

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN 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 10 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)	<p>West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000.</p> <p>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</p>
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.

Whitburn and Blackburn Ward was been allocated £82,822 split between the following towns.

Town	Allocation (£)
Whitburn	28,170
Blackburn	18,889
Seafield	12,053
Greenrigg	11,641
East Whitburn	12,069
TOTAL	£ 82,822

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 Whitburn and Blackburn Ward Applications

Within the Whitburn and Blackburn ward, five settlements are eligible for the funding and by the deadline of 22 April 2022, 10 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
Whitburn	28,170	1	28,000.00	-170.00
Blackburn	18,889	4	8,932.24	-9,956.76
Seafield	12,053	2	12,052.00	-1.00
Greenrigg	11,641	1	11,640.00	-1.00
East Whitburn	12,069	2	11,536.80	-532.20
Ward Total	82,822	10	72,161.04	-10,660.96

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.

Whitburn (£28,170)

Code	Application Name	Amount applied for	Recommended allocation
WHI22-01	Whitburn 7s and Facilities Upgrades - <i>Whitburn FCA/Whitburn Community Sports Club</i>	£28,000	£28,000
	Totals	£28,000	£28,000

Blackburn (£18,889)

Code	Application Name	Amount applied for	Recommended allocation
BLB22-01	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindleyknowe – <i>Blackburn Family Centre</i>	6,373.00	6,373.00
BLB22-02	Messy Monkeys – <i>Blackburn Community Education Association</i>	250.00	250.00
BLB22-03	Place to be United @ Blackburn – <i>Blackburn United Community Sports Club</i>	1,869.24	1,869.24
BLB22-04	Smoke Free Playparks Signage – <i>Community Action Blackburn</i>	440.00	440.00
	Totals	£8,932.24	£8,932.24

Seafield (£12,053)

Code	Application Name	Amount applied for	Recommended allocation
SEA22-01	Traffic Island Stones – <i>Seafield Community Council</i>	5,570.00	5,570.00
SEA22-02	Seafield Law Telescope– <i>Seafield Community Council</i>	6,482.00	6,482.00
	Totals	£12,052.00	£12,052.00

Greenrigg (£11,641)

Code	Application Name	Amount applied for	Recommended allocation
GRE22-01	No. 1 Children's Safety No. 2 Residents outlook No. 3 Greenrigg Community Hub - <i>all Greenrigg Community Council</i>	£11,640.00	£11,640.00
	Totals	£11,640.00	£11,640.00

East Whitburn (£12,069)

Code	Application Name	Amount applied for	Recommended allocation
EWB22-01	Phone Box Library – <i>East Whitburn Community Education Centre</i>	5,690.00	5,690.00
EWB22-02	Redmill Park Shelter Project – <i>East Whitburn Community Education Centre</i>	5,846.80	5,846.80
	Totals	£11,536.80	£11,536.80

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

Town	Balance
Whitburn	170.00
Blackburn	9,956.76
Seafield	1.00
Greenrigg	1.00
East Whitburn	532.20
Total Balance	£10,660.96

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been able to fund or fully fund in other towns. In the ward an underspend of **£10,659.96** remains unallocated.

As there are no applications which have not received the full amount requested, there are therefore no projects for the LAC to consider reallocating funding to.

As per conditions of the report approved by the Council Executive, this funding will be returned to the Council Executive for consideration.

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 2022/23. 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 Persons:

Michelle Kirkbright, Community Regeneration Officer (Blackburn), 07500 816855, michelle.kirkbright@westlothian.gov.uk

Scott McKillop, Community Regeneration Officer (rest of ward), 07500 816862, scott.mckillop@westlothian.gov.uk

Clare Stewart, Manager Community Wealth Building Team, Clare.Stewart@westlothian.gov.uk

Elaine Cook, Deputy Chief Executive, Education Planning and Economic Development
06 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Whitburn and Blackburn

Whitburn: (allocation: £28,170)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
WHI22-01	<i>Whitburn FCA/ Whitburn Community Sports Club</i>	Whitburn 7s and Facilities Upgrades	<p>This project is looking to extend the MUGA pitch at King George V Park, Whitburn and resurface it. This would be part of a wider community asset transfer of the facility.</p> <p>Application outlines previous work/planning with council for project. The project is stated to start and be completed within the 2022/23 financial year. All figures rounded in application. Overall costs are £151k, of which the amount requested would appear to be the remaining funding gap.</p>	£28,000	West Lothian Council	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - The applicant provides updated costings and clarifies that other funding is in place to evidence funding gap. - Clarify whether planning approval is required and secure this prior to works commencing and construction costs being incurred. - The service responsible for delivering the project (Operational Services) confirm that the project is feasible and deliverable within the timescale. <p><u>Service Feedback</u> Officers are supportive of this application and will be delivering the project. Services have that identified planning permission would likely be required for the project.</p>
TOTALS				£28,000		Total town allocation proposed: £28,000

Blackburn: (allocation: (£18,889))

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
BLB22-01	Blackburn Family Centre	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindley knowe	<p>This project will provide a hub for communication between the community and third-sector organisations. It will also help celebrate the Silver Jubilee of the Trindley Knowe and Blackburn Family Centre. The following will make up the project:</p> <p>Provide an outdoor communication platform; enable the use of an outdoor space for the whole family; promotion of outdoor activity and environmental benefits with tree planting, play structures and seating; provide a community resource platform for those in need; enabling community pride and celebration of a site with a mural on the building.</p> <p>The project will see 2 fixed notice boards, 2 Rowan Trees, painted mural, children's benches, children's notice boards, CCTV cameras, blessing box and wooden outdoor play</p>	6,373.00	External	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Confirm the relevant council services that tree planting can take place. Within the application advice was provided by 'The Parks Department' with a commitment from them to plant the x2 Rowan Trees. - That the applicant has processes and policies in place relating to GDPR around the CCTY and they clarify the maintenance arrangements around it. - Confirmation of planning permission and/or Advertisement consent needed for the notice boards needed. <p><u>Service Feedback</u></p> <p>NETs have queried which party has approved tree planting. Property Services have requested it be clarified who the data controller would be, and party responsible for monitoring and maintenance of CCTV. Therefore, both these issues have been included as conditions of funding.</p>

