

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Place Based Investment Fund Town Centre Fund and to agree the allocation of funding for the settlements within the ward.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that 13 applications have been received for projects within the ward;
2. notes the recommendations provided by officers within each town within the ward;
3. agrees to award funding as set out in the report;
4. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants as set out in the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Place Based Investment is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

III	Implications for Scheme of Delegations to Officers	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
IV	Impact on performance and performance Indicators	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000. The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M
VII	Consideration at PDSP	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 is expected to be £1,000,000.

The main objectives of the PBIP include:

- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000. The additional £132,000 will be reported to the Council Executive in June for further advice.

The process for this is detailed in D.2 and D.3 with guidance and application forms added as appendices.

D.2 Town Centre Capital Fund 2022/23

It has been agreed that the Town Centre Capital Fund stream will follow the same process as the Town Centre Capital in 2019/20 and 2020/21. The funding was promoted to local community organisations through our normal channels with applications received by the deadline of 22 April 2022.

The Livingston North ward has been allocated £40,450 split between the following towns.

Town	Allocation
Eliburn	14,144
Carmondean	8,905
Deans	7,293
Knightsridge	6,796
Livingston Village / Kirkton	3,312
TOTAL	£40,450

As was previously the case, the Head of Planning, Economic Development and Regeneration retains the delegated authority to move funding between towns within the ward allocation should this be required. Should the overall ward allocation not be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

D.3 Allocation of the grant in West Lothian

The Council Executive agreed on 8 February 2022 that £500,000 should be allocated to all 23 communities with populations over 1,000 through a grant application process (see background reference below). The deadline from receipt of applications was set as 22 April 2022 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2023, and having projects completed by 30 September 2023.

Council Executive agreed that decisions on the applications would be as follows:

- a) Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- b) After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully;

After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area.

D.4 Livingston North Ward Applications

Within the Livingston North ward three settlements are eligible for the funding and by the deadline of 22 April 2022, 13 applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Eliburn	14,144	4	14,700.00	+£556.00
Carmondean	8,905	3	18,905.00	+£10,000.00
Deans	7,293	3	18,293.00	+£11,000.00
Knightsridge	6,796	2	9,500.00	+£2,704.00
Livingston Village / Kirkton	3,312	1	3,312.00	-
Ward Total	£40,450	13	£64,710.00	+£24,260.00

Following receipt, all applications have been reviewed by the relevant Capital Asset Management Board Asset Lead Officer and recommendations and advice is set out in Appendix 1.

The following tables give a summary of the applications received and the recommended allocations for each settlement. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Eliburn (£14,144)

Code	Application Name	Amount applied for	Recommended allocation
ELI22-01	Improved Disabled Access – <i>Eliburn Community Council</i>	3,000.00	0.00
ELI22-02	Additional Footpath Lighting – <i>Eliburn Community Council</i>	6,000.00	6,000.00
ELI22-03	Additional Seating at Peel Park— <i>Eliburn Community Council</i>	2,700.00	2,700.00
ELI22-04	Wi-Fi Project – <i>Newyearfield Farm Community Centre</i>	3,000.00	3,000.00
	Totals	£14,700.00	£11,700.00

Carmondean (£8,905)

Code	Application Name	Amount applied for	Recommended allocation
CAR22-01	Underpass & Bus Shelter Art Project- <i>Carmondean Community Art project</i>	6,000.00	0
CAR22-02	Livingston North Train Station Art Project - <i>Carmondean Community Art project</i>	4,000.00	0
CAR22-03	Dechmont Law Park Paths Renovation - <i>Carmondean and Deans Community Council (C&DCC)</i>	8,905.00	8,905.00
	Totals	18,905.00	8,905.00

Deans (£7,293)

Code	Application Name	Amount applied for	Recommended allocation
DEA22-01	Wi-Fi Project – <i>Livingston Station Community Centre</i>	6,000.00	6,000.00
DEA22-02	Community Litter Picking Equipment – <i>West Lothian Litter Pickers</i>	5,000.00	0
DEA22-03	Dechmont Law Park Paths Renovation - <i>Carmondean and Deans Community Council (C&DCC)</i>	7,293.00	1,293.00
	Totals	18,293.00	7,293.00

Knightsridge (£6,796)

Code	Application Name	Amount applied for	Recommended allocation
KNI22-01	Wi-Fi Project - <i>Mosswood Community Centre</i>	4,500.00	4,500.00
KNI22-02	Community Litter Picking Equipment – <i>West Lothian Litter Pickers</i>	5,000.00	2,296.00
	Totals	9,500.00	6,796.00

Livingston Village / Kirkton (£3,312)

Code	Application Name	Amount applied for	Recommended allocation
LIV22-01N	1. Historic/conservation Village Information 2. Park enhancement and litter reduction - <i>Livingston Village Community Council</i>	3,312.00	3,312.00
	Totals	3,312.00	3,312.00

Therefore, approval of the recommended project allocations would leave the following remaining balances:

Town	Balance
Eliburn	2,444
Carmondean	0
Deans	0
Knightsridge	0
Livingston Village / Kirkton	0
Total Balance	£2,444

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been above to fund or fully fund in other towns. In the ward the underspend of £2,444 remains unallocated in Livingston North.

The LAC is able to reallocate these funds within the ward to project which have either not received a funding award or received the full amount requested.

It is recommended that this underspend is used to plug some of the funding gap with the DEA22-03/ CAR22-03 'Dechmont Law Park Paths Renovation' project.

This would mean a total of £12,642.00 is allocated to that project. Whilst this is still below the overall requested amount, given the nature of the project, it is likely to still be deliverable though discussions around how to work on a reduced budget will be required.

D.4 Delivery of Projects

Following this committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case, the community group will hold full responsibility for delivery of the project. Where projects are to receive funding they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

As projects are implemented the detail and associated costs may change it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

As all projects have to be contractually committed by 31 March 2023, and have project completed by 30 September 2023, officers will liaise with successful applicants to ensure projects are on track to meet these deadlines. At this stage the applicant will be asked whether they still intend to progress the work and confirm that any necessary contracts can be let by 31 March 2023. If it is not confirmed that it can be achieved, or where officers have reservations, and the issue is not resolvable by the proposed delegations set out in the recommendations, the matter will be reported to Council Executive for a decision on the funding. Where possible, that report will also detail a reserve list of applications which could be implemented to utilise the available funding, although at that time opportunities to do so will likely be very limited because of time constraints.

E. CONCLUSION

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 22/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

F. BACKGROUND REFERENCES

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

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Elaine Cook
Deputy Chief Executive, Education Planning and Economic Development

10 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1**Ward: Livingston North****Eliburn (allocation: £14,144)**

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
ELI22-01	Eliburn Community Council	Improved Disabled Access	<p>The project location is outside the shops at Hawk Brae. Project looks to widen the two disabled parking bays outside the Indian takeaway, and clearly mark with wheelchair logo.</p> <p>Also, they are looking for the area in front of the bollards to have yellow hatching to deter parking.</p> <p>Breakdown of costs is: Hire of equipment and crew - £1600 Paint - £1,400.</p>	3,000.00	WLC	<p>Recommendation: 0</p> <p><u>Service Feedback</u> Roads & Transportation have advised that as the area is on the adopted road network, the council does not paint disabled symbols/logos, hatching or widen outwith maximum regulatory sizes.</p>
ELI22-02	Eliburn Community Council	Additional Footpath Lighting	<p>According to the CC, the footpath from Livingston North Railway Station to Deans North Road has been left in total darkness since energy efficient lighting was introduced on the main road.</p> <p>The location is the footpath between Queens Crescent and Deans North Road.</p>	6,000.00	WLC	<p>Recommendation: 6,000.00 – Support in principle pending further discussion on conditions below.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Eliburn Community Council inform Street Lighting with further location details - Street Lighting confirm that the project is deliverable within the budget and timescales, and they will manage the works.

