**Regeneration Capital Grant Fund (RCGF):**

**Stage 1 application**

**The deadline for completed application forms is 9am on Monday 12 June 2023.**

Completed project proposal templates should be emailed electronically to:

[CommunityRegenerationFund@highland.gov.uk](mailto:CommunityRegenerationFund@highland.gov.uk)

A separate application form should be completed for each project proposal. However, we do not require a separate application form per site that is part of a portfolio / place-based programme of activity – one single form covering those will suffice.

Please ensure that the project proposal is submitted by an appropriate official from your organisation and that the individual is available to respond quickly to any requests for clarification that might follow. If possible, please include details of an alternative contact in the allotted space.

**Prioritising your project proposals**

Applicants submitting multiple project proposals are asked to number them in order of priority.

There are limited funds available and so that means we are asking applicants to be realistic about the number of project proposals they submit and the amount of grant that they are requesting.

At stage 1 and stage 2 of the application process, a key consideration will be whether the proposed project is ready to be delivered in financial year 2024-25, so please consider that when applying for funds.

You are asked to provide project start and completion dates below. This is anticipated to be between 1 April 2024 and 31 December 2024. Applicants will be expected to demonstrate that the project will be on-site during 2024, and it is imperative to be realistic about start dates and potential spend. Projects starting after 31 December 2024, but prior to 31 March 2025 will be scrutinised carefully and a clear case must be provided to justify the project’s viability.

Project delivery may extend beyond the period of funding support from RCGF, but applicants will be required to provide monitoring reports throughout the delivery phase, for a period up to 12 months after physical completion.

**Demonstrating eligible costs/expenditure**

Please provide clear information including an estimated breakdown of costs that the requested grant will be used for, i.e., eligible capital expenditure. A more detailed breakdown of costs will be required at stage 2.

Project proposals can request 100% of the cost of the project. However, the Investment Panel will view project proposals containing evidence of other investment favourably as it indicates stronger support and collaboration.

Additional information on any other costs, e.g., wider programme activities, should only be included within the project description. This is to avoid confusion around what the grant on offer will be used to deliver.

Include details on expenditure beyond the funding period (including if multiyear) where possible – e.g., if onward development is planned, how it is expected to be financed.

Note that any grant offered will generally be paid in arrears and must relate to spend actually incurred or legally committed. Please ensure expenditure figures are consistent with start and end dates of the project. Grant cannot be claimed for costs incurred prior to 1 April 2024.

**Stage 1 Application Form -** Regeneration Capital Grant Fund - Round 11 – 2024 to 2025

Please email completed application forms to[CommunityRegenerationFund@highland.gov.uk](mailto:CommunityRegenerationFund@highland.gov.uk) by **9am on Monday 12 June 2023**

**Project details**

|  |  |
| --- | --- |
| Applicant organisation: |  |
| Total number of submissions: |  |
| Project title: |  |
| Project start date: |  |
| Project completion date: |  |
| Has this project been submitted before? |  |
| Previous application ref. | e.g. RCGF-22-INSERT or N/A |

**Funding**

|  | **2024/25** | **2025/26** | **Total** |
| --- | --- | --- | --- |
| RCGF grant requested (£) |  |  |  |
|  | **2024/25** | **2025/26** | **Total** |
| Eligible project costs to be funded by RCGF grant |  |  |  |
| Costs funded by other sources (funding breakdown below) |  |  |  |
| Total project cost (£) |  |  |  |

Please detail any sources of funding other than RCGF –

|  |  |  |  |
| --- | --- | --- | --- |
| **Other sources** | **2024/25** | **2025/26** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total (£) |  |  |  |

NOTE: RCGF grant requested plus other funding equals the total project cost.

**Contact details**

|  |  |
| --- | --- |
| Lead contact name |  |
| Position in organisation |  |
| Lead contact email |  |
| Lead contact phone number |  |
| Additional contact name |  |
| Position in organisation |  |
| Additional contact email |  |
| Additional contact phone number |  |

**Project proposal summary**

**Maximum 3 Pages only** – minimum font size 12. See the separate stage 1 guidance for applicants for this section.

**Please keep your summary short and concise – use bullet points. Be clear on what the project will deliver using grant from the RCGF. The Investment Panel will not consider information that is provided beyond the 3 page limit.**

**Please try to capture how the project proposal meets the aims and objectives of the RCGF, and wider strategic fit, using the following major headings as a guide (the text below provides a basic prompt – you may delete these).**

|  |
| --- |
| * What this project will deliver and how it has evolved * Timescales for delivery * Project objectives * Target groups, geographical coverage, partnership, and community involvement * Project cost categories, financial contributions, the potential for wider regional impact Timeframes for securing funding * Demonstration of how this project will benefit disadvantage communities * How the project is part of wider regeneration ambitions, and how it supports the Place Principle * Demonstrate consideration and contribution towards achieving the target of net-zero carbon emissions by 2025 |

If you wish to include a map to illustrate the area to be developed, you can do so. This should be submitted as a separate document. Please do not embed files within this document. Please be succinct – information provided beyond 3 sides will not be considered by the Investment Panel.