



## MIDLOTHIAN PLACE BASED INVESTMENT FUND 23/24 Guidance Notes and Key Information

The Place Based Investment Fund (PBIF) is a Scottish Government capital fund. Midlothian Council are inviting applications for projects that support community led projects, which align to the priorities identified in local Neighbourhood Plans, Place Plans, community engagement activity or through other community led regeneration work.

All applications will be assessed to ensure that they do not contradict relevant legislation and can demonstrate that have suitable delivery, monitoring and evaluation processes in place.

Midlothian Council's allocation for 2023/2024 will be £370,000.

### **Who can apply?**

Applications will be invited from community groups and public sector organisations including charities, Housing Associations, Health and Social Care Partnerships and Council services. The applicant must be able to demonstrate support for their initiative by people in the local area. Applicant organisations should have a bank account and should be a constituted organisation with a nominated signatory for proceeding with funding awards.

### **Main objectives of the PBIF:**

- 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 and Community Wealth Building;
- 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.

### **Application process:**

- Read the guidance and complete the application form;
- Satisfy yourself whether or not you require any statutory consents;
- Draft a specification for the works and secure quotations;
- Submit your fully completed application to [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)
- Your application will be assessed for eligibility and scored against the criteria below
- You will be notified of the decision, and assuming you are successful, an 'Offer of Funding' will be made;
- On securing all relevant statutory permissions (where required) you will be sent a formal 'Permission to Start' letter;
- On completion of the works, claim your funding (all funding for eligible works must be at least under contract by 31 March 2025 and evidence will be required to demonstrate this.

- Abide by the monitoring process and provide photos of the finished works. Please note that we may then use these, alongside 'after' images on our website, and to generally help publicise and promote the scheme.

### Assessment criteria:

Projects will be evaluated against the following criteria:

- Meeting the objectives of the PBIF;
- Evidence of need/demand for your project from local community;
- Evidence that the organisation is properly governed and has an account;
- Evidence of working in partnership with other organisations and how many communities/people will benefit;
- Evidence how your project coincides with locally generated plans or masterplans, the Community Plan, local community engagement activities or community action plans; Consideration of statutory/planning guidance will be part of the assessment process;
- Quotes received with application; and
- Received Funding Prior

### How can I apply?

If you are interested in applying for funding from the PBIF, please fill out the **application form** and email to [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk) by 31 August 2023. If you would like more information, please contact us at [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)

Please note that if your project is successful, you will be asked for regular updates on progress that will be shared with officers in the council and with the relevant Scottish Government departments.

### PBIF Timeline- Guide for Applicants

Event	Date
Applications close	31 August 2023
Assessment Panel	4-8 September 2023
Capital Plan & Asset Management Board	Sept/Oct 2023
Notification to Successful Applications	October 2023
Contracts in Place by	March 2023
The PBIF process will repeat each year till 2025/2026 but may be subject to change	

### What does the funding cover?

Eligible costs can be up to 100% depending on circumstance and can cover:

- Costs from works such as contractor's invoices and materials.
- Professional fees are eligible if directly linked to funding eligible works as follows: Architect, surveyor, structural engineer and agent fees.
- Statutory consent fees, i.e. for planning permission, advertisement consent, listed building consent and building warrant fees. (Please note that fees are only funding eligible where these are linked to works, i.e. fees are not an eligible cost in isolation).
- Can be used as match funding from other sources.

### **What does the funding not cover?**

- The funding will not cover administration costs of the organisation applying.
- The funding does not cover feasibility studies.
- The funding does not cover retrospective work. Please do not start your project until you receive confirmation that you have been successful.
- For public sector bodies this fund cannot be used for works already planned within the capital programme.

### **Contracts**

Critically, projects are required to be committed by way of a signed contract for works, before the end of March 2024. We welcome applications for projects that are already in development, or if your project is already ongoing but has a new element to it. It is crucial that you are aware that this fund will not cover retrospective work only work that happens after and if you receive approval.

If your project is unsuccessful this year, there will be a subsequent call out annually until 2025 / 2026 and projects are welcome to reapply.

