

DATA LABEL: PUBLIC



## **BATHGATE 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 Local Area Committee to consider the applications to the Place Based Investment Programme Town Centre Capital Fund 2022-23, and to agree the allocation of funding for the Bathgate ward.

##### **B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes that 3 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**

<b>I Council Values</b>	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.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>Place Based Investment Programme is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Investment in place-based projects has the potential to increase positive outcomes across a range of indicators.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Relevant to all outcomes.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	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
<b>VII</b>	<b>Consideration at PDSP</b>	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
<b>VIII</b>	<b>Other consultations</b>	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 Programme 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 £1,132,000. The additional £132,000 will be reported to the Council Executive in June 2022 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 2022-23 stream will follow the same process as the Town Centre Capital Fund 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.

Bathgate ward was been allocated £46,260 split between the following towns.

<b>Town</b>	<b>Allocation</b>
Bathgate	£46,260
<b>TOTAL</b>	<b>£46,260</b>

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 Local Area Committee then the balance of funding will be reported to Council Executive for a decision.

## **D.3 Allocation of the grant in West Lothian**

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

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

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

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

## **D.4 Bathgate Ward Applications**

Within the Bathgate ward one settlement is eligible for the funding and by the deadline of 22 April 2022, three applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Bathgate	£46,260	3	£102,360	+£56,100
<b>Ward Total</b>				

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

#### **Bathgate (£46,260)**

Code	Application Name	Amount applied for	Recommended allocation
BAT22-01	Town Centre Events Fund	£46,260	£5,000
BAT22-02	Reconnect Regal Theatre	£29,500	£23,260
BAT22-03	A Sense of Place	£26,600	£18,000
	<b>Total</b>	<b>£102,360</b>	<b>£46,260</b>

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

Town	Balance
Bathgate	£0
<b>Total Balance</b>	<b>£0</b>

#### **Allocation of Town Underspend**

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 Bathgate ward there is no underspend unallocated.

### **D.5 Delivery of Projects**

Following the decision of the Bathgate Local Area Committee 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 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 may become available, to other projects in the ward, both so long as these 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 Local Area Committee with the process to agree and allocate, within the Bathgate ward, the Town Centre Capital Fund element of the Scottish Government's Place Based Investment Programme Capital Grant awarded to West Lothian for 2022/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

## **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

Nairn Pearson, BID & Town Centre Manager, [Nairn.Pearson@westlothian.gov.uk](mailto:Nairn.Pearson@westlothian.gov.uk)

Clare Stewart, Manager, Community Wealth Building Team, [Clare.Stewart@westlothian.gov.uk](mailto:Clare.Stewart@westlothian.gov.uk)

**Elaine Cook**

**Depute Chief Executive, Education Planning and Economic Development**

13 June 2022

## Town Centre Capital Fund 2022-23

### Ward: Bathgate Allocation (£46,260) - Town: Bathgate (£46,260)

Application Code	Applicant	Project Name	Brief Project Description	Funding Requested	Delivered By:	Officer Comments
<b>BAT22-01</b>	Bathgate Community Council	Town Centre Events Fund	<p>Establish a fund to make grants available to, and support local organisations for different types of events and activities in the town.</p> <p>It is stated that the fund will be managed by the applicant to avoid conflict of interest and a calendar of events will be promoted in community and via social media.</p>	<b>Total £46,260</b>	External (Applicant)	<p>Recommendation: Supported in part. <b>Budget allocated: £5,000.</b></p> <p>Comments: Applicant sought £48,000. Clarification from officers, resulted in advice that this was error and should read £46,260.</p> <p>This fund is for <b>capital projects only</b> and any funds awarded must relate to capital spend and not revenue expenditure costs.</p> <p>This funding will be help support this as a pilot trial in Bathgate for 2022-23. Further dialogue necessary with applicant over the proposed means and criteria for delivering funding.</p>
<b>BAT22-02</b>	Reconnect SCIO	Reconnect Regal Theatre	<p>The project comprises:</p> <p>Painting of building, to west, east and rear elevations.</p> <p>Power washing of cast iron doors, discoloured metal areas, external steps and vennel that leads to Regal car park.</p>	<b>Total: £29,500</b>	External (Applicant)	<p>Recommendation: Supported in part. <b>Budget allocated: £23,260 in principle pending clarification on the last two point below.</b></p> <p>Comments: Work envisaged to start in Sept 2022 and be completed Nov 2022.</p>

