

East Lothian Council and Haddington & District Community Council

Haddington Shopfront Improvement Grant Scheme 2024

Grant Guidance Notes

Introduction

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda, providing all areas of the UK with an allocation of funding to invest in domestic priorities and targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

This aligns with the Levelling Up White Paper stated missions, particularly "By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing."

East Lothian Council is making a proportion of its UKSPF funding allocation available through grant funding for projects and has worked in collaboration with Haddington & District Community Council to develop the **Haddington Shopfront Improvement Grant Scheme 2024**.

The supported projects must be able to demonstrate the wider aims and potential benefits that will be provided to businesses and organisations within Haddington town centre and the wider community.

The **Haddington Shopfront Improvement Grant Scheme 2024** will invite applications from retail properties in Haddington town centre ONLY in a single funding round to assist with the delivery of capital project costs related to shopfront repairs and improvements. It is anticipated that the fund will open for applications in other settlements in 2024/25, 2025/26 and 2026/27.

This document provides guidance to the application process and should be read carefully before submitting an application for funding.

Fund Structure

East Lothian Council have been allocated funding from the UK Government through UKSPF and have, through consultation, allocated funding to support capital project delivery linked to regeneration activity and place-making projects that will make a measurable difference within our communities.

The **Haddington Shopfront Improvement Grant Scheme 2024** is a collaborative project developed by Haddington & District Community Council and East Lothian Council. The scheme will be administered generally, and grant payments made, by East Lothian Council.

The **Haddington Shopfront Improvement Grant Scheme 2024** has a total budget of £45,000 to assist with the delivery of capital project costs related to shopfront repairs and improvements in Haddington town centre ONLY. It is anticipated that this funding will support a **MINIMUM** of 15 individual projects.

Applications will be invited from retail properties in Haddington town centre in a single funding round. It is anticipated that the fund will open for applications in other settlements in 2024/25, 2025/26 and 2026/27.

How Much Can Be Applied For?

Grants of up to **£3,000** can be made from the **Haddington Shopfront Improvement Grant Scheme 2024** at 75% of the funding required. The funding **MUST** be used to support the capital delivery costs associated with a shopfront repair and/or improvement in Haddington town centre ONLY. Applicants should demonstrate within the application that the proposed shopfront repair and/or improvement project is/can be fully funded and is deliverable within the required timescales should funding from the **Haddington Shopfront Improvement Grant Scheme 2024** be secured.

Eligible Area

Applications are invited to support capital project costs associated with a shopfront repair and/or improvement in Haddington town centre ONLY. Other settlements will be targeted with an appropriate **Shopfront Improvement Grant Scheme** in future years subject to continuation of the funding.

Key Dates

- 3rd May 2024 Application Submission Deadline
- 17th May 2024 Grant Offers Issued
- 30th September 2024 Deadline for completion of all funded works / services and submission of monitoring report

Grant Payments

Grants will be paid up to 75% of eligible capital project costs associated with a shopfront repair and/or improvement project. Match funding or in-kind contributions to the value of 25% of capital project costs will be required from other external funding sources or the applicants own funds.

Grants can be drawn down via submission of a claim form and supporting information either at the end of the project or in interim payments as expenditure is incurred.

Interim payments will be made up to 90% of the agreed funding with the final 10% of grant funding payable when all valid cost evidence and reports are submitted at the end of the project.

All project work funded by the **Haddington Shopfront Improvement Grant Scheme 2024** must be completed, and ALL grant claims made, by 30th September 2024.

All projects must be completed and evidence, including reports and evaluation, submitted **no later than** the dates noted above in order to receive the final grant payment.

Application Process and Assessment

- Stage 1 Businesses / organisations with shopfront repair and/or improvement projects that required capital delivery stage funding to submit a completed and signed application form and any supporting information by the application submission date. (See Key Dates above)
- Stage 2 Applications initially assessed by the ELC Regeneration Officer to ensure Fund eligibility. Applications that do not meet the fund eligibility will not be considered.
- Stage 3 Eligible applications assessed based on the **Haddington Shopfront Improvement Grant Scheme 2024** scoring criteria (See Appendix A) and funding recommendations prepared.

Stage 4 Funding recommendations considered by a Haddington & District Community Council / East Lothian Council funding board to determine which projects will be offered support.

Stage 5 Grant Offers issued to successful applicants and letters of explanation issued to unsuccessful applicants.

Please Note: The decision of the Haddington & District Community Council / East Lothian Council funding board is final and there is no appeals process for unsuccessful or partially funded applications.