Applicants should note that it is a condition of award of funding that both the funding agreement with the Council and all contracts for works must be entered into by the dates stated on the application form. Deliverability is critical so Council officers can support you to ensure your project meets the conditions of the fund, including the timescales set out by the Scottish Government.

Due to the expected high level of interest in this fund, it may be that not all projects will be successful. We encourage you to look at alternative funding streams and we can support you in this search. If your bid is successful, it may not be awarded the full amount of funding requested or be able to cover all costs. This is so the fund can deliver a significant impact to as wide a variety of communities possible.

In addition, the level of funding awarded will be dependent on the confirmation of the allocation by the Scottish Government.

It is important that your application contains quotes which are as accurate as possible. It may be that this funding is not suitable for your project. If that is the case, other funding is available via the following websites:

- [Find Business Support:](https://findbusinesssupport.gov.scot/)  
<https://findbusinesssupport.gov.scot/>
- [Tyne & Esk Rural Communities Development Fund:](https://www.idoxopen4community.co.uk/tyneandesk)  
<https://www.idoxopen4community.co.uk/tyneandesk>

### **Are there any other requirements from me or my organisation?**

You must have read this guidance in full before submitting the application.

Please use the following guidance to assist with completion of the accompanying application form:

<b>Midlothian - Place Based Investment Fund</b>	
<b>Guidance for Application</b>	
<b>Section 1</b>	<p>Information about the organisation, group, council service, partnership, applying to the fund. Is your application a joint one with another organisation? Please give details.</p> <p>Information about you, (the person filling out the application) and another contact from the organisation, group or partnership. This will be the person/people we will get in touch with about your project. The PBIF requires that regular updates are given to Midlothian Council and to the Scottish Government. Evaluation and monitoring of your project will be regular and information on progress will be asked for via the lead and secondary contact.</p> <p>VAT costs will only be paid when the applicant is not VAT registered and unable to reclaim back VAT costs.</p> <p>Funds will not be paid into personal bank accounts.</p>
<b>Section 2</b>	<p><b>Q1</b></p> <p>Give the location of the project.</p> <p>The estimated start and finish date of your project. This is when you estimate the works/improvements to start and when you estimate the work described in your project to be completed by.</p> <p>Let us know how many people will benefit from this project.</p> <p>Let us know what different communities (however you define the term) will benefit from your project.</p>

## Q2

Tell us about your project using 500 words and refer to the assessment criteria (see above).

Your project can include a multitude of features, proposals and elements. For example you could apply for a bid for general revitalisation of your town or village which includes the development of green space, building improvements or environmental works in one bid.

Reference/attach any feasibility studies that you have.

## Q3

This is where you link what you will actually deliver through your and give us an idea of how you will show that through evaluation.

**Outputs** are the specific goods, services or activities that will be delivered. Please be as specific as possible about the activity and the estimated numbers of people who will take part.

**Outcomes** are the changes that you will make as a result of the activities. Ideally, they should be presented using words such as 'more', 'better', 'improved,' 'increased,' etc. You should link your outcomes to the outputs that you are delivering as directly as possible.

**Evaluation** is how you will know you have made a difference. You may use different methods depending on your project, but this could include evaluation forms, focus groups, one to one feedback sessions, or other. You should consider your baseline knowledge, i.e. what you know at the START of the project so that you can measure the changes.

## Q4

Evidence of need. A strong bid will provide evidence of need which may come from direct community engagement or research that you have done or data from existing sources.

Please provide details of support from identified community for this project.

## Q5

How will your project be managed and maintained in the future? We want to know about the expertise and skills you have within your organisation.

- Knowledge of and established links with the local community;
- The skills, knowledge and experience of volunteers and/or directors;
- Staff members with expertise;
- Your organisation's track record in delivery;

## Q6

Have you received PBIF funding in previous year? Please confirm year and did you achieve full spend.

**Q7**

Feasibility work. Please answer yes or no. If your project is successful we may ask for this information. It also may give the assessment panel an indication of the readiness of the project.

**Q8****Ownership information**

Clarify the details of the ownership status. This is important to establish. Your answer would let us know how ready the project is to deliver and give an indication as to its readiness.