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This is a short branch of path that links the main footpath south with the Eliburn Roundabout. The path is bordered on both sides by trees and when it is dark it presents a safety hazard for those using it.</p> <p>Costings are based on £3,000 per lighting column (quantity – 2).</p>			<p><u>Service Feedback</u> Street Lighting - further location details required to identify the section of footpath in question. A budget of £6,000 would provide roughly two additional street lights</p>
ELI22-03	Eliburn Community Council	Additional Seating at Peel Park	<p>The CC perceives a lack of seating to the west of Peel Park and adjacent to the play park the seating does not have backrests. They would like to install 2 benches, with backs at the playpark to replace 2 of the 3 backless benches and relocate these to the west of the park.</p> <p>They state the need for additional seating was suggested from the community in comments relating to the Town Centre fund on the Community Council Facebook page.</p> <p>Breakdown of costs is as follows: - 2 new benches - £2,000</p>	2,700.00	WLC	<p>Recommendation: 2,700.00</p> <p><u>Service Feedback</u> NETS – support this project and can deliver internally.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			- relocate 2 existing backless benches - £700			
ELI22- 04	Newyearfield Farm Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that a number of user groups and community members have a requirement to increase their access to technology for use with their groups. Currently there are no Wi-Fi services provided within the centre which restricts their services. Access to Wi-Fi would increase the footfall and demands from members of the Community and Groups.</p> <p>The Management Committee feel that if they had Wi-Fi it would open so many more opportunities for local community and User Groups.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	3,000.00	WLC	<p>Recommendation: 3,000.00 – Support in principle pending conditions set out below are addressed.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services and/or the applicant then confirm with Planning as to whether listed building consent is required. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback</u></p> <p>Planning - Newyearfield Farm is Category B listed therefore depending on the specifics of the works, listed building consent may be required.</p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is pre-2000 so may need asbestos survey.</p>
TOTALS				£14,700.00		Total town allocation proposed: £11,700.00

Carmondean (allocation: £8,905)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
CAR22-01	Carmondean Community Art project	Underpass & Bus Shelter Art Project	Application was deemed as ineligible due to the applicant not having being a formalised group.	6,000.00	Applicant	Recommendation: 0
CAR22-02	Carmondean Community Art project	Livingston North Train Station Art Project	Application was deemed as ineligible due to the applicant not having being a formalised group.	4,000.00	Applicant	Recommendation: 0
CAR22-03	Carmondean and Deans Community Council (C&DCC)	Dechmont Law Park Paths Renovation	<p>The project aims to improve three paths within Dechmont Law:</p> <ul style="list-style-type: none"> - core path which runs east-west and is situated south of Woodlands Park and north of Beechwood Park (410m) - Link to Woodland Trust area (40m) - Link to Deans secondary school <p>Costings are based on £26 a metre which, along with specifications, have been provided via a council Ranger. Total length is 650 metres.</p>	8,905.00	WLC	<p>Recommendation: 8,905.00 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - Given the amount recommended is not what the group requires overall (including both allocations from Deans and Carmondean), C&DCC need to confirm they are happy for the project to proceed with a smaller budget AND agree with council services about the project can then be implemented in a way that meets the smaller budget. <p><u>Service Feedback</u> NETs have indicated they are supportive of this project and can deliver it on the group's behalf.</p>
TOTALS				£18,905.00		Total town allocation proposed: £8,905.00

Deans (allocation: £7,293)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
DEA22-01	Livingston Station Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that since the opening of the centre in 2011 the use of technology has vastly increased and the computer suite is now insufficient. Community members, user groups and facilitators are constantly asking for Wi-Fi to enable them to run their groups effectively.</p> <p>The Management Committee feel that if the installation of Wi-Fi would be of great benefit to all their user groups and expand opportunities for the local community.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	6,000.00	WLC	<p>Recommendation: 6,000.00 in principle pending clarification on the points below.</p> <p><u>Conditions of funding:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback:</u></p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is post 2000 so may not need asbestos survey.</p>
DEA22-02	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)	Community Litter Picking Equipment	<p>WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.</p> <p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses.</p>	5,000.00	WLC	<p>Recommendation: 0</p> <p><u>Service Feedback</u></p> <p>NETS are supportive of this and have advised that the project procurement could be delivered 'in-house'.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>			
DEA22-03	Carmondean and Deans Community Council (C&DCC)	Dechmont Law Park Paths Renovation	As per CAR22-03	7,293.00	WLC	<p>Recommendation: 1,293.00 in principle.</p> <p>Condition and Service Feedback as per CAR22-03.</p>
TOTALS				£18,293.00		Total town allocation proposed: £7,293.00

Knightsridge (allocation: £6,796)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
KNI22-01	Mosswood Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that over the last few years, since the change of the Management Committee, we have been working to upgrade the centre and increase the use by local residents and increase community involvement. With the modernisation and greater footfall from the Community shop, User Groups and Facilitators are asking for WiFi.</p> <p>The Management Committee feel that if we had Wi-Fi it would open up so many more opportunities for our local Community and reduce digital poverty.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	4,500.00	WLC	<p>Recommendation: 4,500.00</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback</u></p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is pre-2000 so may need asbestos survey.</p>
KNI22-02	West Lothian Litter Pickers (supported by WLC NETs, Land	Community Litter Picking Equipment	WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.	5,000.00	WLC	<p>Recommendation: £2,296.00 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Conditions</u></p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
	and Countryside Service)		<p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>			<ul style="list-style-type: none"> - WLLP are happy to receive part funding and utilise this without necessarily waiting to seek further match funding. - WLLP work with the Knightsridge Litter Pickers group to plan and carry out activity locally. - That the above organisations look to work in partnership with other organisations in Knightsridge such as the community council, Mosswood Community Centre and the Vennie, - ensure that equipment is provided only to residents within Knightsridge and equipment is primarily used to the benefit of the area. <p><u>Service Feedback</u> NETS are supportive of this and have advised that the project procurement could be delivered 'in-house'.</p>
TOTALS				£9,500.00		Total town allocation proposed: £7,000.00

