

DATA LABEL: PUBLIC



EAST LIVINGSTON & EAST CALDER LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

REPORT BY DEPUTE 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 East Livingston and East Calder 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)	Place Based Investment is a Scottish Government Initiative. This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.

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

D. TERMS OF REPORT

D.1 Background

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

The main objectives of the PBIP include:

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

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

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

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

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

D.2 Town Centre Capital Fund 2022/23

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

East Livingston and East Calder Ward has been allocated **£84,354** split as follows:

Town	Allocation
Craigshill	£12,156
East Calder	£18,824
Mid Calder	£15,158
Kirknewton	£13,999
Uphall Station	£11,651
Pumpherston	£12,566
TOTAL	£84,354

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 for 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 East Livingston and East Calder Ward Applications

Within the East Livingston and East Calder ward six settlements are eligible for the funding and by the deadline of 22 April 2022, 8 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 applications received	Total requested	Over (+) / under (-) Funding Available
Craigshill	£12,156	2	£16,727	+£4,571
East Calder	£18,824	2	£18,824	0
Mid Calder	£15,158	1	£15,000	-£158
Kirknewton	£13,999	1	£13,999	0
Uphall Station	£11,651	1	£14,768	+£3,117
Pumpherstoun	£12,566	1	£12,566	0
Ward Total	£84,354	8	£91,884	+£7,530

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.

Craigshill (£12,156)

Code	Application Name	Amount applied for	Recommended allocation
CRA22-01	Craigshill	£5,000	£429
CRA22-02	Craigshill gateway improvements project – Victoria Street	£11,727	£11,727
	Totals	£16,727	£12,156

East Calder (£18,824)

Code	Application Name	Amount applied for	Recommended allocation
ECA22-01	Parking and Electric Charging Points	£16,000	£16,000
ECA22-02	Defibrillators	£2,824	£2,824
	Totals	£18,824	£18,824

Mid Calder (£15,158)

Code	Application Name	Amount applied for	Recommended allocation
MCA22-01	Mid Calder Heritage trail	£15,000	£14,500
	Totals	£15,000	£14,500

Kirknewton (£13,999)

Code	Application Name	Amount applied for	Recommended allocation
KIK22-01	Village Enhancement	£13,999	£13,999
	Totals	£13,999	£13,999

Uphall Station (£11,651)

Code	Application Name	Amount applied for	Recommended allocation
UPS22-01	Multi-Sensory room	£14,768	£11,651
	Totals	£14,768	£11,651

Pumpherston (£12,566)

Code	Application Name	Amount applied for	Recommended allocation
PUMP22-01	Recreation Facility Project	£12,566	£12,566
	Totals	£12,566	£12,566

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

Town	Balance
Mid Calder	£658
Total Balance	£658

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 the underspend of £658 remains unallocated in Mid Calder and can now be allocated to projects in Uphall Station. It is recommended that Uphall Station is awarded a further £658 towards the Multi-Sensory room application.

D.5 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 and it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

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

E. CONCLUSION

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

F. BACKGROUND REFERENCES

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

Lesley Keirnan, Community Regeneration Officer, Community Wealth Building Team

Lesley.Keirnan@westlothian.gov.uk

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

Elaine Cook

Depute Chief Executive, Education Planning and Economic Development

14 June 2022

Town Centre Fund 2022-23

Appendix 1

Ward: East Livingston & East Calder allocation (£84,354)

Town: Craigshill (£12,156)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
CRA22-01	West Lothian Litter pickers	Craigshill	Purchase of: <ul style="list-style-type: none"> •Litter Picks x 50 •Bag Hoops x 50 •Hi-Viz vests x 50 •Safety Glasses x 50 •Anti-Littering Signs (500mmx500mm) x 30 •Wildflower Seeds and plugs 	£5,000	NETS/WL LP/CR/TC CAG	RECOMMENDATION: Support in part Budget allocation: £429 Service feedback: Funding for equipment only. NETS supportive and can arrange in house. WLLP work with TCCAG at a local level to encourage group picks, events, working with the regeneration officer to build community capacity in the area with schools, local organisations and link with the growing together project.
CRA22-02	Transform Craigshill Community Action group (SCIO)	Craigshill gateway improvements project – Victoria Street	<ul style="list-style-type: none"> • Design and install ‘welcome to Craigshill’ sign at the entrance to Craigshill from the Howden to Craigshill double underpasses footpath • Repairing and rebuilding the brick work and pointing where appropriate on the walled raised bed at Victoria Street to the Mall 	£11,727	Roads/ NETS/ TCV/AHA/ TCCAG	RECOMMENDATION: Support in full Budget allocation £11,727 Service feedback: Application process through; mapping of under loved areas, engagement and within the local plan priorities for 2022 Discussion undertaken with construction services, Open spaces and TCV Application to planning would be required, consultation with roads and transportation to agree position and materials/type of signs proposed

			•Replant the raised bed once repaired.			
				Total £ 16,727		

Town: East Calder (£18,824)