			<p>Improve lighting to the side of the building (vennel)</p> <p>Hire of suitable cherry picker equipment for the duration of works.</p>			<p>It would be carried out in three stages of two weeks at a time, with completion date subject to weather conditions.</p> <p>Listed building consent may be required.</p> <p>Landlord (Council) permission may be required.</p>
<b>BAT22-03</b>	Enterprising Bathgate	A Sense of Place	<p>The project comprises:</p> <p>Improvements to gable ends of key buildings in town centre, e.g. Steelyard, George Place and Hopetoun Lane. Completion would provide ideal location for public art in form of mural.</p> <p>Further phase of display of history heritage plaques on key buildings in town. This will extend and add to the Bathgate story. To include production of a booklet and promotional video on the completion of project.</p> <p>Provision of additional tiered units for floral displays in the George Street precinct, and relocation of existing single tier units present.</p>	<b>Total £26,600</b>	External (Applicant)	<p>Recommendation: Supported in part. <b>Budget allocated: £18,000.</b></p> <p>Comments: Total project cost is noted as £29,000, with applicant seeking £26,600.</p> <p>The funding will assist in helping delivery of the historical plaques; as well as the tiered units for floral displays.</p> <p>Partial allocation has been made to assist in works associated with improvements to gable end of key buildings in particular that the Steelyard, South Bridge Street. Potential to supplement this funding with utilisation of BID premises improvement scheme and the WLC shopfront improvement initiative.</p>





## 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 22<sup>nd</sup> 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

<b>Organisation Name</b>	Bathgate Community Council
<b>Contact Person and Position</b>	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Secretary
<b>Address</b>	<div style="background-color: black; width: 150px; height: 40px; margin-bottom: 5px;"></div>
<b>Telephone Number</b>	<div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div>
<b>Email Address</b>	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div>
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	Community Council    Voluntary Organisation

<p><b>What are the main activities of your organisation?</b></p> <p>(please answer in no more than 100 words)</p>	<p><b>3. Objectives</b></p> <p>The objectives of the community council shall be:</p> <ul style="list-style-type: none"> <li>(a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;</li> <li>(b) to express the views of the community to the local authority for the area to public authorities and other organisations;</li> <li>(c) to take such action in the interests of the community as appears to it to be desirable and practicable;</li> <li>(d) to promote the well-being of the community and to foster community spirit;</li> <li>(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.</li> <li>(f) seek to engage with the West Lothian Association of Community Councils and the West Lothian Community Planning Partnership.</li> </ul>
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<p>Do you have an equal opportunities policy or statement? If yes please provide a copy</p>	<b>No</b>
<p>Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?</p>	<b>Yes /</b>

## 2. Project Details

<b>Council Ward</b>	<b>Bathgate</b>
<b>Project Title</b>	<b>Town Centre Events Fund</b>
<b>Project Location</b>	<b>Bathgate</b>
<b>Project Start Date</b>	<b>June 2022</b>
<b>Project End Date</b>	<b>June 2023</b>

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

**Not had time**

### **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.

#### **Town Centre Events Fund**

The project is the establishment of a Fund to support the organisation of different types of gatherings in the town over the year to encourage better use of the centre and to give local organisations an opportunity to showcase their activities, build support and give traders a big footfall of visitors.

The events would be many and varied ranging from cycling, cultural, sports, twinning activities road races, park runs, band concerts music festivals and whatever comes forward when we advertise the fund to the community. The Fund will make grants to the organisers to enable them to make appropriate arrangements for their event.