Livingston Village / Kirkton (allocation: £3,312)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
LIV22-01N	Livingston Village Community Council (LVCC)	1. Historic/conservation Village Information 2. Park enhancement and litter reduction	<p>1. To help signpost points and buildings of interest around the Village it is the CC's stated intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. They seek to submit drawings through planning in accordance with their instructions.</p> <p>2. On the Kirkton side of the Village to the South of the River Almond, LVCC feel there is a need for an additional bin to the south most section of the bridge. Also, the recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in their consultation.</p> <p>It should be noted that the overall costs for the project are £5,023.70. The Community Council has also applied for £1,783 from the allocation</p>	3,312.00	Applicant	<p>Recommendation: £3,312.00</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - LVCC continues to engage with the council's Museums Officer on the development of the first element of the project, in particular, consulting them on the final designs. - LVCC submits drawings to the council's Planning Service for them to determine whether listed building consent is required. - LVCC consults Open Spaces colleagues on the steel benches and litter bins prior to purchase. <p><u>Service Feedback:</u></p> <p>NETS - Happy for CC to deliver the second element of the project.</p> <p>Planning - Installation of plaques may require listed building consent if being fixed to listed buildings.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			Livingston Village has within the Livingston South ward.			
TOTALS				£3,312.00		Total town allocation proposed: £3,312.00

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Carmondean Community Art project
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting community development projects across the Carmondean Area

Do you have an equal opportunities policy or statement?	YES
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If yes please provide a copy	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	YES

2. Project Details

Council Ward	Livingston North Ward
Project Title	Underpass and Bus Shelter Art project
Project Location	Underpass between Carmondean health Centre and Ability centre, and two bus shelters on Carmondean Road, and two bus shelters opposite Arnold Clark Carmondean. Livingston North Train Station
Project Start Date	March 2022
Project End Date	October 2022

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Yes: This has been recently discussed and is a continuation of the successful Carmondean Art project from 2020-2021

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Livingston North is an area of rich heritage and diverse population. With some of the oldest and newest residential and business areas in Livingston, and West Lothian, it is also an area of different geographical topographies as well – with built up urban areas to wide open fields. Sadly it also has some of worst social deprivation in the locality.

The Carmondean Art Project Team has taken onboard ideas and suggestions from the local community as to what the local community requires.

We know that local targeted projects can and do provide a massive impact to the local and even wider community, reducing crime, improving physical and mental wellbeing. The local installation of artworks in the Underpasses of Carmondean is a demonstration of how local targeted works can have a positive impact.

The previous art works across Carmondean's Underpass's and Bus Shelters has and still generates an

enormous amount of positivity and well being. Local residents are now keen to have the last underpass and bus shelters completed to give the area and bright and welcoming feel.

Some local comments have included statements such as ‘the underpass’s have allowed me to feel safer when walking around the area’, ‘looks great, really cheerful, ‘makes the area feel safer’. Local and National papers have ran features on the previous project with the project attracting interest locally, nationally and internationally.

The aim of the project is to complete the final underpass between the Health Centre and Ability centre (also local library) fully connecting the art together, and completing bus shelter art if the last four bus shelters in the area, again connecting the transport infrastructure to the local community.

This project (as with the previous) will link with and involve many community groups – church groups, local schools and nurseries, youth groups enabling people of all ages, abilities, ethnicity and background to generate a long lasting art for the benefit of the community.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

The Carmondean Art Project, Carmondean Community 2018-2021 and Growing Up in Livingston Facebook pages contain thousands of comments on the benefits of the project and the need to complete the area.

The artist who completed the initial project also gathered many comments on the need for the art.

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Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Artwork celebrating the local area to Underpass between health centre and Ability Centre

Art work celebrating the local area to Bus Shelters on Carmondean Road and opposite Arnold Clark

Some of the outcomes seen already have been: decreased vandalism in the areas with artwork, increased positivity regarding the local area, local investment and increased interest in the area.

Some of less tangible outcomes: increased benefits to mental health and increased physical activity by giving the local community safe, clean and artistic Underpasses and Bus Shelters.

Partners involved

(other local organisations you are working with)

Other groups that will be involved with the project: the local primary and Secondary Schools (with attached nurseries), local community including –such as Scouts, Girl Guides, Church Groups, local art group, West Lothian Council

3. Project Costs

Total Project Cost	£6000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6000

Expenditure Item	Total Cost	WLTCCF Cost
Underpass – Health Centre / Ability Centre		£2000
4 X Bus Shelters		£2000
Materials / Workshops / artist retaining fee		£2000

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e.WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Yes: A Specific bank account will be set for project and be managed by a treasurer with experience in the previous project

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
X	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
X	To provide you with updates on the progress of your application.
X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	
Organisation	Carmondean Art Project
Date	

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Carmondean Community Art project
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting community development projects across the Carmondean Area

Do you have an equal opportunities policy or statement?	YES
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If yes please provide a copy	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	YES

2. Project Details

Council Ward	Livingston North Ward
Project Title	Livingston North Train Station Art project
Project Location	Livingston North Train Station
Project Start Date	March 2022
Project End Date	October 2022

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Yes: This has been recently discussed and is a continuation of the successful Carmondean Art project from 2020-2021

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Livingston North is an area of rich heritage and diverse population. With some of the oldest and newest residential and business areas in Livingston, and West Lothian, it is also an area of different geographical topographies as well – with built up urban areas to wide open fields. Sadly it also has some of worst social deprivation in the locality.

The Carmondean Art Project Team has taken onboard ideas and suggestions from the local community as to what the local community requires.

We know that local targeted projects can and do provide a massive impact to the local and even wider community, reducing crime, improving physical and mental wellbeing. The local installation of artworks in the Underpasses of Carmondean is a demonstration of how local targeted works can have a positive impact.

The previous art works across Carmondean's Underpass's and Bus Shelters has and still generates an enormous amount of positivity and well being. Local residents are now keen to have the last underpass and bus shelters completed to give the area and bright and welcoming feel.

Some local comments have included statements such as ‘the underpass’s have allowed me to feel safer when walking around the area’, ‘looks great, really cheerful, ‘makes the area feel safer’.

Local and National papers have ran features on the previous project with the project attracting interest locally, nationally and internationally.

The aim of this project is the develop the public face of Carmondean and by inference Livingston by creating an art work, whether mural or free standing artwork at Livingston North Train Station. This would be art celebrating the local area, its rich history and culture.

By improving the ‘public’ face of the train station it will improve the local area (previous art works have improved health and well being, brightened the area, decreased vandalism and anti social behaviours) and will also act as a gateway for business and increase local visitors to the area.

The aim is that the art works could be linked to local walks, to the Almond Valley Heritage Centre and used to increase the amount of people travelling by rail (with benefits to health through encouraging walking and decreasing car use – in line with Scottish Government overall aims) , as they will have a nice train station to use.

This project will be inclusive as the station serves all people of the community.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

The Carmondean Art Project, Carmondean Community 2018-2021 and Growing Up in Livingston Facebook pages contain thousands of comments on the benefits of the project and the need to complete the area.

The artist who completed the initial project also gathered many comments on the need for the art.

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Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Artwork celebrating the areas rich cultural and historical heritage.

Some of the outcomes seen already have been: decreased vandalism in the areas with artwork, increased positivity regarding the local area, local investment and increased interest in the area.

Some of less tangible outcomes: increased benefits to mental health and increased physical activity by giving the local community safe, clean and artistic Underpasses and Bus Shelters.

By having a decorated and welcoming Train Station this will hopefully encourage more people to utilise the public transport system – thus improving health and well being (reduced car usage) and works in line with Scottish Government aims in reducing car use and encouraging increased public transport utilisation.

It is also hoped that with the increased awareness of the area, local business will see increased footfall and revenue and the area will be more attractive to business.