Applica tion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
ECA22-01	East Calder and District Community Council	Parking and Electric Charging Points	Provide 1 (possibly 2) electric charging point and additional car parking in Town Centre	£16,000	WLC ROADS/Pl anning/	<p>RECOMMENDATION: Support in principle pending further investigation with Council Services.</p> <p>Budget Allocation: £16,000</p> <p>Service feedback: The installation of EV Charging points requires a number of key considerations including:</p> <ul style="list-style-type: none"> • planning consent; • land owners agreement; • grid connection, and; • approval from Roads & Transportation. <p>Critically, the group would need to develop a long term business model clearly outlining who would be responsible for ongoing costs (principally electricity & maintenance) and whether it would be operated on a commercial basis.</p> <p>The development of an Electric Vehicle Infrastructure Plan is one of the commitments in the council's Climate Change Strategy and will be delivered later this year.</p>

ECA22-02	East Calder and District Community Council		Supply and fit 2 Defibrillator's in a secure box, Planning Permission, survey of area - Scotmid, James Millar Convenience store	£2,824	Applicant	RECOMMENDATION: Support in full Budget Allocation: £2,824 Service feedback: Agreement is required to be in place with retailers for continued supply and maintenance
				Total £18,824		

Town: Mid Calder (£15,158)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
MCA22-01	Mid Calder Community Council	Mid Calder Heritage trail	Signage, information boards, literature and advertising	£15,000	Applicant	RECOMMENDATION: to support in part Budget Allocation: £14,500 Service feedback: to link with museums, planning if required, landowner's approval for plaques, consent maybe required for listed buildings. £500 for Literature and Advertising not capital costs.
				Total £15,000		

Town: Kirknewton (£13,999)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
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KIK22-01	Kirknewton CC	Village Enhancement	<p>1. - Purchase of table and chairs for the village hall</p> <p>2 - Purchase and install tables, benches, decking and barbeque on the land at the rear of the village hall.</p> <p>3. - Purchase and plant Apple Trees in open space between Churchill Way and Roosevelt Road</p> <p>4. - Purchase and plant a permanent Christmas Tree at Park Terrace</p>	£13,999	Applicant	<p>RECOMMENDATION: Support in principle pending clarification on points raised by services below.</p> <p>Budget allocation: £13,999</p> <p>Service feedback:</p> <p>Advice sought on tree planting can be provided by NETS.</p> <p>Use of land and installation of decking may require planning permission. Community hall lies within a conservation area</p> <p>Property - The ground to the rear of the village hall is on a steep slope. It is unlikely that disabled access would be possible to this area without significant expenditure for ramps or possibly even a lift. Maintenance agreement required to be in place for ongoing upkeep.</p>
				Total £13,999		

Town: Uphall Station (£11,651)

Application Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
UPS22-01	Uphall Station Institute Hall management committee	Multi-Sensory room	<p>Replacement of flooring in Anteroom to Light Grey</p> <ul style="list-style-type: none"> • Purchase and install Interactive Sensory Floor Projector • Purchase Interactive Board • New Double Wall Socket 	£14,768	Applicant	<p>RECOMMENDATION: Support subject to discussion with Property re flooring work.</p> <p>Budget allocation: £11,651</p> <p>Service feedback: Property note that Asbestos surveys would be required before any works could go ahead. Clarification required that the flooring work is</p>

			<ul style="list-style-type: none"> • Purchase and install Wi-Fi • Black out blind purchase and install 			<p>just replacement covering and not the structure below.</p> <p>Ongoing maintenance undertaken by management committee. The Difference in costs of £3,117 for project will be met by the management committee. Management committee already meeting with WLC services</p>
				Total: £14,768		

Town: Pumpherston (£12,566)

Applicat ion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
PUMP2 2-01	Pumpherst on Communit y Council	Recreation Facility Project	Purchase and install a 32' by 10' Cabin as a dedicated changing/toilet facility at the recreation park	£12,566	Applicant	<p>RECOMMENDATION: Support in full pending clarification on how project will be managed and maintained.</p> <p>Budget allocation: £12,566</p> <p>Service feedback: Planning sought for siting of new building. Clarity required on how the project will be managed and maintained</p>
				Total £12,566		

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

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

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

2. Project Details

Council Ward	Livingston East & East Calder
Project Title	Community Litter Picking Equipment
Project Location	Craigshill
Project Start Date	01/07/22
Project End Date	31/03/23

Pre-Application Discussion

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

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

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

Project Description

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

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

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Craigshill area of the Livingston East & East Calder ward.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. This this would include routes to and from Riverside and Letham Primary Schools, areas around Almondbank Library, the footpaths through the high density housing around Craigshill Road and parts of Almond Park.

Craigshill has been identified as being of particular need for support with litter clearance and community engagement. The area has benefitted from WLLP group litter picks in the past and members local to the area and community groups like Transform Craigshill Community Action

Group and the River Almond Action Team tell us of the continued need for support and education to tackle problem areas.

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

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

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

Evidence of Need

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

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Craigshill is frequently identified as being the most problematic area in the East Livingston & east Calder Ward. A number of group picks have been carried out in Craigshill since the group was formed in 2019 and willingness of the Transform Craigshill group to become involved shows a need in the area but also the support and enthusiasm of the local population.

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

Project Outcomes

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

Disadvantaged Communities

- Areas of Craigshill are among the most deprived 5% of the population on the Scottish Index of Multiple Deprivation. This project will deliver social and physical regeneration outcomes.
- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Transform Craigshill Community Action Group can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce.
- Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

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

Net Zero Emissions

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

Partners involved

(other local organisations you are working with)

West Lothian Council – NETs, Land and Countryside Service

Transform Craigshill Community Action Group

3. Project Costs

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

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

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

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

[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).