We would envisage the Steelyard and Pedestrian Precinct being the centre of activities but would encourage use of the Partnership Centre, the Showground and Meadow Park, Balbardie Park and Kirton Park and the Regal Theatre.

Every local organisation will be made aware of the fund and invited to make proposals and formulate a bid for support funds.

The Fund will be administered by the Community Council to avoid conflict of interest and a calendar of events will be promoted in the community via social media.

We would explore other opportunities to add to the fund once it had been established. This would give the fund a longer life, but the aim would be for the events to become self-sustaining over time.

The town recently lost one of its major festivals the West Lothian Highland Games with the organisers calling it a day. The Procession has been saved with new volunteers, so we welcome that but think we need more than one day to make an impact on the town's shops and businesses. Regular events would have a real impact on the Town Centre and the local economy bringing in more visitors and residents alike. The Fund would publish its grants locally and keep the council updated on its programme of events

### **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.

Recent Survey by the Town Centre Management Committee which is still to be published but we are party to the findings gives a very strong view from the residents that they want a more vibrant town centre which would support the local traders and make the centre more attractive to residents and visitors. A recent survey by Enterprising Bathgate had similar outcome and they both reinforced the view from a Bathgate Community Council Survey several years before with a similar outcome.

The Town Centre Management Committee had devised an action programme of activities for the centre, but Covid intervened, and it never took place. So, all organisations in Bathgate support the idea of making much more use of the centre and have invested money in making it more attractive. What is required now is a fund that attracts high footfall through interesting, varied, and entertaining events.

This application is supported by the Bathgate Community Development Trust Ltd.

### **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).

- A great deal more visitors to the town centre
- More Fun and Enjoyment for the visitors to the centre
- An appreciation of the town and what its town centre has to offer
- More local organisations attracting members and supporters building community
- An appreciation of Place Making by the residents
- The stimulation of people's interest in new activities
- Better trading environment for local enterprises
- Increased use of public land and building for the benefit of the community.
- Opportunities for Traders to make residents aware of their goods and services
- Fund raising opportunities for local organisations and clubs

<b>Partners involved</b> (other local organisations you are working with)	Bathgate Community Development Trust Ltd Bathgate Community Centre Management Committee Friends of Meadow Park Friends of Kirton Park

### 3. Project Costs

<b>Total Project Cost</b>	<b>48,000</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>48,000</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
<b>Funding of TOWN CENTRE EVENTS FUND</b>	<b>44,000</b>	<b>44,000</b>
<b>Marketing of Fund and Calendar of Events</b>	<b>2000</b>	<b>2000</b>
<b>Project Management</b>	<b>2000</b>	<b>2000</b>

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.

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



## Project Management and Legal Requirements

### Does the project comply with relevant statutory legislation?

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

### Project Management

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

### Maintenance and Insurance

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

### Monitoring and Finance

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

**The Project will comply with all relevant legislation.**

**Project Management will be via the Community Council resources of volunteers and professional project management services of our secretary.**

**There should be no ongoing maintenance issues and the community council holds insurance for its own activities.**

**The Community Council has experience in Town Centre Fund Grants over two years and the monitoring regime associated with the Fund.**

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](mailto: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](mailto: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](mailto:dpo@westlothian.gov.uk)

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

## Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website: <https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
<b>Name</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
<b>Position</b>	Secretary
<b>Organisation</b>	Bathgate Community Council
<b>Date</b>	20 <sup>th</sup> April 2022

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

BAT22-02

## PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

### WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

#### APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22<sup>nd</sup> 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

<b>Organisation Name</b>	Reconnect SCIO
<b>Contact Person and Position</b>	[REDACTED] Fundraising Manager and Producer
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc)</b>  If charity then please include charity number:	SCIO  Charity Number : SCO48076
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>Reconnect SCIO (SC048076) was formed in 2017. Our vision, mission and overall goal is to provide a network of community- led destinations that support local communities and individuals to realise their creative and personal aspirations.</p> <p>As per the charity's governing document the main activities can be summarised as follows:</p> <p>To advance arts, heritage, and culture by:</p> <ul style="list-style-type: none"> <li>- Utilising and (if required) restoring existing historically significant buildings and landscapes; to preserve the heritage of Scotland and give the public access to reconnective arts and activities.</li> </ul>