Partners involved

(other local organisations you are working with)

Other groups that will be involved with the project: the local primary and Secondary Schools (with attached nurseries), local community including –such as Scouts, Girl Guides, Church Groups, local art group, West Lothian Council

3. Project Costs

Total Project Cost	£4000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4000

Expenditure Item	Total Cost	WLTCCF Cost
Train Station Art		£2000
Environmental improvements to car park at Livingston North		£1000
Materials / Workshops / including artist retaining fee		£1000

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Yes: A Specific bank account will be set for project and be managed by a treasurer with experience in the previous project

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
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- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
X	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
X	To provide you with updates on the progress of your application.
X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	
Organisation	Carmondean Art Project
Date	

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RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Carmondean and Deans Community Council (C&DCC)
Contact Person and Position	██████████ acting Chair, C&DCC
Address	██████████ ██████████ ██████████
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Public sector (community council)

What are the main activities of your organisation? (please answer in no more than 100 words)	Representing the views of the local community to the local authority and other public sector bodies on relevant matters.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes (all CCs have this in model constitution)
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Dechmont Law Park Paths Renovation
Project Location	Dechmont Law Park
Project Start Date	Summer 2022
Project End Date	Autumn 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
Yes. We met on site with Tracey Smith of the WLC Park Ranger Service to show her and to discuss with her our proposal and gain her expert input. We believe Ms Smith considered our proposal to be feasible and consistent with her organisation's high level objectives. Ms Smith subsequently provided an outline project description and budget.

Project Description Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Dechmont Law is the highest point in Livingston. It is believed to be the site of a stone-age fort. The surrounding park (owned and managed by WLC) and adjacent woodland (managed by The Woodlands Trust) is a fantastic greenspace for both people and wildlife. The park is served by a network of pedestrian paths providing circular walking routes of varying lengths and terrains.

One of the main paths through the park from the Deans side to the Carmondean side has eroded over time. What was a relatively smooth, two metre-wide gravel path twenty years ago is now an uneven, stony trail only about 30 cm wide. In places it is muddy in wet weather. The path is no longer suitable for use by those of our community with restricted mobility.

The aim is to renovate as much of the path as the allocation of the town centre improvement fund to Deans (£7,293) and Carmondean (£8,905) (in combination approx £16,198) will allow. The outcome will be improved access for all and improved usability of this popular park.

The paths we propose to renovate link Deans and Carmondean and are the most important paths for access to the park from the local residential areas.

The park is very well used by the local communities of Deans and Carmondean as well as the wider population of Livingston. Some of the paths have eroded over the last 25 years. Work is necessary to bring them back up to a good standard. Woodlands Trust has recently upgraded some paths on its land.

Improving the paths we have identified will provide a good surface, whether it be for walking, cycling or for those who may rely on mobility aids.

The core path section is 410 metres
Link to woodland trust 40 metres
Section from Deans CHS 200 metres

Ms Smith estimates a cost of £26 a metre for contractor and stone provided via council procurement.

The estimated total cost for all 650 metres is £16,900

We propose to upgrade the core path and, depending on contractor costs, we will look to upgrade or repair as much of the other path as we can.

There is a growing need to improve the path network so that all members of the community can access and benefit from the park, especially in wet weather. Without external funding these paths will continue their slow decline, becoming wetter and more overgrown.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Three members of the community council visited the site and agreed the path needed to be improved. We sent photographs and a detailed map to Scott McKillop of WLC [provided below]. We subsequently visited the site with Ms Smith of WLC's Park Ranger Service. We expect to receive letters of support from key stakeholders in the park in the

next few days. We have provided photographs of parts of the paths showing their poor condition.

By improving the accessibility for people to walk and cycle in the park we are supporting the mental health and wellbeing of the local community. The pandemic showed how important this is to us all. There is an abundance of evidence showing the correlation between a person's mental health and their access to open space and physical activity. With this in mind, reducing barriers to people accessing open space and physical activity will be a huge benefit for the local community. Encouraging more use of the park paths and surrounding natural open space will attract even more visitors to the area and potentially support the economic case for further improvements to the park.





Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

The outcome will be improved accessibility for all to this popular park, and prevention of further deterioration of the selected paths.

By providing a wide, well surfaced path the community will be able to access this path and wider area for recreational or educational reasons. The park is also used for occasional Scottish Athletics cross-country events and for orienteering events. The project will help maintain the park's attractiveness as a venue for these events.

The health benefits of immersing ourselves in outdoor green spaces are widely recognised. Living in areas with grass and trees has been linked to lower risk of various health conditions such as high blood pressure and cardiovascular disease as well as our mental health and wellbeing. This is particularly important at this time due to the impact COVID-19. Access to these areas need to be welcoming, well maintained and accessible to all.

Widening the existing path and providing a surface for all users will create a safer and more pleasant environment for the local community to enjoy.

Town Centre Living – A well maintained path network will have more people using the area. A higher footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that may be associated with a degrading amenities.

Enterprising Communities – A well maintained path network encourages community activity and can create a greater sense of ownership. It offers opportunities for activities and connectivity between communities, all of which help increase the health and wellbeing of local communities. For example, several local dog-walking businesses will be able to use the improved path.

Proactive Planning – Having access to a free, high-quality green network is not only more sustainable and lowers carbon output (as opposed to travelling), it also helps connect people and places which in turn promote natural and cultural assets.

Partners involved (other local organisations you are working with)	West Lothian Council
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3. Project Costs

Total Project Cost	£16,198
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,198 Deans (£7,293) and Carmondean (£8,905)

Expenditure Item	Total Cost	WLTCCF Cost
Path renovation	£16,198	£16,198

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

We anticipate the project will be adopted by WLC who will then be responsible for project management and legal requirements.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	not available as the CC is less than one year old

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

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- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

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It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Acting Chair
Organisation	Carmondean and Deans Community Council
Date	22/4/22

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

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RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Livingston Station Community Centre Management Committee
Contact Person and Position	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Treasurer
Address	<div style="background-color: black; width: 150px; height: 30px;"></div>
Telephone Number	<div style="background-color: black; width: 80px; height: 1.2em; display: inline-block;"></div>
Email Address	<div style="background-color: black; width: 250px; height: 1.2em; display: inline-block;"></div>
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation Scottish Charity Number SCO20188
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interests of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to association with West Lothian Council, voluntary organisation and inhabitants in the are of benefit.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Wi-Fi Project
Project Location	Livingston Station Community Centre, 4 Main Street, Deans, Livingston EH54 8BE
Project Start Date	October 2022
Project End Date	March 2023

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

The Secretary of the Management Committee has made the Livingston North Regeneration Officer aware of applying for this fund.

The Management Committee has also spoken to the Service Support Officer who will help obtain a quotation for this project.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Livingston Station Community Centre is central to the Community of Livingston North and is open 7 days a week.

The building consists of a Large Hall, Small Hall, 2 Meeting Rooms, Playgroup Room, Youth Room and a Computer Suite with 8 Public Access Computers. It serves a wide range of users such as Playgroup, Parent and Toddler Group, Rainbows, Brownies, Guides, Beavers, Scouts, Art Club, Dance Groups etc, there is a much-varied programme in the building and it is well occupied. There is a particular emphasis on West Lothian Council CLD Youth Work groups who have at least 10 bookings a week in the building.