**Ownership clarification**

Successful applications will be required to demonstrate a marketable title to the property or site (or evidence permission to use) as part of the application process. When applying please confirm whether you own the property or site, and if not, an indication that the owner is supportive or aware that plans will be required.

It is the responsibility of the applicant to check whether any statutory consents are required, and to secure these prior to works commencing. The consents may include but are not limited to:

- Planning permission is usually required for any alteration that materially affects the external appearance of a building, including canopies/awnings, and painting within conservation areas;
- Listed Building Consent ;
- A building warrant may also be required, depending on the level of intervention;
- Evidence of pre-application discussion/statutory consents (i.e. in relation to planning consent/ advert consent/ listed building consent/ building warrant). Please provide the relevant reference numbers if applicable.

**It is not necessary to have secured consent before making an application for funding, but you will have to show in writing that you have discussed your proposal with the relevant department.**

E-mail addresses for contact to the relevant services to discuss the need for statutory consents for your proposals are as follows:

Telephone: 0131 271 3302

Email:- [development.management@midlothian.gov.uk](mailto:development.management@midlothian.gov.uk)

Website: [https://www.midlothian.gov.uk/info/200167/planning\\_applications](https://www.midlothian.gov.uk/info/200167/planning_applications)

**Information on Building Standards can be found as follows:**

Telephone: 0131 271 3350

Email: [building\\_standards@midlothian.gov.uk](mailto:building_standards@midlothian.gov.uk)

Website: [https://www.midlothian.gov.uk/info/161/building\\_standards](https://www.midlothian.gov.uk/info/161/building_standards)

**Q9**

Is it your organisation's intention to use this funding to top up funding you have already secured or are hoping to secure? Please provide details.

	<p><b>Q10</b> Your project may require maintenance in future years either in costs or general upkeep. Your application should demonstrate that the organisation has considered how best to manage this.</p> <p><b>Q11</b> Your project may not receive the full amount required or requested. If this is the case would your organisation be able to cover the costs from other sources? We can assist you in this process.</p> <p><b>Q12</b> Please let us know if your organisation is currently in receipt of any other income from Midlothian Council.</p>
<p><b>Section 3</b></p>	<p><b>Q13</b></p> <p><b>How much can I apply for?</b></p> <p>The fund will support significant change for Midlothian communities through community led projects. We recognise that projects which will make a real difference to their communities are likely to require significant investment.</p> <p>You are required to identify the cost against each item, which must be based on quotations received. Using the table (or attach a spreadsheet) provide a breakdown detailing the specific elements of what the PBIF will be used for and similarly detail the breakdown of spend on works funded through other sources.</p> <p>If you have current quotes please attach with the application.</p> <p>Quotes for works, labour and professional fees should be based on a clear and single specification distributed to all contractors asked to quote.</p> <ul style="list-style-type: none"> <li>• <b>2 quotes are required for works up to £999</b></li> <li>• <b>3 quotes are required for works with a value of £1,000 and over</b></li> <li>• <b>If you are unable to achieve 2 or 3 quotes as requested for specific work/items, then evidence would be required that the work/item is of a bespoke/unique/custom nature before proceeding.</b></li> <li>• <b>We would encourage Local traders to be used if possible as this supports community wealth building in Midlothian.</b></li> </ul> <p>Copies of original tenders should be on contractor's headed notepaper.</p> <p>If you are not using the lowest quote, please explain why.</p>

<b>Section 4</b>	<b>Declaration/Conditions</b> This is all the information you must be aware of or the actions you must have taken and the requirements you are signing up to, if your fund is successful.
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The Reporting Requirements are set out in the grant offer for 2021/22 under SCHEDULE 2, which includes that:

*Local authorities will be expected to provide to The Scottish Government:*

- *a progress report by 30 November 2023;*
- *an end of year report in April 2024 which details financial expenditure; and shows how this was additional to existing spend;*
- *evaluation reporting with timescales and content to be discussed and agreed.*

You are asked to complete the template entitled Place Based Investment Programme Reporting - Finance and Progress Return, as provided together with this background note, and return it to [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk) by 8<sup>th</sup> January 2024