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			structures purchased and installed.			
BLB22-02	Blackburn Community Education Association	Messy Monkeys	The project will provide banners for the group to use to raise awareness in the community of their service helping to encourage others to attend.	250.00	External	Recommendation: to fund in full
BLB22-03	Blackburn United Community Sports Club	Place to be United @ Blackburn	<p>The project would expand on the work that the applicant carries out with NHS Lothian and allow for a wider reach within the local community developing an intergenerational learning and sharing.</p> <p>The items requested include: laptop/tablets/memory DVDs that will allow for better use of the premises for those experiencing memory impairments, enabling a community hub concept linked to the organisation's charitable aims.</p>	1,869.24	External	Recommendation: to fund in full
BLB22-04	Community Action Blackburn	Smoke Free Playparks Signage	This project is in partnership with WLDAS and is the final piece in their project around Smoke Free Playgrounds.	440.00		Recommendation: to fund in full in principle pending the below conditions. <u>Conditions:</u>

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			The project will allow for vinyl stickers to be placed on existing signage within the playparks raising awareness of smoking near/in play parks. The use of vinyl stickers was discussed with the Open Space Officer as WLC are trying to reduce sign clutter, the use of stickers would not contribute to more signage.			<ul style="list-style-type: none"> - Further discussion with NETs and Land Services is required in order to confirm whether or not that service is supportive of this approach. - If supportive, the applicant needs to confirm with the Open Space Officer of the exact location to place the stickers within/on existing signage only.
TOTALS				£8,932.24		Total town allocation proposed: £8,932.24

Seafield: (allocation: 12,053)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
SEA22-01	Seafield Community Council	Traffic Island Stones	<p>This project is to build on improvements made to a traffic island area which were made with previous allocations of TCF funding.</p> <p>The traffic island is situated between the primary school and the public playpark.</p> <p>The additional proposed improvements are to add sleeper planters, standing stones and aggregate chips.</p> <p>The Community Council aim to have these in place for the Gala Day on 2 July.</p>	5,570.00	Applicant via contractors and volunteers	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Condition:</u> the community council consults NETs on final plans and with Roads & Transportation to ensure there is no impact on the roads either side.</p>
SEA22-02	Seafield Community Council	Seafield Law Telescope	<p>Similar to the above, this application looks to build on improvements to an area which benefitted from the previous round of TCF funding.</p>	6,482.00	Applicant via contractors	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - Applicant confirms how the telescope would be powered and that there is no on-cost to the council in terms of maintenance.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This is at the top of Seafeld Law where the 360-degree seat was placed.</p> <p>These further improvements would consist of installing a 'talking tourist telescope' at this site, given the views the area has.</p> <p>Costings based on quote which has been provided.</p>			<p><u>Service Feedback</u> Services are happy to support this based on the funding condition.</p>
TOTALS						Total town allocation proposed: £12,052.00

Greenrigg: (allocation: £ 11,641)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
GRE22-01	Greenrigg Community Council	No. 1 Children's Safety No. 2 Residents outlook No. 3 Greenrigg Community Hub	<p>This application consists of three projects.</p> <p>Project 1: will deliver offset safety barriers at two sites at Dyke Road and Polkemmet Road. Roads have advised they can install standard pedestrian guard rails.</p> <p>Project 2: will deliver area of seating where resident can rest away the day on a comfortable commemorative bench seat to honour the Queen's Platinum Jubilee 2022. Location not provided.</p> <p>Project 3: Greenrigg Community Council is in the process of setting up a management committee/ volunteers to oversee the running of the newly name Greenrigg Community Hub. Funding is proposed to be spent on this project to improve the fabric of</p>	£11,640.00	<p>Roads & Transport ation</p> <p>Applicant</p> <p>Applicant / Officers</p>	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Confirm where the commemorative seating will go and ensure that approval is provided by the relevant landowner. If council, the group should consult NETS on plans and location to ensure suitability. Roads should be consulted if location is on highway paths. - Confirm whether planning approval is required and, if so, obtain this. - To fund Project 3 in principle, but that officers approve the itemised spend once the applicant has discussed the detail of this with them. <p><u>Service Feedback</u></p> <ul style="list-style-type: none"> - NETs are supportive of bench proposal and applicant delivering this.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			the Community Hub. At this point, the improvements are undefined but are proposed to be subject to the outcome of discussions with the relevant council officers.			
TOTALS				£11,640.00		Total town allocation proposed: £11,640.00

East Whitburn: (allocation: £12,069)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
EW22-01	East Whitburn Community Education Centre	Phone Box Library	The project intends to purchase a refurbished phone box and install it on East Whitburn Main Street, beside the main bus stop – in close proximity to their existing repurposed phone box.	5,690.00		<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - That the group consults the council's Planning Services to establish whether any approvals are required to install the phone box. If so, approvals must be obtained. - The group consults the council's Roads & Transportation service to ensure the chosen location does not obstruct the highway path. - Any public liability responsibilities for the group are clarified and fulfilled.
EW22-02	East Whitburn Community Education Centre	Redmill Park Shelter Project	<p>This project would purchase a steel seated shelter, galvanized for weather and corrosion protection. It is virtually vandal proof, maintenance free and comes with a 25-year guarantee against rust and corrosion.</p> <p>It would be installed at the side of the football pitch, around the centre line in Redmill Park</p>	5,846.80		<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - The council via NETs and Land Services deliver this. - That the group/NETs consult the council's Planning Services to establish whether any approvals are required to install the shelters. If so, approvals must be obtained.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			where there is an existing accessible pathway.			<u>Service Feedback</u> <ul style="list-style-type: none"> - NETs and Land Services have advised that they can support and deliver the project on the group's behalf. However, they do suggest that anti-social behaviour issues are sometimes associated with these types of improvements and should be a consideration for members. They also suggest that a new shelter may require planning permission.
TOTALS				£11,536.80		Total town allocation proposed: £11,536.80

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	Blackburn Family Centre
Contact Person and Position	██████████ – Project Manager
Address	██
Telephone Number	████████████████████
Email Address	██
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Socially Minded Enterprise 1. Charity - SC026691 2. Private company limited by guarantee without share capital f- SC358232
What are the main activities of your organisation? (please answer in no more than 100 words)	The BFC focuses on early childhood care/education and personal development. Health and wellbeing are a major focus of our work, targeting babies to grannies. Throughout all our programmes we promote the development of social skills and the building of self-esteem and confidence. Our nursery offers three rooms: Jelly Babies (0-2), Jelly Tots (2-3) and Jelly Beans (3-5), inclusive of themed activities and outdoor play. After School Club caters for children from primary 1-7, offering indoor/outdoor activities and excursions. Our adult programme includes yoga, outdoor keep-fit, relaxation, drop-in befriending cafe, art, parent and toddler groups. Recently introduced baby massage groups.