Since the opening of the Community Centre in November 2011 the use of technology has vastly increased and the Computer Suite facility is now insufficient. Community members, User groups and Facilitators are constantly asking for Wi-Fi to enable them to run their groups effectively.

The Management Committee believe that the installation of Wi Fi would be of great benefit to all their user groups and expand opportunities for our local community.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

The Management Committee have consulted with user groups who while praising the physical aspects of the Community Centre feel that the lack of access to Wi Fi is an increasing shortcoming.

To function effectively in today's society, especially after the events of the past 2 years, access to reliable internet is essential.

Livingston Station Community Centre would like to create anytime, anywhere learning throughout our building creating equitable learning opportunities for all so that users without Smart phones or who have data limits are not further disadvantaged in today's society.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

The installation of Wi Fi would encompass the following themes of the Town Centre Action Plan

- **Enterprising communities** – social enterprise, services, arts and events; and community empowerment and community based activities which increase the health, wealth and wellbeing of town centres
- **Digital towns** – exploiting digital technology and promoting Wi Fi infrastructure to enable access to information.

Partners involved

(other local organisations you are working with)

All the User Groups that access the Community Centre and Local Residents.

3. Project Costs

Total Project Cost	£6,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6,000

Expenditure Item	Total Cost	WLTCCF Cost
Installation of Wi-Fi	£6,000	£6,000

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

West Lothian Council IT department will install the Wi-Fi.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

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<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 150px; height: 1.2em;"></div>
Position	Treasurer
Organisation	Livingston Station Community Centre Management Committee
Date	23/3/22

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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1. Applicant Organisation

Organisation Name	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
Address	Whitehill Service Centre, Bathgate
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC.</p> <p>WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Community Litter Picking Equipment
Project Location	Knightsridge and Deans
Project Start Date	01/07/22
Project End Date	31/03/23

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. In Knightsridge this would include The Vennie and surrounding park, routes to and from Knightsridge Primary School and the paths through the woodland to the North of Knightsridge Road East. In Deans this would include routes to and from the three primary schools and Deans Community High School as well as along the Nell Burn Path.

Deans and Knightsridge have been identified as being of particular need for support with litter clearance and community engagement. Both areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the subgroup 'WLLP Knightsridge' tell us of the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategies which move the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Deans and Knightsridge are frequently identified as being the most problematic areas in Livingston North. A number of group picks have been carried out in these areas since the group was formed in 2019 and the formation of the WLLP Knightsridge subgroup shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities Manager is included with this application.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Disadvantaged Communities

- Knightsridge and Deans both contain areas among the most deprived 10% of the population on the Scottish Index of Multiple Deprivation. This project will deliver social and physical regeneration outcomes.
- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Deans and Knightsridge giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service WLLP Knightsridge The Vennie Youth Project
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3. Project Costs

Total Project Cost	Deans - £5000 Knightsridge - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Deans - £5000 Knightsridge - £5000

Expenditure Item	Total Cost	WLTCF Cost
<u>DEANS</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>KNIGHTSRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

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West Lothian Town Centre Capital Fund 2022/23

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- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
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- To contact you regarding information that may be relevant to you.
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- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

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Declaration	
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<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

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1. Applicant Organisation

Organisation Name	Carmondean and Deans Community Council (C&DCC)
Contact Person and Position	██████████ acting Chair, C&DCC
Address	██████████ ██████████ ██████████
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Public sector (community council)

What are the main activities of your organisation? (please answer in no more than 100 words)	Representing the views of the local community to the local authority and other public sector bodies on relevant matters.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes (all CCs have this in model constitution)
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Dechmont Law Park Paths Renovation
Project Location	Dechmont Law Park
Project Start Date	Summer 2022
Project End Date	Autumn 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
Yes. We met on site with Tracey Smith of the WLC Park Ranger Service to show her and to discuss with her our proposal and gain her expert input. We believe Ms Smith considered our proposal to be feasible and consistent with her organisation's high level objectives. Ms Smith subsequently provided an outline project description and budget.

Project Description Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Dechmont Law is the highest point in Livingston. It is believed to be the site of a stone-age fort. The surrounding park (owned and managed by WLC) and adjacent woodland (managed by The Woodlands Trust) is a fantastic greenspace for both people and wildlife. The park is served by a network of pedestrian paths providing circular walking routes of varying lengths and terrains.

One of the main paths through the park from the Deans side to the Carmondean side has eroded over time. What was a relatively smooth, two metre-wide gravel path twenty years ago is now an uneven, stony trail only about 30 cm wide. In places it is muddy in wet weather. The path is no longer suitable for use by those of our community with restricted mobility.

The aim is to renovate as much of the path as the allocation of the town centre improvement fund to Deans (£7,293) and Carmondean (£8,905) (in combination approx £16,198) will allow. The outcome will be improved access for all and improved usability of this popular park.

The paths we propose to renovate link Deans and Carmondean and are the most important paths for access to the park from the local residential areas.

The park is very well used by the local communities of Deans and Carmondean as well as the wider population of Livingston. Some of the paths have eroded over the last 25 years. Work is necessary to bring them back up to a good standard. Woodlands Trust has recently upgraded some paths on its land.

Improving the paths we have identified will provide a good surface, whether it be for walking, cycling or for those who may rely on mobility aids.

The core path section is 410 metres
 Link to woodland trust 40 metres
 Section from Deans CHS 200 metres

Ms Smith estimates a cost of £26 a metre for contractor and stone provided via council procurement.

The estimated total cost for all 650 metres is £16,900

We propose to upgrade the core path and, depending on contractor costs, we will look to upgrade or repair as much of the other path as we can.

There is a growing need to improve the path network so that all members of the community can access and benefit from the park, especially in wet weather. Without external funding these paths will continue their slow decline, becoming wetter and more overgrown.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Three members of the community council visited the site and agreed the path needed to be improved. We sent photographs and a detailed map to Scott McKillop of WLC [provided below]. We subsequently visited the site with Ms Smith of WLC's Park Ranger Service. We expect to receive letters of support from key stakeholders in the park in the

next few days. We have provided photographs of parts of the paths showing their poor condition.

By improving the accessibility for people to walk and cycle in the park we are supporting the mental health and wellbeing of the local community. The pandemic showed how important this is to us all. There is an abundance of evidence showing the correlation between a person's mental health and their access to open space and physical activity. With this in mind, reducing barriers to people accessing open space and physical activity will be a huge benefit for the local community. Encouraging more use of the park paths and surrounding natural open space will attract even more visitors to the area and potentially support the economic case for further improvements to the park.





Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

The outcome will be improved accessibility for all to this popular park, and prevention of further deterioration of the selected paths.

By providing a wide, well surfaced path the community will be able to access this path and wider area for recreational or educational reasons. The park is also used for occasional Scottish Athletics cross-country events and for orienteering events. The project will help maintain the park's attractiveness as a venue for these events.

The health benefits of immersing ourselves in outdoor green spaces are widely recognised. Living in areas with grass and trees has been linked to lower risk of various health conditions such as high blood pressure and cardiovascular disease as well as our mental health and wellbeing. This is particularly important at this time due to the impact COVID-19. Access to these areas need to be welcoming, well maintained and accessible to all.