General Conditions of Grant / Restrictions on Funding

- Any funding awarded is for capital expenditure only and all eligible costs must exclude reclaimable Value Added Tax.
- The Grantee will notify East Lothian Council, as the grant administrator, as soon as possible if an underspend is anticipated.
- If the Grantee does not use the grant in the financial year 2024/25, unused grant is to be repaid to East Lothian Council unless otherwise agreed in writing.
- No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- The Grantee shall keep Haddington & District Community Council and East Lothian Council informed of the use of their grant through the submission of an end of project evaluation. East Lothian Council, as the grant administrator, will issue a template for these returns to successful applicants.
- The Grantee shall, where reasonably practicable, acknowledge in all publicity material relating to the funded project, the contribution of Haddington & District Community Council, East Lothian Council and the UKSPF funding in a manner to be agreed in advance.

Completing the Application Form

The following guidance relates to the sections of the **Haddington Shopfront Improvement Grant Scheme 2024** Application form. Should you require any clarification, further information or assistance completing the form then please contact: regeneration@eastlothian.gov.uk

Section A - Business / Organisation Details

This section seeks information about your business / organisation including its name, address, legal form and charitable status. Details are also required on the business / organisations structure and number of employees.

Details for a Primary (day to day) and Secondary (if applicable) contact are also requested for correspondence during the grant application process.

Section B – Project Details

This section seeks information about the project including its location. A short descriptive summary for the proposed shopfront repair and/or improvement project is required and should include what the capital project is (re-decoration, replacement shopfront, new signage etc.), what it aims to achieve for the business, (eg. Increase turnover, address issues relating to climate mitigation etc.) and what the requested funding will be used for. (eg. General construction costs, installation of new signage etc.)

Each application will be scored against a set of funding criteria and priorities to ensure the successful projects are best placed to deliver regeneration activity. A short statement is required as to how the proposed project will meet each criteria. Further information is available in Appendix A.

Where a Professional Advisor (Architect, Project Manager, Surveyor etc.) is appointed to lead the capital project delivery then confirmation of their contact details is required including what Professional Memberships or Accreditation they possess.

Some projects may require statutory consents (Planning Permission, Listed Building Consent, Building Warrant Approval etc.) to allow the capital project to be delivered. These consents should be obtained in advance of any physical works taking place and should be noted on the application form and copies of the approval notices enclosed with the submission. Where statutory approvals

are not required then evidence should be provided, such as an email from the relevant local authority department. Works that are simply a like for like repair/replacement/decoration will likely not require statutory approval.

Projects may require development of drawings and/or a specification for the proposed works. Copies of the relevant documents / drawings should be enclosed with the application submission as appropriate.

It is important when dealing with building works that the applicant confirms the ownership arrangements for the property. Grants can be offered to lease holders provided a legally bound lease agreement can be provided along with owner consent for any works to be carried out. The remaining duration of any lease agreement and conditions imposed will require to be agreed/approved as part of the grant application process. Further information may be required.

Insurance cover for any capital project delivery and ongoing cover must be confirmed and copies of any insurance schedules enclosed with the submission.

An indication on the likely timescales for the funded project are requested as are any other relevant timescales linked to the project development. (This could include other funding decisions or statutory approvals)

Section C – Finance

This section seeks information about the costs identified for the project and the grant funding required. The application to the **Haddington Shopfront Improvement Grant Scheme 2024** can be for an individual project cost (contractor, supplier, equipment etc.) or it can be a contribution towards an overall package of funding to support the capital project delivery costs.

Any capital project works should be competitively tendered to a minimum of 2 contractors/suppliers and the received costs summarised on the application form. Copies of submitted quotes and/or a tender report from the appropriate professional advisor should be enclosed with the submission.

Where only a single quote can be obtained for the works then please provide reasons and mitigation to demonstrate best value and enclose relevant supporting evidence with the submission.

Total project costs should be noted on the application including any professional fees, statutory consent fees (which are both eligible costs) and any other associated costs which can be included in the capital project delivery.

Other funding sources and amounts should also be identified, including own funds if applicable. The status of other funding sources should be confirmed as either **Approved** (grant offers issued/ accepted) or **Pending** (grant application submitted / being processed).

Identification of the amount requested from the **Haddington Shopfront Improvement Grant Scheme 2024** should be noted. Please remember that the maximum grant available is £3,000 on the basis of supporting 75% of the eligible capital costs for the project.

The **Haddington Shopfront Improvement Grant Scheme 2024** cannot fund work that has already been completed before any grant application / grant offer has been made.

Please include your business / organisation bank details with the application submission to ensure that successful applicants can draw down funds as soon as claims are submitted.