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	Ward 7: Whitburn & Blackburn
Project Title	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindleyknowe
Project Location	Trindleyknowe, 63 Bathgate Road, West Lothian
Project Start Date	3 June 2022
Project End Date	31 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?

BFC clarified the type of capital projects the fund would consider with the WLC regeneration officer. Also discussed the BFC project with an officer from the WLC parks department. Constructive and prompt guidance, that enabled this application, was provided from both WLC parties.

The need for a coordinated approach to communicating information and services rendered by third-sector organisations to the Blackburn community has become apparent at various meetings, also attended by the WLC regenerations officer. The BFC's motivation for this was supported by meetings participants.

The Trindleyknowe, in the heart of Blackburn and currently occupied by the BFC, would provide an ideal setting for outdoor and easy to assess information from which the community would benefit. The BFC occupies the site, renting it from the WLC.

The outcome of the discussions between BFC and WLC was that the BFC would develop a capital project that would align with a coordinated approach to communication, while considering the park-like environment of the Trindleyknowe, and lastly its heritage/geographical and that the BFC celebrates its Silver Jubilee year in 2022/23, starting 3 June 2022.

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.

Following on from the background and context above, the following refers:

The project will deliver on:

- x2 fixed to the ground and upright outdoor notices boards at the Trindleyknowe
- x2 fixed tree seats (WLC parks department confirmed that x2 Rowan trees can be planted on the Trindleyknowe, the department has committed to planting the trees)
- Painted mural on an appropriate place on the Trindleyknowe (building) telling the story of the Trindleyknowe site and the BFC

- x2 fixed to the ground children's benches
- X2 children's notice board fixed to Trindleyknowe
- CCTV x6 cameras
- Blackburn Blessing Box (wooden outdoor food pantry & library)
- Wooden outdoor play structures for children

The project will provide a hub for communication between the community and third-sector organisations while celebrating the historical and geographical value of the Trindleyknowe and the Blackburn Family Centre Silver Jubilee 1997 – 2022. The Heatherfield fault line runs through the site that was also known as the "hitch" in coal-mining terms. According to urban legend and still being researched, the site was also said to be used for public hangings! The project evolved from the need for communication between the community and third-sector entities and celebration of the BFC and the need to provide outdoor signage promoting its services to the Blackburn public. The Blackburn Blessing Box initiative has evolved from the BFC setting out a table everyday people in need to help themselves to food, detergents, books, toys and videos.

Initiation of the project will start on 3 June 2022 (the BFC's founding date). Its objectives:

- Provide an outdoor communication platform to benefit the community of Blackburn within the Silver Jubilee Year of the Blackburn Family Centre
- Enable the use of outdoor community spaces by the whole family within a 12-month period
- Promote outdoor activity and the environment by planting trees and providing children's play structures
- Provide BFC after school children with a seating place to read and do their homework within a 12-month period
- Provide a public platform for people in need to help themselves to food, detergents, books, toys and videos in a dignified and non-threatening way within a 12-month period.
- Brighten up an exterior wall of the Trindleyknowe in an graphic and informative way so that the historic and geographic value of the Trindleyknowe and BFC is communicated to passersby
- Promote pride in the Blackburn community

Target groups: Third-sector organisations, families and visitors to Blackburn

The project provides partnership opportunities and community involvement for all the third-sector organisations serving the Blackburn community, more directly the residents and education community close to the Trindleyknowe: Lady of Lourdes, Blackburn and Murrayfield Primary Schools and Nurseries.

Resources are also being sourced in the form of small grants (financial), volunteers (people resources), donations with links to Blackburn. The timescale for securing resources, to cover ongoing maintenance costs, will continue indefinitely, driven by the BFC.

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.

Discussions at third-sector meetings attended by WLC regeneration office.

Need to celebrate historical and geographic value of the Trindleyknowe and BFC to promote pride and provide a much-needed community space for communication that promotes outdoor living and activities for the whole family.

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).

1. The project will provide disadvantaged communities with easy to access information about third sector services available in Blackburn.
2. It will also promote the services of the BFC – childcare and health and well-being activities – that enables parents to seek employment and work (economic regeneration)
3. The project promotes outdoor socialising in a park-like setting with amenities and outdoor furniture.
4. The project promotes protecting environment by planting trees.
5. The project promotes physical regeneration by it being set in an outdoor environment.
6. The project also promotes the strategic value and delivery against the principles of the wider Place-Based Investment programme noted in guiding documents provided by WLC.
7. The planting of trees that forms part of the project contributes towards the net-zero emissions targets.

Partners involved (other local organisations you are working with)

Third-sector organisations operating in Blackburn, including the Larder, CAB

3. Project Costs

Total Project Cost	£19 089.37
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£ 6 373.00

Expenditure Item	Total Cost	WLTCF Cost
Notice boards, tree seats, park table, CCTV camera, Blackburn Blessing Box (food, books, detergents), kids benches	8249.00	3 673.00
Outdoor Playground Equipment	2000.00	0.00
Labour & Professional Fees	4360.00	1000.00
Graphic Design	1000.00	500.00
Project Admin & Management	3280.37	1000.00
Materials (Paint etc)	200.00	200.00
TOTAL	19 089.37	6 373.00

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
Inspiring Scotland: Outdoor Play for Wellbeing Fund		24 May 2022
Friends of BFC (x2 private individuals who donate regularly)		30 May 2022

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).

1. BFC is working with the WLC parks department to ensure that the project is legally compliant.
2. Maintenance and Insurance will be factored into the BFC budget annually with consultation with WLC as the landowner
3. Monitoring & Evaluation: BFC is in the process of setting in place a software accounting system that will provide individual project financial reports monthly. Monitoring and evaluation will form part of standard project management noted below.
4. Standard project management will be applied and a BFC project manager will be appointed:
 - Initiation, planning and cost estimate (including risk assessment)
 - Design
 - Final budget
 - Procurement (including insurance for public liability)
 - Implementation
 - Monitoring & Evaluation (including regular reporting to funders)
 - Close Out Report

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List (as per financials attached)	<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

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Who is responsible for my 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"/>	o 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	Project Manager
Organisation	Blackburn Family Centre
Date	22 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	Blackburn Community Education Association
Contact Person and Position	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Chair person
Address	<div style="background-color: black; width: 200px; height: 60px; display: inline-block;"></div>
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc)	Charity
	SC004444
	Registered charity from 31 January 1979
If charity then please include charity number:	

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 – (i) is in the interests of Social Welfare, and (ii) is made with the object of improving the conditions of life for the members of the community in the area of benefit; and for those purposes to associate with the Lothian Regional Council, voluntary organisations and inhabitants in the area of benefit. (b) To co-operate with the Council and its successor in office in establishing, maintaining and so managing any community centre situate in the area of benefit which is provided or grant-aided by the Council in so far as it is established, maintained and managed for the attainment of object (a) of the Association.
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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	Whitburn and Blackburn Ward
Project Title	Messy Monkeys
Project Location	Blackburn
Project Start Date	Summer 2022
Project End Date	Summer 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?
This was discussed with the Community Regeneration Officer and is being supported by local organisations within the Blackburn area.

