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| East Lothian Council  **UKSPF Regeneration Project Development Fund 2024/2025**  **Grant Application Form** |

This is a grant application form to seek funding from East Lothian Council to support the development process for a regeneration project. Please read the guidance notes below before submitting this form. Once you have completed this application form please email it to the Economic Development Regeneration Team - [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

**Purpose of the funding**

The UK Shared Prosperity Fund (UKSPF) is provided by the Department of Levelling Up Housing and Communities via their Levelling Up programme that is 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 (ELC) 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 assist community groups/organisations develop initial proposals, and will also be able to provide support for targeted investment opportunities identified by ELC.

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.

**Key conditions of the funding**

* All funded works **AND** all grant expenditure must be complete by 31 December 2024.
* 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 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 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 31st January 2025. 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.

Further information about the **UKSPF Regeneration Project Development Fund** is available from the Council’s website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

It is recommend that you read the full **UKSPF Regeneration Project Development Fund** Guidance Notes before proceeding with your application.

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| **For Official Use Only** | | | | | | | | | | | |
| **Date Received** | | |  | | | | **Reference No.** | | |  | |
| **Lead Officer** | | |  | | | | **Assessment Score** | | |  | |
| **Section A - Organisation / Group Details** | | | | | | | | | | | |
| 1 | | Legal Name of Group / Organisation | | |  | | | | | | |
| 2 | | Trading Name or Known Name | | | *If different from above* | | | | | | |
| 3 | | Registered Address  Postcode | | |  | | | | | | |
| 4 | | Correspondence Address  Postcode | | | *If different from above* | | | | | | |
| 5 | | Legal Form of Group / Organisation | | | 🞏 Constituted Community Group  🞏 Company Limited by Guarantee  🞏 Community Benefit Society  🞏 Scottish Charitable Incorporated Organisation | | | | 🞏 Community Interest Company  🞏 Co-operative Benefit Society  🞏 Trust  🞏 Other - *Provide Details Below* | | |
| Other Details *If applicable* | | | | | | |
| \* | | **Supporting Information Request** | | | **Please provide a copy of the Organisation / Group Constitution** | | | | | | |
| 6 | | Is the Organisation / Group a registered Charity or SCIO?  Charity / SCIO Number | | | Y / N *Delete as appropriate*  *If applicable* | | | | | | |
| 7 | | When did the Organisation / Group start? | | | Month | | | | Year | | |
| 8 | | Provide details of the structure of the Organisation / Group Governing Body or Management Committee | | |  | | | | | | |
| 9 | | Summarise the purpose of the Organisation / Group | | | *Maximum 250 words* | | | | | | |
| \* | | **Supporting Information Request:** | | | **Please provide a link to / copies of Minutes from the last three meetings of your Organisation / Group** | | | | | | |
| 10 | | Are **ANY** of the Governing Body or Management Committee members employed by, representative of, elected members of, or related to an employee of, East Lothian Council? | | | Y / N *Delete as appropriate*  Provide Details: *If applicable* | | | | | | |
| 11 | | VAT Registered | | | Y / N | | VAT Reg. No. | | *If applicable* | | |
| 12 | | Digital / Social Media | | | *Provide details of digital / social media links – Website, Twitter, Facebook, Instagram etc.* | | | | | | |
| **Project Contact Details** | | | | | **Primary Contact** | | | | **Secondary Contact** | | |
| 13 | | Name | | | *First Name, Surname* | | | | *First Name, Surname* | | |
| 14 | | Organisation Position | | | *Chairperson, Secretary, Treasurer etc.* | | | | *Chairperson, Secretary, Treasurer etc.* | | |
| 15 | | e-mail Address | | |  | | | |  | | |
| 16 | | Phone Number | | | *Landline or mobile* | | | | *Landline or mobile* | | |