Widening the existing path and providing a surface for all users will create a safer and more pleasant environment for the local community to enjoy.

Town Centre Living – A well maintained path network will have more people using the area. A higher footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that may be associated with a degrading amenities.

Enterprising Communities – A well maintained path network encourages community activity and can create a greater sense of ownership. It offers opportunities for activities and connectivity between communities, all of which help increase the health and wellbeing of local communities. For example, several local dog-walking businesses will be able to use the improved path.

Proactive Planning – Having access to a free, high-quality green network is not only more sustainable and lowers carbon output (as opposed to travelling), it also helps connect people and places which in turn promote natural and cultural assets.

Partners involved (other local organisations you are working with)	West Lothian Council
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3. Project Costs

Total Project Cost	£16,198
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,198 Deans (£7,293) and Carmondean (£8,905)

Expenditure Item	Total Cost	WLTCCF Cost
Path renovation	£16,198	£16,198

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

We anticipate the project will be adopted by WLC who will then be responsible for project management and legal requirements.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	not available as the CC is less than one year old

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Acting Chair
Organisation	Carmondean and Deans Community Council
Date	22/4/22

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

2. Project Details

Council Ward	Livingston North
Project Title	Improved Disabled Access
Project Location	Hawk Brae
Project Start Date	TBC
Project End Date	TBC

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

I had brief discussions with Scott McKillop

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Currently there are two disabled parking bays in front of the Indian Takeaway. These bays do not meet the British Standard. We are looking for these bays to be clearly marked with the Wheelchair Logo and widened to allow the standard 1.2M hatched area to permit access. Additionally, we are looking for the area in front of the bollards to have yellow hatching to deter parking. In addition to the Community Council support this project is endorsed by the Newyearfield Management Committee.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Unfortunately, these bays are being ignored by able bodied drivers (or at least people not displaying a blue badge). Delivery drivers for the local restaurants park there all the time and we have evidence of people attending Newyearfield Community Education Centre being unable to park in an allotted bay. Additionally, we have photograph evidence of cars without badges parking in these spots.

Furthermore for a car park over 50 spaces there should be disabled parking provision for 3 cars + 3% which means that this car park with its 62 spaces should have 3 + 1.86 spaces so rounding up it should have 5 accessible parking bays. Although this application under the Town Centre Fund is only to improve the existing 2 and provide hatching in front of the bollards West Lothian Council should consider making the car park compliant when the equipment is on site by adding 2 new bays at the Co-op and 1 at the Dentist.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

This project will allow people with disabilities to use the car park and be able to have sufficient room to allow a wheelchair user (either driver or passenger) sufficient room to safely manoeuvre in or out of their vehicle. The yellow hatching will deter drivers from blocking access for the busses that ferry disabled people from Enable to safely get in and out of the Community Centre.

Partners involved

(other local organisations you are working with)

Newyearfield Management Committee

3. Project Costs

Total Project Cost	£3000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3000

Expenditure Item	Total Cost	WLTCF Cost
Hire of equipment and crew	£1600	£1600
Paint	£1400	£1400

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

We are anticipating that this project will be supplied and managed by West Lothian Council

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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Further information

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Elburn Community Council
Date	2 nd April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

ELI22-02

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

2. Project Details

Council Ward	Livingston North
Project Title	Additional Footpath Lighting
Project Location	Fotpath between Queens Crescent and Deans North Road
Project Start Date	
Project End Date	

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

The footpath from Livingston North Railway Station to Deans North Road has been left in total darkness since energy 'efficient' lighting was introduced on the main road.

This is a short branch of path that links the main footpath south with the Eliburn Roundabout. The path is bordered on both sides by trees and when it is dark it presents a safety hazard for those using it.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

We are trying to make things safer and having a main access route that is plunged into darkness goes against that goal.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

To have a footpath that allows Eliburn residents in Waverley Crescent and Martin Brae and beyond a safer route to access their homes.

Partners involved

(other local organisations you are working with)

None

3. Project Costs

Total Project Cost	£6000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6000

Expenditure Item	Total Cost	WLTCCF Cost
The provision of 2 lighting columns	£6000	£6000

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

We would anticipate that the work would be undertaken and manage by WLC

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Elburn Community Council
Date	2 nd April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

2. Project Details

Council Ward	Livingston North
Project Title	Additional seating at Peel Park
Project Location	Peel Park
Project Start Date	TBA
Project End Date	TBA

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Provided a brief outline of this project with Scott McKillop

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

There is a lack of seating to the west of Peel Park and adjacent to the play park the seating does not have backrests. We would like to install 2 benches, with backs at the Play Park to replace 2 of the 3 backless benches and relocate these to the west of the park. The need for additional seating was suggested from the community in comments relating to the Town Centre fund on the Community Council Facebook page.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Request on our Facebook Page and the fact that the backless seating is uncomfortable for parents & guardians sitting when their charges are playing in the park

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

More comfortable seating for the many people that use the play park.

Partners involved

(other local organisations you are working with)

Community request

3. Project Costs

Total Project Cost	£2700
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2700

Expenditure Item	Total Cost	WLTCF Cost
2 new benches	£2000	£2000
Relocate 2 existing backless benchesq	£700	£700

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

WE would anticipate that WLC would undertake this and manage this project.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Elburn Community Council
Date	2 nd April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Newyearfield Farm Community Centre Management Committee	
Contact Person and Position	[REDACTED] Secretary	
Address	[REDACTED]	
Telephone Number	[REDACTED]	
Email Address	[REDACTED]	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary organisation Scottish Charity Number SCO28162	
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interests of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to associate with the West Lothian Council, voluntary organisation and inhabitants in the area of benefit.	
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes	

2 Project Details

Council Ward	Livingston North
Project Title	WiFi Project
Project Location	Newyearfield Farm Community Centre, Hawk Brae, Livingston EH54 6TW
Project Start Date	ASAP
Project End Date	March 2023

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

The Management Committee have spoken with:

Scott McKillop, Regeneration Officer for Livingston North

██████████ Chair of Eliburn Community Council

Customer & Community Services Service Support Officer, who has responsibilities for Newyearfield Farm Community Centre and supports the Management Committee has obtained the costings for this application which is based on a quotation from West Lothian Council's IT Department.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Newyearfield Farm Community Centre is in Ladywell West, it is a small building which consists of a main hall, kitchen and café area, toilets and small hall/nursery room that provides support/facilities for the local Community.

This building is available for hire by members of the public and user groups 7 days a week. The Community Centre is closed during normal West Lothian Council public holidays.

A number of user groups and community members have a requirement to increase their access to technology for use with their groups. Currently there are no WiFi services provided within the centre which restricts their services. Access to WiFi would increase the footfall and demands from members of the Community and Groups.

The Management Committee feel that if we had Wi-Fi it would open so many more opportunities for our local Community and User Groups.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

The Management Committee consulted with key user groups who access the centre to find out their views on what would make our centre more accessible to them. The main issue identified was lack of Wi-Fi access.

Newyearfield Farm Community Centre would like to create anytime, anywhere learning throughout our building creating equal opportunities to learn. To enable us to do this more successfully we require access to Wi-Fi in our Community Centre.

