

PBIP Application Guidance Notes



1. INTRODUCTION

This document is intended to help applicants prepare and submit their applications to the Highland Council's Place Based Investment Programme (PBIP). Applications are being sought for 2021-22, the first round of funding. The PBIP is being delivered from 2021-22 over an initial five years. Clear readiness to deliver in 2021-22 will be a critical point of consideration in the application process. We would encourage applicants to also start thinking ahead in terms of preparing project proposals for future funding rounds.

Note that the deadline for applications for the respective area committees can be found on the [regeneration page](#) of the Council's website.

2. ABOUT PBIP

The 2020 Programme for Government committed to establishing a Place-Based Investment Programme (PBIP), linking and aligning place-based funding initiatives. The aim of the PBIP is to ensure that all place-based investments are shaped by the needs and aspirations of local communities and accelerate ambitions for place, 20-minute neighbourhoods, town centre action, community led regeneration and community wealth building.

The Place Principle, which underpins this approach, was adopted by Scottish Government and Scottish local authorities as a basis for collaborative working to ensure that future local investment is relevant to local communities for the benefit of local people. Bringing relevant services, enterprise, and communities together to make our towns, villages, and neighbourhoods more viable.

To advance the Place Principle, the Scottish Government have awarded the Highland Council a capital grant of £1,963,000 for 2021-22. Members of the Council's Economy and Infrastructure Committee agreed an area approach to investing this grant (utilising the same allocation methodology as Scottish Government). The grant has been distributed at area committee level as follows:

Name of Committee	Total allocation
Badenoch and Strathspey Area Committee	£129,222
Black Isle Committee	£97,100
Caithness Committee	£178,123
City of Inverness Area Committee	£640,433
Dingwall and Seaforth Committee	£140,777
Easter Ross Committee	£280,155
Isle of Skye and Rasaay Committee	£76,594
Lochaber Committee	£154,114
Nairnshire Committee	£78,728

Sutherland County Committee	£106,964
Wester Ross, Strathpeffer and Lochalsh Committee	£80,906

3. APPLICATION PROCESS

The focus of this call is for projects that are capable of starting in the financial year 2021/2022.

There is no restriction on the number of applications that may be submitted by each organisation but given the limited size of the overall fund, applicants are requested be realistic with the number of applications and combined value of grant requests being made.

The final decision on projects to be awarded funding will be made by the respective Area Committees.

Guidance on completing stage 1 form

SECTION 1: PROJECT SUMMARY	
1.1	Name of the applicant organisation for the funding.
1.2	What is the name of the project.
1.3	The amount of match funding that has been secured/applied and the amount of grant you are applying to the PBIP fund. The grant requested plus match funding should equal the total project cost as per sections 1.4, 5.1 and 6.1
1.4	Anticipated start date of the project. Projects must award contract on or before 31 March 2022. Please note that costs incurred, or contracts signed prior to the start date will not be eligible. No costs should be incurred until confirmation of PBIP funding has been approved in writing ("the grant award letter").
1.5	Anticipated completion date of the project. Projects must be completed no later than the end of September 2022. Ensure you allow time for end of project reporting and submission of the final claim.
1.6	<p>The Scottish Government PBIP grant to the Highland Council forms part of a national £325m investment from 2021-22 and over the next five years. More broadly that package of investment includes support for community regeneration, place, town centres, and 20 minute neighbourhoods with the involvement of all Scottish Local Authorities and communities in taking forward relevant activities.</p> <p>The intent of the Place Based Investment Programme, as agreed between the Scottish Government, COSLA and local government, is to link and align all place based funding initiatives to ensure there is a coherent approach to sustained longer term renewal, promoting the resilience, health and wellbeing of communities across Scotland.</p> <p>PBIP project proposals are expected to demonstrate alignment with these key strategic areas of priority and core principles (and will deliver across agreed National Outcomes):</p> <ul style="list-style-type: none"> • The Place Principle • Regeneration Strategy • Scotland's Economic Strategy

	<ul style="list-style-type: none"> • Town Centre Action Plan and Town Centre First Principle • Climate Change Plan • Public Health Scotland's Strategic Plan • Fair Work <p>PBIP proposals are also expected to demonstrate alignment with local priorities:</p> <ul style="list-style-type: none"> • Community Planning Locality Plans, Local Development Plans, Area Based Investment Plans etc.
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SECTION 2: CONTACT DETAILS

2.1	Name and contact number for the person who will be the main point of contact for the application/project.
2.2	Position of the person named in 2.1 e.g. chairperson, project officer.
2.3	Address and postcode of the person/organisation named in 1.2 and 2.1. This address may differ from project location in 4.1.
2.4	Email address for the named person in 2.1.
2.5	Organisation website address if applicable.