	<p>- Giving the public access to facilities that will allow them to both reconnect to their culture and heritage and engage in reconnection arts and activities.</p> <p>We believe that everyone has an ability to express themselves, we want to help find and foster these abilities for anyone that engages with us. We are trying to preserve and evolve cultural and heritage assets, while enabling people to have a more creative, prosperous, and joyful life and at the same time helping everyone in the communities we serve. Our overarching plans are to empower people and communities to run their own heritage assets and projects with support and structure from Reconnect SCIO.</p>
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes Please see copy attached
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

## 2. Project Details

<b>Council Ward</b>	Bathgate
<b>Project Title</b>	Reconnect Regal Theatre – Exterior Painting and power washing the façade
<b>Project Location</b>	Reconnect Regal Theatre
<b>Project Start Date</b>	<b>September 2022</b>
<b>Project End Date</b>	<b>November 2022 (In three stages of two weeks at a time, the completion date is subject to weather)</b>

<p><b>Pre-Application Discussion</b></p> <p>Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?</p>
<p>Yes, we had two online consultations with Nairn Pearson from the Economic Development &amp; Regeneration team (West Lothian Council)</p>

<p><b>Project Description</b></p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.</p>
<p>The project will consist of two parts:</p>

## The revitalisation of Regal Theatre's West Gable, East Gable and Rear Elevation Power Wash (Discoloured metal areas, front walls)

The Regal Theatre is a historical landmark for the town of Bathgate and the wider West Lothian area. It has been at the forefront of the cultural activity in Bathgate for over 70 years. The building is a Category B art-deco listed building of national significance. It occupies a central spot in Bathgate's wider town centre. Thanks to a grant from the West Lothian Council in 2019, significant improvements have been made to the exterior of the building to restore the façade to its original art-deco features and ensure the building's environmental and financial longevity in the years to come.

The improvements to the façade of the building were completed in November 2021 and included the following key features:

- Restoring the painting of the front elevation to a neutral art-deco inspired style
- Installing new lighting, sign and a banner system on the façade
- Restoring the stained-glass windows on the first-floor lobby.

The improvements in the façade of the building have received enthusiastic responses from the local community, including residents and businesses. In a series of one-to-one consultations with local stakeholders, an overwhelming 90% of the respondents highlighted that the façade looked 'fresh' and 'brought the building back to life. 70% of the patrons that attended events in the building said that the neighbourhood felt 'safer' and that the building felt more 'visible'. The surrounding businesses reported an increase in their footfall and described the renovation as positive/highly positive (95% of the respondents). However, as much as the renovation of the façade of the building has had an overwhelmingly positive effect on the local community, the project is still incomplete.

On closer inspection, the façade has been renovated to a cream colour scheme. In contrast, the rest of the exterior of the building retains its previous colour creating a visual dichotomy and essentially breaking the surface of the building into two parts. The paint to the rear of the building has been coming off, and there are cracks in the paint. The colour has to be scraped down, and all damaged areas would have to be resealed with PVA sealer to ensure the safety of the patrons and the residents of the surrounding buildings.

Also, as there has been no lighting installed at the rear of the building, the alley that leads to the car park and the fire exit of the building has no lighting and 'feels unsafe especially at night' (comment made by parents of one of the children's classes). As the building is used extensively for children and adult community classes ( 11 in total in April 2022), ensuring the safety of class attendees is of paramount importance. Moreover, the cast iron doors and windows in the front of the building have not been treated, are getting rusty, and the paint has started coming off. The steps leading to the front door have not been cleaned thoroughly (power washed), and the palazzo flooring has not been restored. As a result, a number of the Panto patrons flagged these issues and stated that the current state of the doors/stairs 'diminishes the work that has been done to the exterior of the building' and that 'the entrance looks dirty'. As the charity's team is applying for external funding to restore the interior of the building, finishing the restoration of the exterior of the building would be essential to complete the restoration project. The vast majority of the stakeholders that were consulted (community class attendees, local businesses and patrons) agreed with the statement that 'restoring the building would help bring the focal point of the town centre to the area' and would help 'regenerate the town centre and bring a sense of pride to the community.