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.

Messy Monkeys is a volunteer led parent and baby, toddler group within Blackburn. The group is currently going through a review that has seen it be taken over by the parents who will be supported to run this going forward.

The group was previously supported by WLC who supplied a qualified worker to support the group, this is ceasing and as such the group are generating their own revenue to be able to pay for a qualified nursery worker from Blackburn Family Centre to help them continue to provide the service.

One element that the group need to strengthen is their identity to encourage more attendance and involvement from the local community.

The group require funding to purchase banners that will help them to get more members attending. The banners will be on display in the partnership centre and will be used at local events to spread the word of the group and the work that they do.

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.

Within the Blackburn Futures Plan the overarching priority is Poverty Health and Wellbeing. Messy Monkeys support parents by reducing social isolation providing a safe and friendly environment where parents/carers can meet with their children.

It is even more important for groups like this to meet to support not only the parents but also the children who have been isolated from others due the pandemic, this has had negative impact on children who struggle to integrate and play with peers, with isolation also having a impact on development milestones including speech and language.

Peoples mental health has also been impacted due to the pandemic and as such people need more access to groups that can help improve people experiences within their local community.

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).

Being able to properly promote and make the community aware of this group will allow more parents/carers and young children to access this group. This will increase the numbers accessing and will help reduce social isolation, providing a support network for those attending. Being able to provide a proper identity for the group will help strengthen their involvement in the community and in turn will help to involve more parents/carers in the future running of the group therefore building capacity within the community.

Partners involved

Messy Monkeys is very fortunate to be supported by the following organisations:

(other local organisations you are working with)	Community Action Blackburn Blackburn Partnership Centre Management Committee Blackburn Family Centre Blackburn Future Group
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3. Project Costs

Total Project Cost	£250
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£250

Expenditure Item	Total Cost	WLTCF Cost
Pop up Banner including stand x 3 (£70 each)	210	210
Parade Banner x1	40	40

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).

Quotes have been sought from a local company in Armadale.

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
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- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

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Your rights

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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 person
Organisation	Blackburn Community Education Association
Date	22/04/2022

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	Blackburn United Community Sports Club
Contact Person and Position	[REDACTED] Development Officer
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:	SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	BUCSC, is run by the community, for the community. This is embedded within our operational framework and Governing documents. Quite simply BUCSC exists to build on the well-established tradition of community sport within Blackburn to become a focal point within the centre of the community offering health, wellbeing, diet, fitness, mental health and broad-based first stage skills development and citizenship learning for the local community to provide improved life chances, enhanced opportunities for social interaction, positive community involvement and locally-based learning and development opportunities. We are a hub in the town centre, an important focal point for inclusive community activities.

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	BLACKBURN
Project Title	PLACE TO BE UNITED@BLACKBURN
Project Location	New Murrayfield Park, Ash Grove, Blackburn
Project Start Date	July 2022
Project End Date	August 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, Michelle Kirkbright and Brenda Cumming

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.

Our premises include the Fitzgerald Lounge area where we hold meetings and activities for the community. Many of these are in partnership with other organisations. On Wednesday mornings we run a Sporting Memories session in partnership with NHS Lothian. The project attracts referrals from the community to use the facilities and participate in a project to share memorable moments of sport and help with memory loss and early signs of dementia. We have limited resources for this event and want to expand use of our premises to attract more people and groups from the community into the centre. This requires more equipment including IT items which are capital expenditure (not operational or revenue expenditure) with items always remaining in the premises and accounted for on the balance sheet of our annual accounts.

Surveys in the community that we conducted over the past year show that local residents want to use our premises and participate in projects as well as other activities in the town centre. There is a real demand for socialising and learning at our premises. The items we request from the TCCF will allow us to attract more people and deliver more impact with additional positive outcomes. This will not happen without the funding requested.

We would like to expand our project with NHS Lothian to reach more people from our community and develop inter-generational learning and sharing at the premises. The items requested will allow us to do this and make better use of the premises. We have invested in the current projects as a Club and need support now to develop our community hub concept linked to our charitable aims and objectives and delivery of Council priorities. This funding will be vital in generating greater involvement, outcomes and impacts for a stronger community and more vibrant town centre.

Our premises use is evolving and maturing with the Club but we need assistance with this capital expenditure.

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 conducted community surveys within the last 12 months that showed this as a priority set of items for a priority area of activity. When asked, 100% of current participants and guardians and family members wanted to see the Club doing more on the Sporting Memories project and reaching more people of all ages and different groups/orientations.

Comments in feedback included:

"This is great to have the Club premises available and to run projects like this. Jim loves coming here and gets a real buzz from the occasion. It lifts us all. More materials would be great and mixing with others. This is fantastic." (Participant family member)

Partners including NHS Lothian and the Community Policing Team also support the Club on this direction and development of the project. These organisations and others including the local College and schools are all keen for us to develop the hub with more assets and materials for use on projects. This could triple beneficiary numbers, generating additional 15 participants a week.

"The work of the Club and the hub idea is great. We would like to participate with you as we know the difference it can make to the community and the town centre. More IT and learning about achievement focus would be great assets for local people who otherwise do not have access to materials and equipment in this way." (Community Policing Sergeant)

Digital skills and access to equipment is an ongoing challenge in an area with low levels of digital literacy and many adverse socio-economic indicators. Using our premises and having supervised access and application using Club assets in a project setting will be unique for the town centre. The items will be an important part of the rejuvenation of the community and town centre after the challenges of COVID and continuing disadvantage seen in health and wellbeing statistics, isolation and lack of purpose for many as expressed in recent survey evidence. Deprivation underpins all inequalities as highlighted in ONS data post COVID. (see [Health inequalities: Deprivation and poverty and COVID-19 | Local Government Association](#) and [Influence of socioeconomic deprivation on interventions and outcomes in Scotland: A national cohort study | Elsevier Enhanced Reader](#)).

