

Introduction

The UK Shared Prosperity Fund (UKSPF) is funded by the UK Government, providing all areas of the UK with an allocation of funding to invest in domestic priorities and targeting funding where it is needed most.

Funded projects must meet one of the UK Governments stated missions as well as be aligned to one or more of the five UKSPF themes and 12 sub themes.

East Lothian Council has developed the **UKSPF Regeneration Project Development Fund** with the aim to support the initial stages of potential future capital projects such as survey information, feasibility assessments, business case development etc.

The funding will be available to targeted investment opportunities identified by ELC as well as being able to assist community groups/organisations develop proposals.

The principal aim is to remove some of the barriers faced developing “good ideas” into viable projects which meet the necessary funding criteria and can progress to securing project delivery capital funding.

The supported projects must be able to demonstrate the wider aims and potential outputs that will allow future project delivery as well as the potential benefits that will be provided within the local communities and/or wider East Lothian population.

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

Fund Structure 2025-26

East Lothian Council have been allocated funding from the UK Government through UKSPF. The funding has been allocated to support project delivery across the 3 core Intervention Priorities for UKSPF, namely Communities & Place; Supporting local Business; and People & Skills.

The **UKSPF Regeneration Project Development Fund** is being delivered as part of the Communities & Place Investment Priority to support community wealth and capacity building opportunities related to future capital project developments across East Lothian.

The **UKSPF Regeneration Project Development Fund** has a total budget of £25,000 for 2025-26 to assist with future capital project development costs. It is anticipated that this funding will support a **MINIMUM** of 9 individual projects.

Applications will be invited in a single funding round. A further funding round will be considered however this will be dependent on available funding.

How Much Can Be Applied For?

Grants of up to **£3,000** can be made from the **UKSPF Regeneration Project Development Fund** at 100% of the funding required. There is no requirement for match funding or in kind contributions. The funding **MUST** be used to support the project development costs of a future capital project. The funding is however, **NOT** conditional on the future capital project actually being delivered. This means a Feasibility Study funded through the **UKSPF Regeneration Project Development Fund** may conclude that a future capital project is not viable and cannot be delivered, or it may be that capital delivery funding cannot be secured to allow the project to proceed. It is hoped that this will be the exception and that projects will move forward to the delivery phase in due course.

Eligible Area

Applications are invited to support project development costs from communities across East Lothian. Scoring criteria will take account of areas identified within the Scottish Index of Multiple Deprivation (SIMD) however this will form only part of the assessment and will not preclude ANY area being supported through the fund.

Grant Payments

All grants will be paid on a 100% basis. There is no requirement for match funding or in kind contributions.

75% of the grant will be paid upfront (claimed by the applicant once the grant offer has been accepted) with the final 25% to be claimed when all valid cost evidence and reports are submitted.

All funded works AND all grant expenditure must be complete by 27 February 2026.

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 Community Groups / organisations with potential regeneration projects that required development 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 **UKSPF Regeneration Project Development Fund** scoring criteria (See Appendix A) and funding recommendations prepared.
- Stage 4 Funding recommendations considered by an East Lothian Council funding board / Senior Managers 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 East Lothian Council funding board / Senior Managers 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 project development / pre-contract expenditure only and all eligible costs must exclude reclaimable Value Added Tax.
- The Grantee will notify East Lothian Council as soon as possible if an underspend is anticipated.
- If the Grantee does not use the grant in the financial year 2025-26, 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 East Lothian Council informed of the use of their grant through the submission of project monitoring reports (if appropriate) and an end of project evaluation by 27 February 2026. East Lothian Council will issue a template for these returns.
- The Grantee shall, where reasonably practicable, acknowledge in all publicity material relating to the funded project, the contribution of East Lothian Council and the UK Government and Shared Prosperity Funding in a manner to be agreed in advance.

Key Dates

Monday 14th July 2025 (12 noon)

Application Submission Deadline

Friday 27th February 2026 (12 noon)

Deadline for all claims and project reporting submissions

Completing the Application Form

The following guidance relates to the sections of the **UKSPF Regeneration Project Development Fund** Application form. Should you require and clarification, further information or assistance completing the form then please contact: regeneration@eastlothian.gov.uk

Section A - Organisation / Group Details

This section seeks information about your group / organisation including its name, address, legal form and charitable status. Details are also required on the group / organisations structure and constitution as well as what its main purpose is.

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

Section B – Project Details

This section seeks information about the project including its title (which can be changed at any time provided this is communicated), its location, any partner organisations involved and what type of project category it is. (Selected from a list within the application)

Details on both the long-term regeneration project being considered AND the requirements for the funding sought through the **UKSPF Regeneration Project Development Fund** are needed.

The long term regeneration project is the wider capital project that the group / organisation want to deliver. This may take time to deliver or may be delivered in phases over a number of years. A descriptive summary of the long term regeneration project is required and should focus on the Vision and the need for such a project, both for the group /organisation and the community. In depth detail of the long term regeneration project is not required at this stage as it is anticipated that this will be developed as part of the funding request to the Regeneration Project Development Fund.

An indication / summary of how the long term regeneration project will meet any East Lothian Plan Objectives and East Lothian Council Climate Strategy Outcomes will however be required.

A descriptive summary of the project / services / work requiring support from the **UKSPF Regeneration Project Development Fund** is needed, including what the funding will be used for (consultants fees, exploration work, surveys etc.), how this will assist with the development of the long term regeneration project, and what other development work will be required.

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 **UKSPF Regeneration Project Development Fund** can be for an individual project cost (consultants fees, exploration work, surveys etc.) or it can be a contribution towards an overall package of funding to support a number of development costs.

Costs for each item or activity should be noted and totalled where applicable.

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 Secured (grant offers issued/ accepted) or Pending (grant application submitted / being processed).

The **UKSPF Regeneration Project Development Fund** cannot fund work that has already been completed before any grant application / grant offer has been made. Development activity should also not be commenced unless funding to cover the cost of the services in full has been secured.

Cost evidence must include receipted invoices, and / or proof of payments (bank statements etc.), and / or financial / accountancy spreadsheets etc.

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 (Director, Office Bearer or equivalent). An electronic signature is acceptable.

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

East Lothian Council reserve the right to update or revise these guidance notes and any associated application form without prior notice.

(Current Revision – June 2025)

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

Regeneration Project Development Fund 2025

Appendix A – Application Assessment Criteria and Scoring

The following breakdown identifies the assessment criteria for the Regeneration Project Development Fund. This scoring criteria will help ensure that submitted applications can be assessed based on a set of fixed criteria linked to the anticipated outcomes for the fund.

Projects may not meet all criteria however this should not stop an application being submitted. The scoring for the application will reflect the criteria met and allow comparisons with other submitted applications.

ASSESSMENT CRITERIA 01 EVIDENCE OF NEED

Evidence based identification / description of why the proposed development project is needed and what the funding will support.

MAXIMUM SCORE = 10

ASSESSMENT CRITERIA 02 QUALITY OF PROPOSALS

Describe who will be carrying out the proposed project and what appropriate skills they have.

MAXIMUM SCORE = 5

ASSESSMENT CRITERIA 03 STATUS OF PROPERTY

State the current occupancy status for the property/land linked to the future regeneration project.

MAXIMUM SCORE = 5

ASSESSMENT CRITERIA 04 IMPACT OF THE PROJECT

Identification / description on what impact the proposed development project will have for a future regeneration project and what any long-term regeneration aims/objectives will be.

MAXIMUM SCORE = 15

ASSESSMENT CRITERIA 05 DELIVERABILITY OF THE PROJECT

Identification of the proposed development 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 VIABILITY

Identification / description of how the development project will assist in the long-term viability of the community group/organisation.

MAXIMUM SCORE = 5

ASSESSMENT CRITERIA 07 CLIMATE CHANGE MITIGATION AND/OR ADAPTATION

Where appropriate, identify how the proposed development project and/or future regeneration 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	5
ASSESSMENT CRITERIA 03	STATUS OF PROPERTY	5
ASSESSMENT CRITERIA 04	IMPACT OF THE PROJECT	15
ASSESSMENT CRITERIA 05	DELIVERABILITY OF THE PROJECT	10
ASSESSMENT CRITERIA 06	VIABILITY	5
ASSESSMENT CRITERIA 07	CLIMATE CHANGE MITIGATION AND/OR ADAPTATION	5
	Total	55