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

Project Management

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

Maintenance and Insurance

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

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

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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	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23





WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Transform Craigshill Community Action Group
Contact Person and Position	 Chair Transform Craigshill Community Action group (TCCAG)
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 SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	<p><i>Transform Craigshill SCIO trustees aim to work co productively, with the members to improve the lives of people in Craigshill by working together and empowering communities to take action, reduce inequalities and enable communities to have the best life possible.</i></p> <p><i>4.1 The prevention or relief of poverty,</i></p> <p><i>4.2 The advancement of education,</i></p> <p><i>4.3 The advancement of health,</i></p> <p><i>4.4 The advancement of citizenship or community development,</i></p> <p><i>4.5 The provision of recreational facilities, or the organisation of recreational activities.</i></p> <p><i>4.6 The relief of those in need</i></p>

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	East Livingston and East Calder Ward
Project Title	Craigshill gateway improvements – Victoria Street
Project Location	Victoria Street - Craigshill
Project Start Date	June 2022
Project End Date	July 2023

Pre-Application Discussion

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

The project was discussed through Transform Craigshill the Craigshill Regeneration group and further discussion through Craigshill Community Council and Transform Craigshill Community Action Group (TCCAG). Transform Craigshill consists of Almond Housing Association, WLYAP, Community Council, Craigsfarm, SPARK, TCCAG, Daisy Drop In and Craigshill residents. This application is a theme within the priorities within the Transform Craigshill community led action plan. It has come about through:

1. the recent community engagement COVID-19 findings 2021,
2. through a recent community walkabout identifying areas that need developed through being derelict, underdeveloped, or unloved. The community walk about included TCCAG, SPARK, WLYAP, Almond Housing, TCV, WLC Open space officer and Community Council.

This application process has been discussed with the Community Regeneration Officer, Open space officer and construction services on areas of development and with support to apply

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.

Background

As part of the Transform Craigshill local community led plan, through the recent community engagement COVID-19 2021 findings, and community mapping of underutilised, unloved areas the community have this as a priority within the plan

To provide:

1. a 'welcome to Craigshill' sign at the entrance to Craigshill from the Howden to Craigshill double underpasses

2. and to upgrade the 'under loved' walled raised bed along the main walkway to the mall at Victoria Street by repairing and rebuilding the brick work and pointing where appropriate and re vitalising the raised bed with plants/growing in line with the community growing projects and residents' outcomes in
 - a. increased opportunities to participate in community activity
 - b. support positive health and well being
 - c. learning and skills development/positive life experiences
 - d. intergenerational activity
 - e. building community capacity within the Growing Together programme of activity
 - f. increase growing and planting in underused and unloved bits of land

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.

Evidence of need from COVID-19 findings report summary and Transform Craigshill regeneration ideas and priorities for 2022 allocated within the Jamboard see link:

https://jamboard.google.com/d/1ID0ENKHsRb5WKohrAOXXSL_bS5S2FO4oOZKcP2zZdBk/viewer?f=11

- board 5 (Board) – with ideas to take forward
- board 12 Priorities for 2022. This can also be found within the updated local Transform Craigshill local plan

The full community Findings report can be found here:

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%97r%7F%88> 171 residents took part in the community engagement survey.

The community findings report recognises a love of nature and need for an increase in open spaces, gardening and growing projects, the findings also highlight unsightly areas that pull the look and feel of the neighbourhood down. The findings also report a need for more volunteering and community activity as well as support for those experiencing food poverty.

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 project will enable the delivery of a welcome sign for residents and visitors on foot and for cyclists entering Craigshill through the double underpasses from Howden pathway.
- The project will also include repointing and rebrick laying, cleaning up and making safe the old raise and disused brick bed that follows the main pathway/cycle route from the Howden/Craigshill double tunnels to the Mall in Craigshill
- Raised beds that brightens up individuals and cyclists who pass by, for residents that live in the vicinity and for people undertaking their daily business, walking etc. With the support of Growing together project aim to encourage residents and volunteers to plant, and nurture the growing spaces.

The capital project outcomes relate to place-based principles

Through community engagement findings, of a geographical area, community mapping of underutilised, unloved green spaces, community ambitions /priorities within a community participation and decision-making process

In relation to 20-minute neighbourhoods'

- Communities empowered to make changes in their neighbourhoods to allow them to meet their daily needs in a fair and equitable way. Through the community engagement findings and priorities within the action plan and subsequent mapping of unloved and derelict, disused areas This project aims to brighten up one of the entrances to Craigshill for walkers and cyclists, visitors and/or people going about their business by improving the outlook of the area through fixing brickwork and community planting. Supporting the residents through a maintenance agreement with WLC increasing volunteering opportunities and supporting residents take pride in their neighbourhood.