As we are supporting other Community Centres who have access issues, we have West Lothian Council groups who use our centre, often on a block booking basis. We also have NHS Wellbeing groups and Surestart Parenting groups

In addition to the West Lothian Council groups that use the building we have a local Church who meet in our Centre and for them to reach a wider community of parishioners would benefit from the access to Wi-Fi.

Other groups that use the Community Centre are Girlguiding Rangers, Enable Scotland, Parent & Toddler Group, Cats Protection Society, a Memory Café and a Neurodiversity Family Support Group.

Other service users who use our centre either frequently or drop in occasionally, become more frustrated with us not being able to provide access to Wi Fi especially when they are party hire bookings who require Wi-Fi to access their music.

Some of the young people who do not have access to internet/Wi-Fi at home can feel embarrassed amongst their peer groups and rely on access to Wi-Fi in their schools and Community Centres to be able to complete homework tasks.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

- **Enterprising Communities:** Our aim is to increase the footfall of the building and more engagement with residents and other services.
- **Digital Towns:** To be able to have digital technology and promote Wi-fi to enable access to information from the internet.

Partners involved

(other local organisations you are working with)

All user groups that use the Community Centre and local residents.

2. Project Costs

Total Project Cost	£3,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3,000

Expenditure Item	Total Cost	WLTCF Cost
Installation of Wi-Fi	£3,000	£3,000

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
Continue pay the Annual costing for the Wi-Fi	YES	

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

The project will be managed by West Lothian Council's IT Department.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

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To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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Further information

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Secretary
Organisation	Newyearfield Farm Community Centre Management Committee
Date	5 th April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Mosswood Community Centre Management Committee
Contact Person and Position	[REDACTED] Secretary
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation Scottish Charity Number SCO27996
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interest of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to association with West Lothian Council, voluntary organisations and inhabitants in the area of benefit.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Wi-Fi -Project
Project Location	Mosswood Community Centre, 85 Ferguson Way, Knightsridge, Livingston EH54 8JF
Project Start Date	ASAP
Project End Date	31st March 2023

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

The Management Committee have spoken with:

Scott McKillop, Regeneration Officer for Livingston North

Knightsridge Community Council

Customer & Community Services Service Support Officer, who has responsibilities for Mosswood Community Centre and supports the Management Committee has obtained the costings for this application which is based on a quotation from West Lothian Council's IT Department.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Over the last few years, since the change of the Management Committee, we have been working to upgrade the centre and increase the use by local residents and increase community involvement.

The Centre consists of a Main hall, Crèche and café area, which do not have any access to computers. The Youth room and GP2 have desk top computers, when these are in use it restricts the use of these rooms. If there was Wi-Fi and Laptops then the building would be fully flexible.

The café area has been upgraded and modernised for use as a café by the local Community, the Knightsridge Angels and The Friday Night Social group meet in that area weekly. With this modernisation and greater footfall from the Community shop, User Groups and Facilitators are asking for WiFi.

The Management Committee feel that if we had Wi-Fi it would open up so many more opportunities for our local Community and reduce digital poverty.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Mosswood Community Centre undertook a mapping exercise with Key Services, Organisations and Community Groups to find out their views and issues that present to them. One of the key priorities was lack of Wi-Fi access

Mosswood Community Centre would like to create a resource throughout our building creating an equitable opportunity to learn for everyone and reduce digital poverty. To enable us to do this more successfully we require access to Wi-Fi in our Community Centre.

As a well-used Community Centre, we have West Lothian Council groups which are delivered weekly in our centre which include English for Speakers of other Languages, Children's Clubs, Youth Clubs and Skills Training Programme.

In addition to the West Lothian Council groups that use the building we have got a successful Children's dance group who would love to use the Wi-Fi to access more music. The Food Outlet would benefit from access to Wi-Fi to give people who have been referred a continuous contact point to discuss the arrangements and access to food.

Our other service users who use our centre either frequently or drop in occasionally, are becoming more frustrated with us not being able to provide access to Wi-Fi. We have experienced people arriving in distress about universal credit benefit payments as it is a faceless service that can only be dealt with via internet.

The Computers in the Centre, restrict and limit the use of rooms, if there was Wi-Fi, then a greater variety of groups could be considered. If GP2 is in use, this can cause unnecessary anxiety. therefore, if we had Wi-Fi this service could be accessed in any other part of our building.

Some of our young people who do not have access to internet/Wi-Fi at home are already feeling stigmatised amongst their peer groups and rely on the Community Centre for homework tasks which they require Wi-Fi for.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

The Management Committee has used previous Town Centre Fund money to upgrade the kitchen and café area, putting in Wi-Fi would be a draw for customers.
Our aim is to increase the footfall of the building and more engagement with residents and other services.
Reducing and minimising poverty in the community is central to the centre's ethos.

Putting in Wi-Fi will reduce digital poverty and increase the communities educational and recreational opportunities.

Partners involved (other local organisations you are working with)	All the Groups that use the Community Centre and local Residents.
--	---

Project Costs

Total Project Cost	£4,500
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4,500

Expenditure Item	Total Cost	WLTCCF Cost
Installation of Wi-Fi	£4,500	£4,500

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

The project will be managed by West Lothian Council's IT Department.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
I consent to West Lothian Council processing my personal data for the purposes of:	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	[REDACTED]
Position	Secretary
Organisation	Mosswood Community Centre Management Committee
Date	12 ^h April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
Address	Whitehill Service Centre, Bathgate
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC.</p> <p>WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Community Litter Picking Equipment
Project Location	Knightsridge and Deans
Project Start Date	01/07/22
Project End Date	31/03/23

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. In Knightsridge this would include The Vennie and surrounding park, routes to and from Knightsridge Primary School and the paths through the woodland to the North of Knightsridge Road East. In Deans this would include routes to and from the three primary schools and Deans Community High School as well as along the Nell Burn Path.

Deans and Knightsridge have been identified as being of particular need for support with litter clearance and community engagement. Both areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the subgroup 'WLLP Knightsridge' tell us of the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategies which move the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Deans and Knightsridge are frequently identified as being the most problematic areas in Livingston North. A number of group picks have been carried out in these areas since the group was formed in 2019 and the formation of the WLLP Knightsridge subgroup shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities Manager is included with this application.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Disadvantaged Communities

- Knightsridge and Deans both contain areas among the most deprived 10% of the population on the Scottish Index of Multiple Deprivation. This project will deliver social and physical regeneration outcomes.
- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Deans and Knightsridge giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service WLLP Knightsridge The Vennie Youth Project
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3. Project Costs

Total Project Cost	Deans - £5000 Knightsridge - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Deans - £5000 Knightsridge - £5000

Expenditure Item	Total Cost	WLTCF Cost
<u>DEANS</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>KNIGHTSRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
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Who is processing my data?

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How will we use information we hold about you?

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Who will we share your information with?

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How long do we keep your records?

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To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	Livingston Village Community Council
Contact Person and Position	[REDACTED] Member of LVCC
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>We are a local tier of the statutory representation in Scotland but not political. It is our aim to benefit the local community, to develop our area, represent our citizens and act as a conduit between the community and the Local Authority.</p> <p>We are made up of volunteers, who are elected as members and who seek to improve the health and wellbeing of our residents, and general area and environment of our area.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	x / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes /

2. Project Details

Council Ward	Livingston North and Livingston South
Project Title	1. Historic/conservation Village Information 2. Park enhancement and litter reduction
Project Location	Livingston Village
Project Start Date	22/4/2022
Project End Date	31/03/2023

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Yes, with the regeneration team, I wanted to scope the idea, it had already been done in Bathgate and wanted to confirm it was acceptable and that it met the criteria. I was advised this was something that the funding would cover.