Our approach as a Club to capital expenditure and use of premises fits with the leading research findings on tackling loneliness and isolation in communities of deprivation (see for example the fit with [Microsoft Word - Social Isolation and Loneliness Landscape UK v6.docx \(iotuk.org.uk\)](#)). This shows how the effects can be quantified and the positive impacts measured. We will do this as part of this TCCF award.

The award could allow us to make better use of the premises and assets for more people in the years ahead, accelerating positive change and scale of positive impacts.

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 main objectives of the PBIP include:

- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
- 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;
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

We will generate additional outcomes in line with these objectives, notably:

- Our premises are in the heart of the town centre and very much part of “the place”. We want to attract more people to use our premises and benefit positively through projects that we already run and have access to equipment and materials that creates new outcomes in learning, confidence, counter loneliness, improve social interaction and intergenerational exchange, learn new health and wellbeing ways and activities through use of the equipment and our premises;
- Work with partner organisations identified above (including NHS Lothian and Community Police Unit plus all Blackburn Futures partners) in using our assets and equipment to generate additional outcomes and a positive outlook for people, community and town, creating new efficiencies in the ways we interact and collaborate effectively;
- Our Club facilities and equipment will contribute in new ways to the revitalisation of the town centre improving civic awareness, pride and participation; attracting more activity into the town centre and collaborating in new ways with people and partners; as a community club we exist and do things by and for the community – very much part of the 20 minute community concept and as a sporting, social, learning and sharing hub within the town centre;
- Our application is motivated by community survey feedback and support from partners – we do this as a reflection of the identified and expressed needs of people in the community and partners;
- The award will allow us to do more with premises and equipment involving more people more often as part of a collaborative partnership that is driven by ambition to see wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership. This will be evidenced and evaluated to show the real differences made from the award and accelerate positive change outcomes with people at the heart of our place. This will create qualitative and quantitative impacts over time starting immediately. We will use recognised measurement tools to show this socio-economic impact and contribution to town centre place revitalisation with more local people involved, driving and owning the change process.

Partners involved

(other local organisations you are working with)

Blackburn Futures Group; Community Action Blackburn; NHS West Lothian; Community Police Unit; West Lothian College

3. Project Costs

Total Project Cost	1,869.24
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	1,869.24

Expenditure Item	Total Cost	WLTCCF Cost
1 x Laptop Insperion 14" Ryzen 5	579.00	579.00
8 x Alion 10" IT Tablets each @ £149.99	1,199.92	1,199.92
Olympics Series Box Set DVDs	42.44	42.44
12 x History of Sport & Achievement Series DVDs	47.88	47.88

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 run a community project on Sporting Memories from our premises in Blackburn. This is a project with NHS Lothian and it has been successful. Partners and participants look forward to the activities and we want to do more as part of the town centre community hub concept. We need more equipment for the activities and improve use of the premises as well as creating new opportunities for residents. We have identified how to do this through IT investment which requires funding from the TCCF. An award for the items requested would increase the use of the premises, support its purpose and partnership working to bring more people to participate from the community and create new opportunities for social interaction using the facilities and sharing ideas for future development. This will not happen without the award from the TCCF.

The expenditure we request is defined as capital as it is for IT equipment and support materials in the form of DVDs. We already run the projects and no funding from this application will go to operations but simply for the purchase of capital items that can be used to generate more community involvement, better use of the town centre facilities and the Club facilities and delivery of more positive outcomes for the people of Blackburn, especially those from our most deprived Council Wards.

The items requested from the TCCF are classed as capital expenditure (as defined and verified by sources including HMRC, CIPFA and the Institute for Chartered Accountants in Scotland amongst others) so although it is not “bricks and mortar” project items it is capital and important for the town centre activity, profile and performance.

We will manage the expenditure and use of items as part of our organisation process. We will also provide an evaluation report within 12 months to show how the award has been used effectively and the difference this has made to the premises and the organisation as well as the outcomes generated for people and community. Full procurement records and accounting updates will show how we manage the purchase process appropriately in line with Council guidance and best practices. Members will also be invited to the launch event at the Club premises to profile the award and the impact generated in the town centre and our increased partnership working for positive additional impact for local residents.

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

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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;
 - 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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<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Development Officer
Organisation	Blackburn United Community Sports Club
Date	21/04/2022

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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	Community Action Blackburn
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:	Charity (in partnership). SC394788
What are the main activities of your organisation? (please answer in no more than 100 words)	Community Action Blackburn (CAB) are a community led charitable organisation that assists and supports the community of Blackburn in addressing concerns regarding community like issues to make positive change that lead to improved; <ul style="list-style-type: none"> • Health and wellbeing • Tackling poverty • Skills/knowledge • Confidence and self-esteem • Family life • Environment • Safety and reduction in ASB • Capacity and resilience with in the community • Empowerment of the community CAB has a whole community approach ensuring that activities are all inclusive. CAB work in conjunction with WLC regen officer and partners to develop and deliver Blackburn's Future Plan.

Do you have an equal opportunities policy or statement?	Yes / No
--	-----------------

If yes please provide a copy	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

2. Project Details

Council Ward	Whitburn and Blackburn Ward
Project Title	Smoke Free Playparks Signage
Project Location	Blackburn
Project Start Date	21 June 2022
Project End Date	31 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?

Yes, the project will meet all relevant requirements subject to a West Lothian Council Environmental Health assessment.

The Community Regeneration Officer can confirm that this fits in with the Health and Wellbeing sub-group of the Blackburn Future Group.

The Open Space Officer/Play Park Officer has also been approached regarding this project and agrees with vinyl stickers over hard fixed signage.

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 project is in partnership with WLDAS and is the final piece of their Smoke Free Play Ground work. The concept is to place vinyl stickers within the proximity of play parks within Blackburn.

- Project will increase awareness of the positive health and environmental impacts of smoke free open spaces where children and young people play.
- This initiative will potentially improve the general environment for children to grow up in. This could lead to a reduction in respiratory infections in childhood
- Following the previous successful Smoke free School gates project this will build on the knowledge gained about the harms associated with smoking
- All anti-smoking initiatives will have a preventative and positive impact on smoking cessation.
- Children where parents smoke are considered more likely to smoke themselves and by articulating this message it could encourage a reduction in this behaviour.

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.