Within a Community wealth building context:

- Plural ownership of the economy by - Insourcing – asking the local council to deliver the project with their expertise, local workers provides good governance, more sustainable operations – enhancing local employment conditions
- Fair employment and just labour markets - Utilising the council an anchor institution which stimulates the local economy through progressive employment and local labour market activities through fair and just wages, employment rights and recruitment opportunities for those experiencing hardship returning to the labour market through employability programmes, work experience, learning and development and modern apprentices.
- Progressive procurement of goods and services - The council where possible support local businesses in the procurement of goods and resources to increase local supply chains, which in turn support local sustained employment where workers have a greater tendency to redistribute wealth and surplus locally within the west Lothian economy.
- Socially just use of land and property – through maintenance agreements and linking with the community growing programme developing more underutilised and abandoned raised beds to growing produce, plants and flowers

Partners involved (other local organisations you are working with)

TCCAG, Transform Craigshill, TCV, Community Regeneration, Open Space Officer, Construction Services, Almond Housing, 'Growing Together' WLYAP,

1. Project Costs

Total Project Cost	
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,727

Expenditure Item	Total Cost	WLTCCF Cost
Welcome to Craigshill sign including design, sign installation and relating surveys, planning	3,000	3,000
Bricks, work, repair and pointing	5,000	5,000
Soil & compost, seed and plants	3,727	3,727

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]



Victoria Street brick wall that requires repair



Welcome sign into Craigshill at the Howden double underpasses at Victoria Street



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.

Yes as most will be project managed through WLC services and comply with all local authority statutory legislation. The other part will be delivered through third sector TCV and Almond housing and will comply within their statutory legislation processes and procedures

Project Management

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

The project will be coordinated by TCCAG and works designated to WLC council and through TCV who have all relevant insurance etc in place.

Maintenance and Insurance

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

The group plan to build on the 'growing together' project to obtain a maintenance agreement with WLC to maintain and nurture the raised beds. The signage will come under roads for any future maintenance and repairs.

Monitoring and Finance

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

The project will be managed through TCCCAG and delivered through WLC Open space officer, Construction services, in agreement with Transform Craigshill. All will comply with all relevant statutory legislative, health and safety and building warrants as required within council guidelines. Ongoing maintenance of the planters will be agreed through a WLC maintenance agreement through Growing together

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 type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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Declaration	
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<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Transform Craigshill Community Action group
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 Calder and District Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED] [REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation - Community Council

What are the main activities of your organisation? (please answer in no more than 100 words)	East Calder and District Community Council are a local group of volunteers who represent the communities' views in all matters relevant to the community. We are a statutory consultation body with regards planning and local authority activities that have an impact on the Community, and we have good relationships with a broad range of stakeholders.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes, as per Community Council
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes, as per Community Council

2. Project Details

Council Ward	Ward 5 - East Livingston and East Calder
Project Title	Parking and Electric Charging Points
Project Location	East Calder
Project Start Date	TBC
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?
Telephone call 21 April with Lesley Keirnan, Economic Development and Regeneration Officer. Lesley copied [REDACTED] in e-mail to Peter Rogers, who has experience in West Lothian Council provision of Charging Infrastructure. E-mail address - [REDACTED]

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.
Provide Electric Charging points and additional parking facilities for East Calder Community.

There are currently 5 electric charging points at Calderwood Mobility Hub and there is limited parking in East Calder Main Street.

Due to the increasing population of East Calder there is a desperate need for Electric Charging Points and additional parking facilities in the Town Centre.

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.

Increase in electric car usage and lack of parking in East Calder Community.

The market for electric cars has increased in the last 3 years and this will only rise in the future.

For the year to June 2021 there were over 300,000 electric vehicles in the UK. Scotland had the highest number per 100,000 of the population with 47 electric vehicles. This is expected to increase in line with the Government Climate change targets by 2030 when it's anticipated that all vehicles will be electric.

Inadequate parking for the number of houses within East Calder when visiting Medical Practice, Dave King Partnership where various User Groups meet (East Calder Needlecraft, Crafty Crafters, Dance Groups, Youth Groups, Pilates, Support Groups) and the East Calder Library, Shopping, Dentist, Post Office, Cafes, Church and East Calder Park. There are approximately 6,000 houses and it is anticipated that there will be more than 9,000 houses in line with the Local Development Plan and Core Development Area in East Calder by 2030.

Project Outcomes

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

- More accessibility to electric charging points as some residents are restricted to where they can personally have a charging point at home.
- Supports the use of environmentally friendly cars as per Government Climate change initiative.
- Whilst cars are being charged there will be an opportunity to either visit local shops, Doctors, Library or a walk in the park/surrounding areas this will improve health and wellbeing as well as the local economy.
- Additional parking will relieve the pressure on Main Street which currently experiences congestion for emergency services, buses and commercial vehicles travelling through due to double parking.
- Increase in footfall which in turn will contribute to the local economy of East Calder.
- Local businesses will thrive after the pandemic.
- We are creating choices by encouraging shop local and enjoy the open space within our area.

Partners involved

(other local organisations you are working with)

West Lothian Council

*Looking to approach Cala Developments and Other Local Housing Developers to support in a further electric charging point if we don't have enough Town Centre Capital Funding for two.

3. Project Costs

Total Project Cost	£16,000.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,000.00

Expenditure Item	Total Cost	WLTCF Cost
Supply and fit Electrical Charging Points, survey of area, planning permission and additional car parking	£16,000.00	£16,000.00
	£	£

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).

Will be project managed by the applicants in consultation with West Lothian Council and planning permissions will comply with the relevant regulations.

Regular updates will be provided to the Regeneration Team at West Lothian Council and discussed at the quarterly Local Area Committee Meetings.

The grant will be credited to the East Calder and District Community Council Account which the Treasurer and one other authorised signatory will issue cheques. The Annual Accounts 2022/23 will be audited by two independent East Calder residents in line with the Community Council Code of Conduct and passed to Lorraine McGroarty at West Lothian Council along with a copy to the Regeneration Team.