SECTION 3: ORGANISATION DETAILS

3.1	Tick boxes to indicate the status of the organisation named in 1.2. More than one may apply.
3.2	If the project is delivered in partnership with another organisation(s) and there is a formal agreement in place, only one lead signatory should be responsible for the PBIP application. Project procurement, contracts, invoices, bank payments and claims for example should be administered by the lead applicant organisation.
3.3	<p>Is this organisation registered for VAT?</p> <ul style="list-style-type: none"> • Yes – VAT can be reclaimed from HMRC therefore should not be include in the project costs. • No – VAT cannot be reclaimed from HMRC therefore should be included in the project costs. <p>By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the Regeneration Team as this may affect the offer of grant.</p>
3.4	If the organisation is registered for VAT, please provide the VAT number. If this doesn't apply, leave blank.
3.5	VAT that can be reclaimed (fully or partial) is not eligible for PBIP funding and should not be included in the project costs as per section 5.1. We are not able to advice on which costs can be reclaimed through HMRC as so many factors can determine this. Ensure you seek advice from a suitably qualified professional how VAT may affect your project.
3.6	The project team who will be involved in the delivery of the project. Either in the day-to-day delivery or administration/finance management. Specify job title/position in organisation and area of work each individual will be responsible for. Where a

	professional team has been commissioned to deliver the project on behalf of the PBIP applicant, specify specific roles and responsibilities.
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SECTION 4: PROJECT DETAILS

4.1	Location where the project is happening/being delivered - including postcode. This may differ to the location of the organisation address in 2.3 . Please include a location plan if available.
4.2	The applicant must have ownership of the land/building or a lease/control of the asset is in place before the project starts. Lease agreements must be for at least 10-years.
4.3	The Project – This section is where you explain what the funding is for, what the project is to achieve and how it will be delivered. It is important to answer the questions concisely.
(a)	Project summary, objectives and outcomes – provide a summary of the project, explain how the project meets ONE of the funds' main objectives as stated in 1.6 . List which outcomes the project is to achieve.
(b)	Project benefit – explain how the project benefits local communities and surrounding locality areas. How will this improve or enhance/add value to those communities. Who will benefit from the project? Does it target specific groups i.e. young people, the elderly, people with protected characteristics (see equalities in section 4.3 e).
(c)	Need/opportunity the project addresses – what is the reason for the project and what are the overall/long-term goals it hopes to achieve. Does it address a specific need within the community? What are the opportunities that may arise from the project? Local support – explain and provide evidence of local support for the project. This could be letters of support, community consultations, previous feasibility studies or options appraisals for example. If you are targeting a specific group as noted in 4.3 b , please ensure you can evidence there is support for the project.
(d)	Project activities – list the main activities that will be delivered during the project with anticipated timescales. This should reflect the start/completion dates in 1.6 . This will be an outline delivery plan for the project to help formulate a claims schedule if the project is approved.
(e)	Environmental impact – describe how you will mitigate negative environmental impacts that may arise from the project. How will the project specifically address climate change or net zero ambitions? For example, you may install low carbon heating and lighting systems. Explore new green technologies or methods to deliver the project. Reduce the need for travel or enhance active travel opportunities. You may plant native trees and plants as part of landscaping works. You may consider climate change/net zero impacts as part of the procurement/tender assessments. Is there an organisational environmental policy in place or an environmental impact assessment? Equalities impact – describe how you have considered groups with protected characteristics in the development of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Is there an organisational equalities policy in place?
(f)	Project continuation/lasting benefits - if the project is intended to continue beyond the PBIP funding phase, how will this happen? Will the PBIP fund a specific phase of the project for example? If so, how will the remaining project be funded and completed by when? If the application relates to the establishment of a new facility for example, how will ongoing costs be covered? What will be the lasting benefits or change that arises from the project? For example, a completed feasibility study will provide ongoing direction for future developments and