I have also contacted Elaine Peattie who is able to assist us in the historical elements of our endeavour. Elaine offered us support for this project as it is likely to generate interest in the Village's heritage. She also suggested we budget for professional fees as we would need professional drawings to accompany our application.

In addition, I contacted West Lothian Planning, given the conservation status of the Village and the need to obtain permissions. I was also recommended to make further contact regarding consents and permissions. This has been a slower part of the process and while supportive I do not have all the elements necessary at this stage of our application. The dialogue is on-going, and it is anticipated this delay will not hamper the project in anyway.

I have also communicated with Open space officers regarding the second element of the project. The second project concerns additions to the Village Park area; we wanted to add an outdoor gym but were strongly advised against this idea. Open Spaces suggested we might want to add bins and seating to compliment work that was undertaken in an earlier bid for improvement. They helpfully scoped the area on our behalf and the application benefits from their input and suggestion for siting the seating, while no Bins were needed in the park, the proposal includes the introduction of a bin at the southern most side of the bridge.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

Livingston Village is well respected as a historic part of West Lothian, there was a church here as far back as the 12th century. That church was replaced in the 1730's and it is rumoured one of the four Mary's is buried in the graveyard, owned by West Lothian Council within the grounds of the Kirk.

Last year I undertook some research to try to establish if this is the case and would suggest that it is feasible although further work is necessary.

There are also properties within the Village which have historic relevance to West Lothian's agricultural and industrial heritage and the Livingston Inn has links to our National Bard who visited it. The Village lies on the Shale Trail and closely linked with Almond Valley Heritage Centre attracting many walkers and visitors to the area, we believe this will add to that historic interest and increase visitors to the Village.

Our Village square lies on the main Edinburgh to Glasgow cycle route (R75) and with local parks and recently established Almondvale Park walks, many visitors do not just pass through but support local businesses by buying refreshments and stopping a while in our area.

The local primary school often bring the children into the old part of the Village to discuss the buildings, their construction and history as part of their curriculum. Nothing is available for the children or indeed visitors to the area to see, or read, and they are often unaware of our rich and interesting history.

We want to attract visitors, to enjoy the way we have restored our Village square, to enjoy our planters, to take pride as we do, in the environment we have created here.

To help signpost points and buildings of interest around the Village it is our intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. We seek to submit drawings through planning in accordance with their instructions.

On the Kirkton side of the Village to the South of the River Almond the area continues to be a source of interest with walkers, cyclists and visitors. We feel there is a need for an additional bin to the south most section of the bridge. The route is a link to the shopping centre, the local school and the housing estates in Kirkton South. We feel this would enable less litter in the area, the nearest bin being in the Village square, some 800 yds away.

Our recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in our consultation.

Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

There is nothing obvious to indicate to visitors the history of Livingston Village. There are not many residents know that during the war, polish and Italian's were held in a camp at Bloom Place. Some locals suggest that one of Mary Queen of Scots ladies in waiting, is buried here. Newcomers to the Village do not immediately know about the Village history. The Livingston Inn was once visited by Robert Burns and his legacy is a key marketing tool in their advertising. The heritage of our Village is something people enjoy and come here to see.

Last year we gained funding to develop the Village Square, this was to enhance the area and encourage visitors. We developed a monument to the Pandemic using stones to depict how people dealt with the situation. We now want to help those visitors know more about our historic Village.

The LVCC are in favour of such a project, they also appreciate there is a need to retain the continuity of the history of our Village and it was agreed to progress it.

We have a social media page and put the idea onto the page to invite comment, the overwhelming response was in favour of it.

Following a site visit to our park from Open spaces it was suggested the west of the site might benefit from two additional benches, we were advised no additional bins were necessary, however we feel that the bin location to the southern end of the bridge is a necessary addition.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

- **The historic importance of Livingston Village will be visible to visitors**

- The historic information will aid the educational needs of children and young people about their community.
- The historic importance of the buildings in Livingston Village will attract visitors to the area.
- The local people will take pride in the environment and community through the history and connections of the Village to the past.
- This project compliments the established historical links to the Village provided by the Shale Trail and Almond Valley Heritage Centre.
- Our previous projects were aimed at developing the Village as a stopover for visitors to encourage visitors to stay and partake of local businesses.
- Livingston Village is a conservation area, but this fact is not widely known. We want to change that mindset by raising awareness among locals and visitors.
- We want to reduce our litter footprint and encourage the use of bins, the increase in visitors buying takeaway coffees has increased that need.
- We wish to enhance the park experience by offering benches at the west side of the park.

Partners involved (other local organisations you are working with)	West Lothian Council The Museum officer, West Lothian Libraries. Photocast, Liverpool, Uk West Lothian Planning Dept West Lothian Open Spaces
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3. Project Costs

Total Project Cost	5 023.70
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£1,783 from Livingston South £3.312 from Livingston North Total £5095

Expenditure Item	Total Cost	WLTCF Cost
History Plaque for Livingston Village Kirk 211.50+vat	253.70	253.70
History Plaque for the Livingston Inn	253.70	253.70
History Plaque for 1 Bloom Place (Gooley Events)	253.70	253.70
History Plaque for the Danders	253.70	253.70
History Plaque for The Old School House	253.70	253.70
History Plaque for the Post Office	253.70	253.70
Fixings 2.50 per item +VAT	15.00	15.00
Carriage	85.00	85.00
Stainless steel park benches x 2 (discount of 1%)	1408.80	1408.80
Regal 112lt polythene Litter Bin @372+vat	446.40	446.40
Labour	300	300
Planning Drawings	1500	1500
Total expenditure	5023.70	5023.70

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

No further Funding

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

One of our community council team is a retired senior project manager from the construction industry so project management and co-ordination will be carried out by him and cover the majority of the above listed aspects.

Another of our community council team is a retired landscape designer formerly with Livingston Development Corporation so his skills will be called upon.as required.

This project is very similar to one completed by Enterprising Bathgate we took their advice regarding the supply and need for permissions. They also supplied 5 plaques in their project, we have sought quotes from the same company who supplied them. plaque sizes are 30cm in diameter keeping them below the need for advertising consent. We will require listed building consent since some of the buildings are listed. As it stands, we will take advice from the WLC planning officers about the need for any planning approval requirements. This may be needed for any plaques to be displayed Implementation will be a mixture of direct purchases and small works design and implement packages with the specialists.

All employed specialists will be tasked to produce their own risk assessments, safety at work aspects and carry their own public liability insurances.

Some of the simpler cleaning and gardening works will be done by the volunteering CC members.

The Public Liability insurances held by WLC on behalf of community councils will be in place for any works carried out by the cc members.

Previously we obtained town centre funding and purchased equipment to help maintain the area, this work is conducted by CC volunteers. It is anticipated maintenance will be low and be managed by volunteers.

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Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Livingston Village Community Council
Date	21 April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk