstances however the organisation will need to discuss this with SLC prior to withdrawal to ensure all alternatives have been considered.

**29. Do you have any styles of project plans that would let us know roughly the level of detail you require, I do not want to send you 50 pages if there is a limit of say 10 pages?**

The document has to answer each of the statements, provide enough detail to ensure the project, its outcomes, links to local and national strategy and that the follow on works, if required are clearly defined, planned and realistic. The document must clearly define the methodology of how this will be achieved

**30. What valuations and prior "due diligence" you would expect for a project which involves purchasing a building?**

The valuation type is not a requirement of the application process as estimates are all that is required. The type of valuation and surveys you feel you require to securely purchase the property and ensure the best security for your organisation. Please bear in mind the age a building type when making this decision.

**31. When will the fund close for applications?**

The fund will close midnight on Wednesday 31<sup>st</sup> July 2019. All applications must be complete and submitted electronically via Grantvisor by this time.

**32. We have had an issue loading supporting documents onto the costs section of the application?**

For the purposes of this application in the section where it says "**Finance Confirmed**" please select either confirmed or no. If confirmed attach copy of the confirmation letter as a download attached to this answer. The system will not move forward until this is completed.

With regard to any other piece of supporting documentation as per the list in the guidance please download these into the supporting documents section.

**33. How will I know if I've been successful or not?**

You will be notified by letter from the Economic Development Departments highlighting if you have been successful or not. If successful the letter will indicate the value of the award and the timescale for spend.

**34. Is there a breakdown of the approved spend provided?**

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In the claims section the spend breakdown you provided in the application is brought forward and you must allocated the relevant costs for each section against each total. These are the approved spends and you cannot exceed and sub group without first discussing it with the claims administrator.

### **35. Where do I record progress?**

On the claim form there is a question "Is the project implementation progressing in accordance with the approved application? If the work is on plan tick yes. The following section named "**Please provide details of current project status?**" requires text informing the administrator where the project has been completed to. If the answer is yes state where in the plan the project is at present, if no, then please add the detail as to why and a rational and timescale for completing the project.

### **36. How do I claim the funds?**

The Grantvisor system has a claims section that can be logged into using your current password. If you have been successful this area will be opened up to you and the claims process is as per the guidance notes. All funds are paid in arrears and must be accompanied with the required supporting information. All claims must be accompanied with confirmation bank account information showing payment and invoices for the work with stamped paid receipt. To add these to the claim please highlight yes in the "**Do you have additional documents you wish to upload?**" section below the claims information and download the required documents. Without sufficient proof of purchase the claim will be rejected.

### **37. Can I claim funds in advance?**

The funds are available retrospectively and require supporting invoices and proof of payment from the nominated bank account. No funds are available in advance

### **38. How do I record project progress?**

As each claim is submitted there is a section for additional documents in the download section please attach any additional information including progress photographs here.

### **39. How do I close the claim process down?**

On the application claims page there is a drop down box asking "**Is this the final claim you will be making?**" In this box confirm yes if the claims are all complete and the project is finished. This will close the fund to further additions and pas it to the administrator for completion. Please do not do this without speaking to your claims officer.

### **40. Where do we send the signed confirmation information**

South Lanarkshire Town Centre Fund  
A/O. Mr Mel Millar

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