	funding applications. A new visitor centre will provide job opportunities and facilities for both visitors and the community.
(g)	<p>Fit with other local plans or strategies – Explain how the project contributes/delivers local plans and strategies, for example:</p> <ul style="list-style-type: none"> - Skye Infrastructure and Investment Plan - Fort William 2040 - West Highland and Islands Local Development Plan - Caithness & Sutherland Local Development Plan - Inner Moray Firth Local Development Plan <p>More information about local plans and strategies can be found: https://www.highland.gov.uk/developmentplans</p> <p>Local Development Plans newsletter</p>
4.3	Detail any statutory or regulatory consents that will be required (for example planning permission, building warrant, SEPA consents) and include steps taken towards obtaining these and the date granted/anticipated. Consents must be in place before the project can start.

SECTION 5: BUDGET

5.1	<p>List all the main expenditure to deliver the project as per example provided. This can be provided in a separate excel spreadsheet if preferred. Delete the example before completing the table.</p> <p>Please remember to exclude VAT if it is being reclaimed from HMRC. If the organisation is not VAT registered, VAT should be included in the project costs.</p> <p>Total amount should equal to total cost as per sections 1.4 and 6.1</p>
5.2	<p>We do not expect applicants to carry out detailed procurement at this stage however please explain how project costs have been determined to inform the application stage as per section 5.1. This is to ensure that costs are reasonable at the time of application and that value for money has been considered. For example, quotations, tenders, market research, previous experience, advice from professional services/other organisations.</p> <p>If the project is approved funding, procurement will be discussed in detail with the project officer during the post offer meeting. A copy of the procurement guidelines will be provided to ensure that goods and services are procured in a compliant way. Applicants should not commit to expenditure prior to the start date of the project.</p>

SECTION 6 – MATCH FUNDING

6.1	<p>Detail where other funding sources will come from to deliver the project. Provide the name of the funder; whether funding is confirmed or not; the date it was approved or the date a decision is expected; and the total amount of match funding for the project.</p> <p>Include the PBIP funding request and this should equate to sections 1.4 and 5.1.</p>
6.2	Detail any “in kind” funding that will contribute towards the project. This could be volunteer time, a donation of land or services, loan of equipment, free office space etc.

	The total value of “in-kind” contributions should not form part of the project budget, but it may strengthen the application to show it is included.
6.3	Explain why there is a need for public funding to deliver the project.

SECTION 7 – REVENUE GENERATION PROJECTS

7.1	<p>Projects that will generate revenue should submit a business plan and financial forecast with the application. If you are uncertain whether this applies to the project, please contact the Regeneration Team to discuss.</p> <p>This information including section 7.4, will help assess whether state aid may apply to the project if awarded funding.</p>
7.2	As the development will be generating revenue once completed, has loan financing been considered to deliver the project? State the reasons why.
7.3	State whether you have received support from HIE, Business Gateway or consultants for example to help determine a ‘business case’ for the project.
7.4	State whether the organisation has previously received public funding. If so, please detail awards the previous 3-years – name of funder, year of award, amount and if this was awarded under state aid.

SECTION 8 – SIGNATURE

8.1	The person signing this application should have authority within the organisation to apply for grant funding. Electronic signature is accepted.
8.2	<p>Supporting documentation should be submitted with the application. Please state if they are not applicable for the project/organisation. If documents are applicable but are not available, state reasons why i.e. awaiting outcome of match funding, planning permission, awaiting renewal documentation. Failure to provide supporting documentation will delay processing of the application.</p> <p>Declaration what the remaining bank balances are for as per bank statement will help demonstrate a need for public funding. If balances are greater than what is being applied to the PBIP fund, please state what the funds are for i.e, they may be ringfenced for another project, you have received part of the match funding in advance for the project, staff salaries.</p>