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

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West Lothian Town Centre Capital Fund 2022/23

Information held about you

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Declaration	
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<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	East Calder and District Community Council
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**.

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1. Applicant Organisation

Organisation Name	East Calder and District Community Council
Contact Person and Position	[REDACTED] reasurer (ML)
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation - Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	East Calder and District Community Council are a local group of volunteers who represent the communities' views in all matters relevant to the community. We are a statutory consultation body with regards planning and local authority activities that have an impact on the Community, and we have good relationships with a broad range of stakeholders.

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

2. Project Details

Council Ward	Ward 5 - East Livingston and East Calder
Project Title	Defibrillators
Project Location	East Calder
Project Start Date	TBC
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?

21 April - Telephone call with Lesley Keirnan, Economic Development and 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.

There are currently only two defibrillators in East Calder located at the telephone box outside The Dave King Partnership Centre, 143 Main Street, and outside Calderwood Cafe, due to the increasing size of the Community we propose at least a further two, 1 at Scotmid Co-Op, Unity 3 Redcraig Road and James Miller Convenience Store, 40A and 40B Langton Avenue.

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.

Due to an increase in the population of East Calder through houses being built by various Developer's approximately 6,000 houses and it is anticipated that there will be in excess of 9,000 houses in line with the Local Development Plan and Core Development Area in East Calder by 2030 we feel there is a great need to have more than the two defibrillators' which are situated at Main Street and Calderwood an additional two would cover the middle and top of East Calder.

Project Outcomes

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

To increase local access to public defibrillator's in more areas of East Calder making them easily accessible and available in an emergency to help preserve life until arrival or appropriate emergency response.

Partners involved

(other local organisations you are working with)

West Lothian Council

Scotmid Co-Op,

James Miller Convenience Store,

3. Project Costs

Total Project Cost	£2,824.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2,824.00

Expenditure Item	Total Cost	WLTCF Cost
Supply and fit Defibrillator's in a secure box, Planning Permission, survey of area	£2,824.00	£2,824.00
	£	£
	£	£
	£	£
	£	£

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).

Will be project managed by the applicants in consultation with West Lothian Council, Shop Owners (Scotmid Co-Op and James Miller Convenience Stores) and planning permissions will comply with the relevant regulations.

Regular updates will be provided to the Regeneration Team at West Lothian Council and discussed at the quarterly Local Area Committee Meetings.

The grant will be credited to the East Calder and District Community Council Account which the Treasurer and one other authorised signatory will issue cheques. The Annual Accounts 2022/23 will be audited by two independent East Calder residents in line with the Community Council Code of Conduct and passed to Lorraine McGroarty at West Lothian Council along with a copy to the Regeneration Team.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	East Calder and District Community Council
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	Mid Calder Community Council
Contact Person and Position	[REDACTED] Secretary
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary
What are the main activities of your organisation? (please answer in no more than 100 words)	We are a voluntary but statutory body representing the people of Mid Calder. One of the responsibilities of the Community Council is to seek and take note of the views of the residents of Mid Calder

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

2. Project Details

Council Ward	Livingston and East Calder
Project Title	Mid Calder Heritage Trail
Project Location	Around Mid Calder Village
Project Start Date	TBC
Project End Date	TBC

Pre-Application Discussion

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

Yes spoken to the regeneration officer and discussed our ideas

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 previous applications for Town Centre Funding gave us the opportunity to tidy up two areas of the village and also to showcase the fascinating history of our village. We have been very successful with these projects and we now wish to continue on this theme and expand on it.

We would like to make a Heritage Trail through the village, starting at the Coo Structure on Bank Street where the first information board will be situated. This will then direct them to the 1541 Kirk of Calder on Main Street and from there to the Estate Gates and will continue with Calder House, Walled Gardens, Dry or Cuckoo Bridge, St. Mungo's Well, Drovers Road etc. and back to the village sculpture. There will be information boards at each of these historic sites giving information on the buildings and structures.

All planning applications will be taken on board by us re signage etc. Our local community have been behind us on this and previous applications.

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.

During and after the work being done in the centre of the Village with the Town Centre Funding we received in the past, the residents have all welcomed the changes we have made. They have asked for much more information to be available on the history of Mid Calder.

A survey went out to the residents of Mid Calder asking what they would like to see next and a Heritage Trail was one of the suggestions. We have also had interest shown from several history groups and walking groups who are desperate to know more about the village and the drovers road.

Mid Calder has a fascinating past and during lockdown there were many people getting in touch with ourselves asking for information on several buildings in the village and especially St Mungo's Well.

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).

Town Centre Living Footfall - it is hoped that we can encourage more people to come into the village and find out about Mid Calder Past. We will join in West Lothian Open Day publications to advertise our heritage trail and will actively join with Historic Scotland who do tours round Kirk of Calder.

Enterprising Communities we hope to hold events showcasing our rich heritage and this will increase the number of people using the local shops and restaurants which will in turn will increase the wealth and wellbeing of our village

Vibrant Local Economies building up partnerships with other voluntary groups in id Calder to share our local knowledge

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

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 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; display: inline-block;"></div>
Position	Secretary
Organisation	Mid Calder Community Council
Date	21 st April 2022

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For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
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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	Kirknewton Community Council/KCDT
Contact Person and Position	[REDACTED] Chair Kirknewton Community Council
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:	Elected Community Council KCDT -Development Trust Charity Limited by guarantee
What are the main activities of your organisation? (please answer in no more than 100 words)	KCC – Representing the Kirknewton Community with official bodies and carrying out statutory duties. KCDT – improving the lives of people who live and work in Kirknewton

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

2. Project Details

Council Ward	Livingston East & East Calder
Project Title	Village Enhancement
Project Location	Kirknewton
Project Start Date	As soon as funding received
Project End Date	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?

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.

Village Hall

The grant is for two projects for village hall indoor and rear garden.

The first project is to purchase tables and chairs in order that the newly redecorated village hall can be fully utilised by residents for family events, film shows and physical exercise including organising dance classes. This project will complete the extensive work that has already been carried out in the village hall including the installation of a new sound and light system.

The second project is to install tables and benches, decking and a barbecue on the land at the rear of the village hall for small outdoor events. The barbecue can also be used at the picnic area at the pavilion in the park which was developed with previous Town Centre Fund money.

Churchill Way/Roosevelt Road

One project to purchase and plant apple trees in open space grassed area between Churchill Way and Roosevelt Road. This was consulted on with local residents and there is support for the project. It will enhance the area and help the environment.

Park Terrace

To purchase and plant a permanent Christmas tree at Park Terrace. This will help the environment by having a permanent growing tree and West Lothian Council not having to cut trees and install a new tree each year.

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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.

1. The village hall until very recently has not benefited from any upgrading and as result residents have had to book family events out with the village and some local groups have disbanded. The seniors group has over 250 members and are desperate to have full use of the hall for numerous events.
2. The planting of fruit trees is because of a survey of local residents and helps the environment.
3. The proposal to plant a permanent Christmas tree is made because of comments from residents and to reduce costs for West Lothian Council.

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. **Mental and physical well being for all age groups within the community.**
2. **Helping to build an inclusive community.**
3. **Environment improvement.**

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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Project Management

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

Registered businesses will be used with appropriate insurance and KCDT has public liability and other insurances.

Maintenance and Insurance

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

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).

This will be provided in line with information supplied for awards from previous Town Centre Funds.

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: 20px;"></div>
Position	Chair
Organisation	Kirknewton Community Council
Date	April 2022

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

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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1. Applicant Organisation

Organisation Name	Uphall Station Institute Hall Management Committee
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:	Voluntary Organisation Charity No. SC 044162 refers Management Committee Members: [REDACTED]
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting the local community from young to elderly. Provide and maintain a space for community hire for family celebrations, groups to bring activities promoting socialising in the community, make friends and enjoy: Hall fundraisers, community family parties, WLC Youth Groups, Baby and Toddler, Station Fitness, Councillors surgeries, Elections, meeting space for Senior Citizens, Gala day and Community Council meetings when re-formed!, Pipe Band, The Action Group. We aim to build on social skills for all users struggling with disabilities and mental health, anxiety and autism, provide a smaller quieter pleasant space that can be used to support them in pleasant calm surroundings.

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

2. Project Details

Council Ward	Livingston East and East Calder
Project Title	Multi Use Sensory Room
Project Location	Uphall Station Institute Hall
Project Start Date	Pending TBC if application successful asap
Project End Date	Pending TBC if application successful

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?

Discussed with Lesley Keirnan and West Lothian representatives at our Management Committee meeting in March/April. Supported. Discussed with user groups who have a valid need for this equipment – Supported. Included local Councillor on plans proposed – supported.

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 want to create a Sensory room within our back room known as the Anteroom. This area is a dual purpose space used for meetings, party food at parties, games area and we wish to introduce innovative technology bringing interactive games tailored to stimulate sensory needs.

We would like to purchase an Interactive Sensory Floor projection system which will project an area covering 3mx2m along with an Interactive Portable Board which can be hung on the wall and also used on the floor or a tabletop making it accessible to babies to the elderly and also to wheelchair users. The board can be updated with multiple different games, art etc.

We will need to an additional double socket fitted next to the single socket currently in place for the smart board. This is something that still needs quoted but have so far sought advice from a fully qualified electrician who confirmed this is a straight forward job. Will discuss this with relevant WLC department to arrange. Not enough time to set up meeting to cost this in time but meeting with a Council representative next week regarding an in progress request for construction of a disabled ramp to provide wheelchair users ease of access to the Anteroom so can discuss this.

The flooring in this space has been down 50 years + which looks very tired. Also being the last remaining space that hasn't had flooring replaced by the company we have received a quote from who has actually covered every area with the exception of the chair storage area, also previously laying the main hall floor prior to the leak during lockdown.

To gain best results with the projector we aim to lay a new light grey floor (no flecks) to be screeded on top of the existing flooring. This has been checked and will work well with door entry areas not being a problem and will not result in any trip hazard areas. We are very confident in this company and their quality of work which is already evident throughout the building. A new floor makes complete sense to replace at this time, serving two purposes in one go!

In order for the technology to work we need Wifi. I currently use this wifi system in our holiday home located in a very remote coastal area of Ireland, we have never had any problems and this works really well. This is provided by Three and you basically plug this in. There's no need for engineers to install and absolutely no wiring. At present to start this you get 6 months at half price £11 per month and thereafter £22 per month, this is unlimited 5G Superfast Broadband. I can confirm this is excellent value and affordable for the hall and will also benefit those who can't afford all the extras that's possible with a mobile phone.

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.

Can personally evidence the need for this. Various members of our committee are directly involved with people and children with Autism and Anxiety daily. We hold community parties and know there is a need for this. I along with 2 others have had a lot of training over the years, having also arranged free training in the hall via Lothian Autistic Society in the past wanting kids to feel included and help with socialising. Having witnessed first hand and fully understanding the meaning why and how sensory equipment makes a difference to someone's day/night is invaluable evidence, and lovely to see at the same time.

For parents in the local community and surrounding area being able to relax with their child knowing they are relaxed is priceless and an amazing feeling, that in itself is promoting mental wellbeing. For instance if a birthday party was taking place, a child with ASN can be very reluctant to go and struggle to even make up their mind. Knowing this vital piece of technology is there could turn this around helping them cope and feel part of that party wanting to come. Without it that parent will likely struggle, in some cases not even leave home, if they get there most likely could result in being sat outside in their car trying to convince their child to go in with the end result being they can't, very stressful when should ideally be an enjoyable experience.

We would like to change this, offer a free 1 hour booking through either Carers, Signpost or Camhs to identified kids who struggle with parties/socialising to allow 1 personal immediate family let plus a friend of the child if no siblings (limiting numbers) so the child can see what's inside solely with the people they trust, this could then become a place that parties could become more appealing to them and next time making this calmer for all, they may just manage a party. If kids are stressed in a party this is also good to distract from that stress or possible meltdown.

Having just gone through a pandemic we understand that this is at this time a very good use for this space when more kids than ever are experiencing anxiety for varying reasons. The space we want to provide will help them relax and have fun at the same time. This will also help those with sensory needs to interact more with ease with others and feel more included/accepted while actually joining in on the fun as it's more tailored for their needs. This could make a massive difference. Our Youth Services could really use and benefit this equipment. This could be used by people with varying conditions.

The disability groups will also have a further new added facility helping them with their sensory needs. This is an innovative creative way to put their mind on something else and into their own wee world which will be totally relaxing and fun at the same time. The Action Group are excited by this after discussing and can see all the benefits this could bring to their group alone and will provide a supporting letter to back this application.

The Youth Groups will benefit the local kids with this and open them up to a whole new range of activities and fun together. This will make their job and the children's experience better as they see weekly how the kids struggle with their anxiety and confidence to come in and join in. Youth Groups providing supporting letter to back this application which also evidences the real need for this in this community and surrounding area through their records.

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).

- **Promoting better Mental Health and Wellbeing for all**
- **Learning through Play / Socialising**
- **Interactive Play - encourage new friendships**
- **Introducing new activity to groups/users**
- **Increase Profits through lets to further re-invest in improvements supporting users**
- **Accessible new activities for all not excluding disabilities**
- **Rebuild confidence helping to reduce anxiety**
- **Introduce children to a more relaxed party experience**
- **Let a child with ASN cope with a personal family party that they may before would not have managed and missed out on and be included**
- **Help Camhs, Signpost and Carers of West Lothian introduce a positive experience to families in crisis**
- **Offer something that is lacking in West Lothian for the general public to access through groups activity or with own family**

Partners involved

(other local organisations you are working with)

The Action Group – Supporting application – letter attached
Youth Groups – Supporting application – letter attached

3. Project Costs

Total Project Cost	£14768.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£14768.00

Expenditure Item	Total Cost	WLTCF Cost
Interactive Sensory Floor (£5850+VAT)	£7020.00	
Interactive Board (£2200+VAT)	£2640.00	
Delivery	168.00	
Installation and Calibration of the interactive floor unit.	1400.00	
Overall Cost from Interactive 365	11268.00	11268.00
Light Grey flooring	£2500.00	£2500.00
Wifi 1st year Annual Cost (No installation required – plug in)	£198.00	0.00
Black out Blind re skylight (pending visit to quote unable to do prior to deadline! – estimate given)	USIH TBC Estimate £1000	1000.00

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.

Our project has gone over the amount allocated to Uphall Station, can we ask in the event of any underspends from other area funds that consideration be given to any available extra underspends being awarded to our project to top up our to fulfil this project. If not possible we will try our best to fundraise which is now currently more difficult due to Covid but we will if needed. We believe this is an invaluable project at this time.

One other way that we can save after several talks with the sensory company they have advised that we could find someone more local that could install the equipment. They are also available at any time to do a video link in order to talk someone through the software install process. It is straight forward for technically minded people. This would save us £1400 on the install this is so expensive as this involves flights for them to come up and complete the job from Kent!

We would need to find someone local to cost the difference in this should the application be successful as at this time (22.04.22) impossible to find someone to meet the deadline for this proposal! Whatever is less we would go with! But still supported by Interactive 365 on video call - free!

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
From hall funds	Yes	
Possible Fundraiser if needed	TBA if necessary	

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).

Our proposal complies with relevant statutory legislation. No building warrant or asbestos checks required. More than meets the Equality Act 2010. Health and Safety compliant.

We have provided evidence of flooring public liability and have used this company on several projects within the building with no issues. The Sensory equipments has been sourced and had a number of lengthy discussions and seen equipment that meets the needs we want to achieve. They will support us on video calls etc when needed should any problems arise with equipment. They were very helpful.

Finance will be continually monitored and meet expectations, all being noted on a spreadsheet to keep track.