Blackburn is an area of significant deprivation. The uptake of smoking is known to be higher in these areas. This contributes to the disparity in health inequalities and the increased Health costs as a result. This initiative will incrementally along with other positive actions look to address this issue.

The Blackburn community as highlighted in data collected by WLDAS wants to have spaces where the environment is healthier. The parks should be considered communal places used for fitness and fun. A reduction in smoking may allow more people to feel comfortable to use the parks in this way.

All schools are in support of this project along with the Blackburn Future Group and the Health and Wellbeing subgroup who agreed that an application for this should be submitted.

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).

Count and measure bins in Playparks in Blackburn.

Order 30 x self-adhesive signs (297mm wide x 420mm long).

Use local ideas for the signage to encourage buy-in and supply art work to printers

Procure self-adhesive signage and fit to bins.

The signage will be viewed by all those using the parks in Blackburn.

Parks and areas where signage will appear:

King George V

Redhouse/Pirate Park

Boulder Path Gardens

Blackburn Skate Park

Trindleyknowe

Memorial Garden

It will have a great visual impact

Promote the community to make good health and environmental choices.

Partners involved

(other local organisations you are working with)

Blackburn Future Group
Blackburn Health and wellbeing Group
WLDAS
WLC

3. Project Costs

Total Project Cost	£640.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£440.00

Expenditure Item	Total Cost	WLTCF Cost
Vinyl stickers - full quote to follow	640.00	440.00

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).

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
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West Lothian Town Centre Capital Fund 2022/23

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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	██████████
Position	Project Manager
Organisation	Community Action Blackburn
Date	21/04/2022

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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	East Whitburn Community Education Centre Management Committee
Contact Person and Position	██████████ – Committee Member
Address	██
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity - SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	<ol style="list-style-type: none"> 1. The provision, or assistance in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare for the benefit of the inhabitants of the village of East Whitburn and the surrounding area with the objective of improving their conditions of life. 2. The advancement of education of the public in the village of East Whitburn and the surrounding area by promoting education opportunities.

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	Whitburn & Blackburn
Project Title	Phone Box Library
Project Location	East Whitburn Main Street, next to the main bus stop
Project Start Date	Will purchase as soon as funding is approved with 4-6 week lead time for installation/set up
Project End Date	Prior to 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?
We have consulted with Scott McKillop, Community Regeneration Officer

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.
<p>Following consultation with the community via social media, our noticeboard and face to face meetings we received various recommendations on what residents would like the funding to be used for. After sifting out the unsuitable, unrealistic and no where near budget options we asked for a majority vote on 5 or 6 viable options.</p> <p>It is our intention to purchase a refurbished phone box and install it on East Whitburn Main Street, beside the main bus stop – in close proximity to our existing repurposed phone box.</p> <p>The refurbished phone box will provide our community with a free library in the form of a book exchange. Community members will be encouraged to donate, share and make use of reading materials that will be housed within the refurbished phone box. This facility will benefit the community as a whole but more so those who may not have easy access to the public library in Whitburn. Similar projects have been very successful and have received much support in nearby villages/towns.</p>

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.

This project was one of numerous requests made by members of our community, we then consulted on viable options via social media, our village noticeboard and within a face-to-face public meeting setting.

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 promote community inclusion

It will provide a facility for recreation for the benefit of the inhabitants of the area free of charge

The objective of this project is to improve the conditions of the lives of our community members

Our previously funded project whereby we refurbished and repurposed our existing phone box to house a defibrillator was a huge success. It created much excitement and interest within and out with the village whilst providing a vital and life-saving resource. We expect this project will be received in the same manner, providing another facility for our community to take great pride in.

Partners involved

(other local organisations you are working with)

3. Project Costs

Total Project Cost	£5690
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5690

Expenditure Item	Total Cost	WLTCCF Cost
Purchase of refurbished phone box	£3950	
Collection/delivery	£540	
Installation	£1200	

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.

[illegible]

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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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 shall consult and use the same contractors that facilitated our previous phone box refurb/repurpose project

We shall seek advice form Scott McKillop on any planning requirements and any other permissions from relevant WLC departments

There is no maintenance as such, volunteers already responsible for keeping the existing phone box clean and tidy are happy to adopt the additional responsibly of this one

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
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<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	Committee Member
Organisation	East Whitburn Community Education Centre Management Committee
Date	21/04/2022

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

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1. Applicant Organisation

Organisation Name	East Whitburn Community Education Centre Management Committee
Contact Person and Position	██████████ – Committee Member
Address	██
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity - SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	<ol style="list-style-type: none"> 1. The provision, or assistance in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare for the benefit of the inhabitants of the village of East Whitburn and the surrounding area with the objective of improving their conditions of life. 2. The advancement of education of the public in the village of East Whitburn and the surrounding area by promoting education opportunities.

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	Whitburn & Blackburn
Project Title	Redmill Park Shelter
Project Location	Redmill Park, East Whitburn (pitch side)
Project Start Date	16-20 week lead time following placement of order when funding approved
Project End Date	Prior to 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?

We have consulted with Scott McKillop, Community Regeneration Officer and Simon Scott, WLC Open Spaces.

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.

Following consultation with the community via social media, our noticeboard and face to face meetings we received various recommendations on what residents would like the funding to be used for. After sifting out the unsuitable, unrealistic and no where near budget options we asked for a majority vote on 5 or 6 viable options.

It is our intention to purchase a steel seated shelter, galvanized for weather and corrosion protection. It is virtually vandal proof, maintenance free and comes with a 25-year guarantee against rust and corrosion.

It is our intention to install at the side of the football pitch, around the centre line in Redmill Park where there is an existing accessible pathway.

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.

This project was one of numerous requests made by members of our community, we then consulted on viable options via social media, our village noticeboard and within a face-to-face public meeting setting.

Our football park is well used and accessible but would benefit greatly by the proposed seated shelter as it's very much open to the elements with no shelter at all and limited seating.

The shelter would be well used not only on match days but every day by the numerous visitors to Redmill Park including youths, dog walkers and families.

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 promote community inclusion – many of our local walkers and visitors to Redmill Park with reduced mobility will benefit from a sheltered 'pit-stop'.

It will provide a facility for recreation for the benefit of the inhabitants of the area free of charge.

The objective of this project is to improve the conditions of the lives of our community members.

This project will provide a practical facility whilst complimenting the existing aesthetic of Redmill Park

Partners involved

(other local organisations you are working with)

3. Project Costs

Total Project Cost	£5846.80
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5846.80

Expenditure Item	Total Cost	WLTCCF Cost
Purchase of fabricated steel shelter	£3548.40	£3548.40
Bolt Kit	£36	£36
Delivery	£114	£114
Installation	£300	£300
Installation of hard standing base	£1848	£1848

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.

[illegible]

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 have consulted with and our quotes were provided by Ogilvie Engineering and Ross Contractors both of whom we have worked with successfully on previous funded projects.

We shall seek advice form Scott McKillop and Simon Scott on any planning requirements or other permissions required from relevant WLC departments

There is no maintenance required and the shelter will be installed in an area already serviced by WLC owned and maintained rubbish bins.

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

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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	Committee Member
Organisation	East Whitburn Community Education Centre Management Committee
Date	21/04/2022

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	Greenrigg 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)	As a Community Council group, we endeavour to communicate with the residents to ascertain the problems arising within the village and pass the concerns to the appropriate authorities. Keeping in touch with our local councillors and our monthly meetings allows us to gain knowledge of any proposed major changes that are proposed for our village which can then be passed on to the residents. We are also very much involved with Greenrigg Primary School where we are always at hand to assist in any way possible.

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	Ward 7 Whitburn and Blackburn
Project Title	There are 3 projects. No 1 Children's Safety. No2 Residents outlook. No 3 Greenrigg Community Hub
Project Location	No 1 (Dyke Road, Polkemmet Road) No 2 (Polkemmet Road, Baillie Ave) No 3 Greenrigg Primary School
Project Start Date	June 2022
Project End Date	November 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?
Have been in contact with Scott Mckillop and Gordon Brown regarding the safety barriers. Have been in contact with Scott Mckillop, Ralf Bell and Marjory Mackie. regarding the Community Hub.

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.
Project No 1 will deliver a safer environment for our children when exiting from both pathways onto the main road when running, cycling, scootering or just walking as this is the main route taken when going to school from the east of the village.
Project No 2 will deliver an area where resident can rest away the day on a comfortable commemorative bench seat (The Queen's Platinum Jubilee 2022) which will be a lasting memory for residents on this great occasion.
Project No 3 Greenrigg Community Council is in the process of setting up a management committee/ volunteers to oversee the running of the newly name Greenrigg Community Hub. The community hub has not been used over the past few years to its full capacity, which it could be if it had modern facilities, storage and technical equipment. There was an open day held recently and the response from interested parties to use the hub was very encouraging, but money needs spent on this project to improve the fabric of the Community Hub which would be subject to the outcome of planning discussions with the relevant council officers.

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.

Project No 1 Mums and Dads have approached the Community Council to raise the dangers their children pose when using both footpaths in question as described above.

Project No 2 There is a lack of outside seating within the village to pass away the day.

Project No 3 After the open day held recently by Greenrigg Community Council held in the hub, it is evident there is a need in Greenrigg for such a facility.

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).

Children will be in a better safer environment when they are travelling to school and when they are using their free time when out and about after school time.

Mums, Dads and children will be able to sit in comfortable bench seats and watch the world pass by.

The potential for all age groups to use the community hub would be a tremendous advantage to all in our village.

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

Total Project Cost	£9,700. 00 plus Vat
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,640. 00

Expenditure Item	Total Cost	WLTCCF Cost
Manufacture 4 x Metal Guard Rails plus Installation		£1,000. 00
Supply 2 x Commemorative Bench Seats		£2,285. 00
Delivery of bench seats		£85. 00
Install 2 x bench seats on a concrete plinth		£1,000. 00
Goods to improve fabric of Community Hub		£5,100. 00
Planning permission (If required for bench seating) plus location plans		£230. 00

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).

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x <input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	x <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
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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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<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>	
Yes	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input type="checkbox"/> Yes	To provide you with updates on the progress of your application.
<input type="checkbox"/> Yes	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/> Yes	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Greenrigg Community Council
Date	16 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	Seafeld Community Council
Contact Person and Position	[REDACTED] Chair
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 objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people; (b) to express the views of the community to the local authority for the area to public authorities and other organisations; (c) to take such action in the interests of the community as appears to it to be desirable and practicable; (d) to promote the well-being of the community and to foster community spirit; (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity. (f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.

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	Whitburn and Blackburn
Project Title	Traffic Island Standing Stones
Project Location	Cousland Terrace beside Seafield Primary
Project Start Date	TBC
Project End Date	Before 01/7/2022

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?

Work has already taken place on this project via previous TCIF funding. This work will compliment what has already taken place.

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.

We have already cleared the area inside the traffic island and laid monobloc around the perimeter. The plan was always to complete the job with sleeper planters, Standing Stones and aggregate chips. However the stones that we had been offered free of charge originally have been found to be unsuitable. (better for wall and cairn building) The costs of materials also caused issues as the original plan was prepared prior to Covid lockdowns.

This proposal allows the original plan to be completed with the purchase of large stones from a quarry and with the increase in pricing of sleepers.

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 area is already half completed and has improved the visuals already. The plan is to complete the project prior to the Gala Day on 2nd July.

This would provide a boost to the village morale and also complete the overall plan of visual improvements to the centre of the village. The phone box library has already been refurbished. The themes from the war memorial and Christmas tree platform will be brought into this area to complete the look.

Planting will also take place to enhance the area.

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).

Improve visual appeal of the centre of the village to help improve mental health and offer pride in the village. Offer volunteering opportunities to help with the planting and maintenance of the area.

Partners involved (other local organisations you are working with)

We have a local informal volunteer group lined up to help. Similar to the group who moved and built the circular seat. We also have the group who look after the planters at the Christmas tree platform on board to look after the planters.

3. Project Costs

Total Project Cost	£6265.20
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5570

Expenditure Item	Total Cost	WLTCF Cost
See cost breakdown on attached pro forma invoice		

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
Seafeld Community Council	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).

No planning permission is required for this project, already checked out for the last funding round.

The project will be planned and executed by skilled professional builders, stone masons and project managers. We also have support from a local civil engineering firm for use of machines and skills related to that type of work.

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

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- Copies of organisation documents;
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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	██████████
Position	Chair
Organisation	Seafield Community Council
Date	20/4/22

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McIntyre Masonry Ltd
Unit 3
Mosshall Industrial Estate
Blackburn
West Lothian
EH47 7LY
VAT Reg No: 984107604

mcintyremasonry

Invoice

SEAFIELD COMMUNITY COUNCIL

Invoice No 1913
Invoice Date 20/04/2022
Order No
Customer A/C SEAFIELD

Quantity	Details	Unit Price	Disc	Amount	Net Amount	VAT %	VAT
1.00	Block 24.2 ton sandstone block selected by DB at Borders Quarry	2,420.00	0.00	2,420.00	2,420.00	20.00	484.00
1.00	Stone Delivery						
1.00	30mm Stainless Steel Rod £40 per block 16 x 40	600.00	0.00	600.00	600.00	20.00	120.00
1.00	Foundation Concrete C35 spec £40 delivery and £147.50 per m3	640.00	0.00	640.00	640.00	20.00	128.00
1.00	Sleepers 38x New Green TRTD Sleeper 100x200mm x 2.4m x 24.50 ea	630.00	0.00	630.00	630.00	20.00	126.00
1.00		931.00	0.00	931.00	931.00	20.00	186.20

We much prefer electronic payments


Clydesdale Bank

Total Discount	0.00
Total Net Amount	5,221.00
Carriage Net	0.00
Total VAT Amount	1,044.20
Invoice Total	6,265.20

SEA22-02

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	Seafeld Community Council
Contact Person and Position	[REDACTED] Chair
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 objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people; (b) to express the views of the community to the local authority for the area to public authorities and other organisations; (c) to take such action in the interests of the community as appears to it to be desirable and practicable; (d) to promote the well-being of the community and to foster community spirit; (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity. (f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.

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	Whitburn and Blackburn
Project Title	Seafield Law Telescope
Project Location	Top of Seafield Law
Project Start Date	TBC
Project End Date	Before 30/9/2022

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?

Exchanged brief emails with Scott McKillop about it.

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.

To further enhance the area at the top of Seafield Law where we recently installed a 360 degree metal seat we propose to add a talking tourist telescope. This would provide the user with a short audible short history of the area / village and provide detailed views of the hills and landscape around the site.

There is a quotation attached. I have been unable to gain more than a single quote for this item. This is the only company I can find who supply this particular type. I tried others (2) who do similar items but have been unable to get any of them to engage. It is a very specific field with few vendors in this region.

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 seat installation has proven very popular with residents and provides a focal point to walks and other activities. Providing opportunities for a tranquil break from normal activity and a boost to mental health. This aims to make the site more popular with an added activity to occupy the imagination. These installations are popular at sea fronts and with the panoramic views already available this will give a chance to have a closer look at the landscape and wildlife. The telescope would be free to use, not coin operated. This will also attract less risk of vandalism. It will provide very good views of Easter Inch Moss (Site of Scientific Interest) which has recently undergone remedial work to improve conditions.

Seafield ranks 26th out of 33 areas in the Open Spaces policy with only around 5 acres of amenity land. This is well below the recommended level per capita adopted by WLC. More than half of this land is a gated football pitch with no changing facilities and a bowling green is also counted in this number. There is a clear lack of amenity space for adults in particular in the village.

This project would encourage the community for venture a little further and make use of the natural geography of the area.

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).

It is hoped that this will give the top of the Law the feel of an attraction and draw locals up to it for picnic and leisure activities. Encouraging active travel and healthy activities for body and mind. It is also a free activity which we feel is a key to opening up the area to all.

Partners involved (other local organisations you are working with)

We have a local informal volunteer group lined up to help. Similar to the group who moved and built the circular seat.

3. Project Costs

Total Project Cost	£6482
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6482

Expenditure Item	Total Cost	WLTCF Cost
Telescope (including audio recording) & Delivery	£6282	£6282
Building materials (estimate)	£200	£200

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 planning permission is required for this project, just approval from WLC.

Spare parts are available for the telescope and the community council would responsible for the upkeep of it.

The project will be planned and executed by skilled professional builders, stone masons and project managers. It will of course be a small project taking only one day.

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

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.

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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	██████████
Position	Chair
Organisation	Seafield Community Council
Date	15/4/2022

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mcintyremasonry

Invoice

SEAFIELD COMMUNITY COUNCIL

Invoice No 1913
Invoice Date 20/04/2022
Order No
Customer A/C SEAFIELD

Quantity	Details	Unit Price	Disc	Amount	Net Amount	VAT %	VAT
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1.00		931.00	0.00	931.00	931.00	20.00	186.20

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Carriage Net	0.00
Total VAT Amount	1,044.20
Invoice Total	6,265.20

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	Whitburn FCA/Whitburn Community Sports Club
Contact Person and Position	██████████ - Chairman
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 / Charity SC051683
What are the main activities of your organisation? (please answer in no more than 100 words)	Enabling the community of Whitburn to engage in Sporting activities throughout the community for all ages.

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	Whitburn
Project Title	Whitburn 7s and Facilities Upgrades
Project Location	King George Park V Whitburn
Project Start Date	2022/23 Financial Year
Project End Date	As above

<p>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?</p>
<p>Project support in place</p>

<p>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.</p>
<p>The main project within the community is to upgrade a playing surface replacing and extended a currently out dated surface and playing area, additional points of upgrades required will be football goals to use the facility and replacement of aging equipment such as 4/5/7/9/11 aside goals for the facility as a whole.</p> <p>Within the current facility the opportunity to utilise the Pavilion adding a player technology education centre allowing class based technology learning.</p>

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 current facility requires a new surface as the condition is unfit for any sports activity.

When the facility is upgraded it will require equipment such as goals to allow the new facility to be used to its best capacity.

Having seen substantial growth within the community over the past 3 years Whitburn does not have the capacity for any additional growth in Sports Facilities.

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).

- **Access to sports for all**
Providing facilities to allow those who want to engage in sporting activities can
- **Allow Community Engagement**
Sport is not only for participation it allows others to enjoy and spectate
Mental Health engagement allow access for all

--

Partners involved (other local organisations you are working with)	West Lothian Council Local Schools Active Schools – Application Pending
--	---

3. Project Costs

Total Project Cost	£151,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£28,000

Expenditure Item	Total Cost	WLTCCF Cost
7 Aside Park Upgrade	£126,000	
Goals and Equipment upgrades	£10,000	
Sports Education Technology	£5000	
Project Sink Fund	£10,000	

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
Heartlands Community Grant	Yes	
West Lothian Council	Yes	
Whitburn FCA	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).

Project will be managed by West Lothian Council

Community Asset Lease will then be put in place once completed

Receipts for all equipment will be provided on completion.

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"/>
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West Lothian Town Centre Capital Fund 2022/23

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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: 100px; height: 1.2em;"></div>
Position	Chairman
Organisation	Whitburn FCA & Whitburn CSC
Date	22/04/22

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