Section D – Privacy Notice

This section provides information on how we will collect, use, and dispose of any personal information / data that is collected as part of the grant application / grant offer process. Contact details are included should you wish to seek further information on this process or to make a formal complaint about how the information / data is used.

Section E – Declaration

The person signing this Declaration must be an Authorised Contact (Sole Practitioner, Director, Office Bearer or equivalent). All parts of the declaration **MUST** be completed including a signature and the date of submission.

An electronic signature is acceptable if the application form is returned from the email address of the authorised signatory/recipient and accompanied by the following wording:

Please find attached the application form and supporting information from *[Insert Contact Name & Organisation / Group Name]* to **East Lothian Council Economic Development Regeneration Team** relating to the **Haddington Shopfront Improvement Grant Scheme 2024**, which I have signed.

I confirm that I am authorised to sign the Application Form on behalf of *[Insert Organisation / Group Name]* and I have signed by way of electronic signature.

Section F – Supporting Documents Checklist

Please use the Checklist to gather all documentation required. Some may not apply to your project but, if you are in any doubt, please contact regeneration@eastlothian.gov.uk

Haddington & District Community Council and East Lothian Council reserve the right to update or revise this application form and any associated guidance notes without prior notice.

(Current Revision - March 2024)

For further information or assistance with your application please contact:

Economic Development – Regeneration Team
John Muir House – Brewery Park - Haddington – EH41 3HA
Telephone: 01620 827 827 Email: regeneration@eastlothian.gov.uk

Haddington Shopfront Improvement Grant Scheme 2024

Appendix A – Application Assessment Criteria and Scoring

ASSESSMENT CRITERIA 01 EVIDENCE OF NEED

Evidence based identification / description of why the proposed project is needed including a brief assessment of the current condition of the existing shop frontage. The need can include business rebranding or simply a refresh of the existing decoration.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 02 QUALITY OF PROPOSALS

Describe how a high level of design / high quality of workmanship will be achieved. This is particularly important where works are proposed in a Conservation Area.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 03 STATUS OF PROPERTY

State the current occupancy status for the property and how any repair and/or improvement work might assist in securing new or retaining existing business.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 04 IMPACT OF THE PROJECT

Identification / description on what impact the proposed project will have for the business as well as the local area, including projected outcomes. (Increased turn over, buildings repaired etc.) This impact could be physical (repairs / redevelopment / improvement of the built environment) and /or socio / economic. (People into employment, businesses supported etc.)

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 05 DELIVERABILITY OF THE PROJECT

Identification of the proposed project deliverability status. This should include delivery timescales (Within the funding timescale); funding commitments (Fully funded or partial/pending funded); assessment of potential project risks and associated mitigation measures.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 06 BUSINESS VIABILITY

Identification / description of how it is anticipated the proposed project will help achieve a long-term sustainable future to ensure the initial investment will be maintained and developed. This may include future funding plans, strategic goals for future development, business planning, financial projections etc.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 07 CLIMATE CHANGE MITIGATION AND/OR ADAPTATION

Where appropriate, identify how the proposed project will help address issues related to Climate Change Mitigation and/or adaptation based on the East Lothian Council Climate Strategy Outcomes:

- Outcome 1: East Lothian Council will be a Net Zero and Sustainable Council.
- Outcome 2: Active Travel and Sustainable Transport are used for everyday journeys, to drastically cut emissions from transport and improve air quality.
- Outcome 3: Net Zero, Energy Efficient Homes and Buildings that are adapted for a changing climate.
- Outcome 4: A Resource Efficient and Sustainable East Lothian and the route to Zero Waste.
- Outcome 5: A Low Carbon and Sustainable Economy.
- Outcome 6: A Healthy and Resilient Natural Environment and the route to Carbon Neutral.
- Outcome 7: East Lothian's Communities are places encouraging a Low Carbon Lifestyle and are prepared for the effects of Climate Change.

MAXIMUM SCORE = 5

		Score
ASSESSMENT CRITERIA 01	EVIDENCE OF NEED	10
ASSESSMENT CRITERIA 02	QUALITY OF PROPOSALS	10
ASSESSMENT CRITERIA 03	STATUS OF PROPERTY	10
ASSESSMENT CRITERIA 04	IMPACT OF THE PROJECT	10
ASSESSMENT CRITERIA 05	DELIVERABILITY OF THE PROJECT	10
ASSESSMENT CRITERIA 06	BUSINESS VIABILITY	10
ASSESSMENT CRITERIA 07	CLIMATE CHANGE MITIGATION AND/OR ADAPTATION	5
	Total	75