Installs will take place with minimum disruption to groups and users. Only anticipate 2-3 days use of this room being unavailable,

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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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"/> x	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/> x	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/> x	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/> x	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>
Position	Voluntary Secretary/Letting
Organisation	Uphall Station Institute Hall Management Committee
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	Pumpherston 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 – voluntary organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	The main purpose of a Community Council is to ascertain and express the views of the community to local authorities and other public bodies, and to take action which appears to the Community Council to be in the interests of its community

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

2. Project Details

Council Ward	Livingston & East Calder - 5
Project Title	Recreation Facility Project
Project Location	Pumpherston
Project Start Date	July 2022
Project End Date	December 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?

We have previously discussed plans around the site, but not this particular application, it is however an extension of the overall plan for this site.

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 been working closely with Pumpherston FC and the Youth team Pumpherston United on several projects. Pumpherston FC have provided space for our newly built Community Hub which has launched several community projects and will continue to expand as restrictions are lifted and people become more confident about meeting in groups. We now seek to add to our community resources to enable us to offer adults and children free opportunities to help them live safe and fulfilling lives, improve mental and physical health and have some fun too

We will be concentrating efforts into three key areas:

Mental Health – delivering peer support to improve mental health for all

Social Connections – We will provide a welcoming environment for all to build meaningful connections

Equal Opportunities – We will allow everyone to access our facility regardless of their background

Our aim is to build a dedicated changing/toilet facility – independent to the main team facility – this is a must as there is expensive kit, training equipment and as such that cannot be open to the public – A dedicated space would allow us to open sports facilities to the wider community. This

area – Recreation Park – would effectively become a very interactive area, it would offer a physical place and really allow us to build collaboration with residents.

Recreation Park already provides a central area for our annual music and arts festival, The Hub which provides support to a wide section of the community, we also have the community memorial garden situated here. Furthermore, this locality provides storage for several community events and projects, couple all of this with the football pitches and the kick pitch we feel a dedicated changing/toilet facility would open opportunities to run additional clubs

Already discussed:

- Over 50's walking football
- Tennis
- Sports Day for the Primary School
- Girls/Women's Teams
- 16-24 Non-Competitive Games

Our focus will be on supporting households, isolated people and young people, particularly 16–24-year-olds, facilities and clubs will be aimed at the most disadvantaged and not therefore cost inhibitive

Having these facilities will help us deliver and build activities addressing some of the challenges faced by adults and children in our village

The opening of 'The Hub' resulted in more volunteers coming forward, we saw a significant rise and are rightly proud of our achievements to date and our retention of volunteers. Sports and outdoor exercise provides an opportunity to build on that enthusiasm, allowing us to address highlighted areas of need in our community; one of our aims is to increase young people 16-24 to volunteer, if we can start a programme of participation that provides them with increased employability and education prospects, via working on projects around the village i.e.: planting in the community garden, Gardening/landscaping in community spaces, Clean-ups, carpentry skills, IT services, work with business on video production and marketing for the MyEH53 site and directory and then reward them with practical help for CVs and qualifications but also provide them with access to 'free' sports facilities it would be a win-win for all of the village.

Furthermore, we have noted when supporting older residents that women are far more at home seeking help, trying to meet up and reduce their isolation, whereas men are not. We feel offering practical solutions asking those with trades to assist in the youth project would target a group that are often overlooked, and again the fun element would come via a walking football team that provides fun and comradeship

Although 'it's just a changing facility' it will act as the final facilitator to bring all the clubs, projects and initiatives together and allow us a fantastic community area that supports people indoor and outdoor

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.

Our social media channels are well subscribed and probably the best in the region, we conduct numerous surveys, posts and review comments, we are very interactive with residents

During the pandemic we adopted a 'listen and learn' approach to identify key learnings, to understand what matters most in the village and the residents we aim to support, this has helped us shape our strategy and course of direction.

The pandemic had a significant impact on our community, but it initiated new ways of working, new ways to communicate, it confirmed we are on the right path with the community facilities and the projects that have been and will be launched from this site, which is rapidly becoming the heart of the community

In late 2016 we completed an online and door-to-door survey was completed to ascertain the needs of residents, what they liked and disliked. Overwhelming results highlighted that Community space was seriously lacking. It was felt that this was a factor as to why people didn't get involved in community projects, didn't volunteer and had to attend clubs and activities outside the village. The fact that volunteers have increased, people are getting involved in projects related to mental health, food poverty, heritage, social isolation, improving their environment and the arts as a direct result of a small community space being provided is testament to our current approach and this can only be further enhanced with this outdoor 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).

The project will deliver under the 'Enterprising Communities' outcomes. The building would increase control of residents' and their lives, enable them to make decisions, run projects for the benefit of others. It would offer an opportunity to address several social issues and cultural shortfalls for this area. We have deep seated roots in the community, and we engage and interact daily and this building would be the final facilitator to bring all

the current projects and initiatives together, while providing a fantastic opportunity to build new projects, engage with more people and support people both indoor and outdoor

Partners involved
(other local
organisations you are
working with)

Pumpherstun FC
Pumpherstun United

3. Project Costs

Total Project Cost	£15,278
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£12,566

Expenditure Item	Total Cost	WLTCCF Cost
32' x 10' Cabin from Midland Portable Buildings	£11,340	£11,340
Planning	£600.00	£600
Foundation Materials and Paint	£650	£626
4 x people x 6 days Labour	£2688.00	£0

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).

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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- To contact you for feedback regarding the quality of services provided to you.

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- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

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Your rights

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Declaration	
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<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Pumpherston Community Council
Date	4 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