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| **Section B – Project Details** | | | | | | |
| 17 | Project Title | *Provide a Title for the project – This can be changed at any time* | | | | |
| 18 | Lead Organisation | *Identify the project lead organisation* | | | | |
| 19 | Partner Organisation(s) | *Identify any partner organisation(s) supporting the delivery of the project – If any* | | | | |
| 20 | Which Area will benefit from the project? | Tranent, Wallyford & Macmerry |  | Preston / Seton / Gosford | |  |
| Musselburgh |  | North Berwick Coastal | |  |
| Haddington & Lammermuir |  | Dunbar & East Linton | |  |
| All of East Lothian |  | Specific Town / Village | |  |
| Specific Town / Village Name | *If applicable* | | | | |
| 21 | Project Address  Postcode | *If applicable* | | | | |
| 22 | Project Type  *Please select* ***ALL*** *that apply from the list* | 🞏 Climate Mitigation and Adaptation  🞏 Art, Culture or Heritage  🞏 Children, Early Years or Youth Work  🞏 Sport and Recreation  🞏 Community Improvement Initiatives | | 🞏 Environment, Biodiversity and Conservation  🞏 Promoting Equality and Inclusion  🞏 Community Association or Village Hall  🞏 Employment and Employability  🞏 Preventative Actions or Initiatives  🞏 Other - *Provide Details Below* | | |
| Other Details *If applicable* | | | | |
| 23 | Long-term Regeneration Project Summary | *Provide a short descriptive summary for the long term regeneration project that requires development funding and how it will link with the objectives of the East Lothian Plan*  *Maximum 250 words* | | | | |
| 24 | Which Objectives of the East Lothian Plan will be incorporated within the Long-term Regeneration project | 🞏 Objective 01 – Grow Our Economy  🞏 Objective 02 – Grow Our People  🞏 Objective 03 – Grow Our Communities  🞏 Objective 04 – Grow Our Capacity  *More details on the Objectives within the East Lothian Plan can be found at:* [*East Lothian Council Plan 2022-2027 | East Lothian Council*](https://www.eastlothian.gov.uk/downloads/download/13647/east_lothian_council_plan_2022-2027) | | | | |
| 25 | How will the long-term Regeneration project contribute to a Climate Mitigation and Adaptation strategy | Provide a short descriptive summary for the Climate Mitigation and Adaptation strategy of the long term regeneration project that requires development funding. Please refer to the Outcomes within the East Lothian Council Climate Strategy.  Maximum 250 words  More details on the Outcomes within the east Lothian Plan can be found at: [Climate Change Strategy 2020-2025 | East Lothian Council](https://www.eastlothian.gov.uk/downloads/file/29179/climate_change_strategy_2020-2025) | | | | |
| 26 | Development Funding Project Summary | *Provide a short descriptive summary of the development project, what the requested funding will be used for and how this will assist with the long term regeneration project.*  *Maximum 250 words* | | | | |
| 27 | Development Funding Project Programme / Timescale | Proposed Start Date | | |  | |
| Proposed Completion Date | | |  | |
| Other key timescales / dates |  | | | | |

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| **Section C – Finance** | | | | | |
| 28 | Breakdown of Development Funding Project costs | Item or Activity | | Cost (£) | |
|  | | £ | |
|  | | £ | |
|  | | £ | |
| **Total** | | **£** | |
| 29 | Other Funding Sources  *Please confirm funding status*  *A = Approved; P = Pending* | Funding Source | | Amount (£) | Status |
|  | | £ | A / P |
|  | | £ | A / P |
|  | | £ | A / P |
| **Total** | | **£** | |
|  |  |  | | | |
| 30 | UKSPF Regeneration Project Development Fund Grant Request | **£** | | | |
| **Please Note: The MAXIMUM Development Grant Request is £3,000** | | | | | |
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| 31 | Organisation / Group Bank Details | Organisation / Group Account Name |  | | |
| Bank / Build Soc. Name |  | | |
| Bank / Build Soc. Address  Postcode |  | | |
| Sort Code *(6 digits)* |  | | |
| Account Number *(8 digits)* |  | | |
| Building Soc. Roll No.  *(If applicable)* |  | | |

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| **Section D – Privacy Notice** | | | |
| Section 1: Our Contact Details  Your personal information is being collected by:  Economic Development – Regeneration  East Lothian Council  John Muir House  Haddington, EH41 3HA  Email: [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk) Telephone: 01620 827827  Data Controller  East Lothian Council  John Muir House  Haddington, EH41 3HA  Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk) Telephone: 01620 827827 | | | |
| Section 2: Why We Need Your Personal Information  We use your personal information to process, assess, and manage your application for grant funding. East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds.  For more information, please visit:  <https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1> | | | |
| Section 3: Legal Information  In order for us to collect and use your information, we have to have a ‘legal basis’ for doing so. The legal basis for processing your personal information is you have given us consent to process your information.  The kinds of personal information we are collecting include:   * Name * Address * Names of people who share your address * Property ownership / lease details * Financial information   Section 4: Sharing and Transfer  We will be sharing your information with the following:   * Other services within East Lothian Council * UK Government Ministers   Your personal information will not be transferred outside of the UK.  Section 5: How long will we keep your personal information?  We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council’s Retention Schedule, please visit our website at www.eastlothian.gov.uk and search for ‘Retention Schedule’. | | | |
| Section 6: Your Rights  **You have the right:**   1. **to be informed about how your information will be used.** 2. **to access your personal information. Normally this is done by placing a ‘Subject Access Request’ with the Council. For more information on placing Subject Access Requests, please visit:**   www.eastlothian.gov.uk/info/210598/access\_to\_information/12300/access\_to\_information/1   1. **to ask us to correct inaccurate or incomplete information.** 2. **In certain circumstances, to have your personal information erased.** 3. **In certain circumstances, to ask us to limit the ways we use or share your information.** 4. **In certain circumstances, to ask us to move, copy or transfer your information to another organisation in an electronic format.** 5. **In certain circumstances, to object to the ways we process your information.** 6. **In circumstances where your data is processed automatically, without human intervention, to certain protections.**   You can find more information about data protection and your rights on the Information Commissioner’s Office (ICO) website at [www.ico.org.uk](http://www.ico.org.uk)  Section 7: Complaints  We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council’s Data Protection Officer using the contact details at the start of this Privacy Notice.  If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner’s Office (ICO). You can find further information about raising a concern with the ICO on their website: www.ico.org.uk/concerns  You can contact the ICO by post at:  Information Commissioner’s Office  Wycliffe House, Water Lane  Wilmslow  Cheshire SK9 5AF  Telephone: 0303 123 1113 / 01625 545 745  Section 8: Consent  Below we will ask for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting the Council Service listed at the start of this Privacy Notice.  When you contact us, we will explain the consequences of withdrawing consent. If you choose to continue, we will stop using your personal information for the purpose(s) stated on this Privacy Notice.  Section 9: Information about other people  If you have provided anyone else’s personal information, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to process, assess, and manage your application for grant funding. | | | |
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| **Section E - Declaration** | | | |
| I confirm that:   * I am authorised by my group / organisation to apply for grant funding from the Regeneration Project Development Fund; * To the best of my knowledge and belief, all information given above and enclosed with this application is complete and correct and no information has been withheld; * I understand that more information may be requested at any stage of the application process; * I have read and understood the Privacy Notice and agree that East Lothian Council can collect, store, manage, and transfer my personal information for the purposes described; * I understand this application does not entitle me to grant aid and that I will receive no financial assistance for works or services carried out prior to approval of any grant; * My group / organisation will provide a report of the project together with evidence of spend / commitment of funds no later than 31 March 2024; * My group/organisation has a bank account; * My group/organisation will cooperate with the development of possible promotional and learning materials including the use of photography and video filming. | | | |
| **Signature** | *An electronic or scanned signature is acceptable* | **Date** |  |
| **Print Name** |  | | |
| **Position** | *This must be a Director, office bearer or equivalent* | | |
| **Organisation** |  | | |

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

**(Current Revision - May 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](mailto:regeneration@eastlothian.gov.uk)

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| **Section F – Supporting Documents Checklist** | |
| The following checklist is provided to assist with the submission of supporting documentation for the Regeneration project Development Fund application.  Please tick all documents which have been included to support the application. | |
| **Documentation** | **Enclosed** |
| Constitution / Governing Document | 🞏 |
| Incorporation Document / Articles of Association | 🞏 |
| List of Directors / Trustees | 🞏 |
| Most recent audited/independently examined accounts | 🞏 |
| Management accounts to bridge gap between date of above to present | 🞏 |
| Business Plan | 🞏 |
| VAT Number (if VAT Registered) | 🞏 |
| 2No. Quotes for eligible costs | 🞏 |
| Key Policy Documents (ie. Equal Opportunities, Health & Safety etc.) | 🞏 |
| Confirmation of Public Liability Insurance | 🞏 |
| Project Budget (if not included in application form) | 🞏 |
| Letters of Support | 🞏 |
| Evidence of Demand / Need (ie. Consultation, Research, Surveys) | 🞏 |
| Proof of Property Ownership / Lease (Title Deeds / Valid Lease) | 🞏 |
| Landlord’s permission in writing to carry out work (If Applicable) | 🞏 |
| Planning Consent/ Listed Building Consent (If Applicable) | 🞏 |
| Building Warrant/Completion Certificate (If Applicable) | 🞏 |
| Events licence or other licence required according to activity | 🞏 |
| Other Documentation (Please provide details below) | 🞏 |
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