A complete list of the works is as follows;

### Areas:

- West Gable Elevation
- East Gable Elevation
- Rear Elevation

**Proposed Improvements:**

- Labour walls
- Scraped down all damaged and flaking paint
- Seal all damaged areas with PVC sealer
- Apply two coats of paint masonry paint to all walls

**Cast Iron Doors:**

- Scrape down and prepare, prime bare areas
- Apply one coat of undercoat and one coat of gloss paint

**Lighting**

- Improve lighting to the side of the building

**Power wash**

- Cast Iron Doors
- Alley that leads to the car park

**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.

From January 2021 - to March 2022, the fundraising officer conducted a series of one-to-one interviews and focus groups with all key stakeholders (existing building users, voluntary/community groups, partner organisations, local businesses, West Lothian councillors and officers). The key findings can be summarised as follows:

- Many residents didn't know that the building had re-opened; this was an ongoing issue. The views started changing after the renovation of the façade was completed as the building became more visible
- The Regal Theatre is the only cultural venue of its nature in Bathgate and one of the two performing arts venues across West Lothian. The vast majority of the respondents expressed great pride that this building had been part of their community for the past seventy years. As one responded said: 'It is vital that we make the building a cultural icon across the whole of West Lothian and an asset that both reflects both the community needs and draws the community into it'.
- Raising the venue's profile as a cultural landmark was closely associated with the need to make the local residents proud of the town centre again. 50% of the respondents said that they felt that the town centre over the past years had significantly deteriorated. As one of the respondents mentioned, 'Many shops closed and are being replaced by takeaways, hairdressers and nail salons. Bathgate needs more facilities to drive people back to the town centre and give them something to feel proud of'.

Reconnect SCIO has gathered letters of support from all existing building users, local businesses and other Bathgate Community interest groups. We have gathered letters of support for the renovation plans from 20 groups and local businesses.

### **Project Outcomes**

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

This project would have positive impact across three of the funding outcomes:

- Town Centre Living
- Vibrant Local Economies
- Enterprising Communities

The increased visual impact resulting from the project would draw more visitors and attendants to The Regal Theatre. This in turn would increase community use and give local and national organisations further incentives to use the space.

It will also help increase the footfall and vibrance of the High Street in Bathgate. The venue offers a tangible asset to attract new residents to the town centre. It is not only a place to gather for celebration and leisure, but a place where groups and communities can hold events and classes. All-in-all, making Bathgate a more attractive locality for residents.

The inverse of this is also true; the greater the footfall that can see The Regal Theatre, the more expansive the offering can be.

**Partners involved**  
(other local  
organisations you are  
working with)

West Lothian Council



### 3. Project Costs

<b>Total Project Cost</b>	
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£ 29,500</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
<b>Painting of the building (West Gable Elevation, East Gable Elevation, Rear Elevation and Cast Iron doors)</b>	<b>£ 24,000</b>	<b>£ 24,000</b>
<b>Power Wash (Discoloured Metal Areas, Alley, External Steps)</b>	<b>£ 2,500</b>	<b>£ 2,500</b>
<b>Cherry Picker Hire</b>	<b>£ 2,500</b>	<b>£ 2,500</b>
<b>Improve lighting on the side of the building</b>	<b>£ 500</b>	<b>£ 500</b>

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.

<b>Funding Source (i.e. WLC, Lottery)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>N/A</b>		



## Project Management and Legal Requirements

### Does the project comply with relevant statutory legislation?

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

### Project Management

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

### Maintenance and Insurance

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

### Monitoring and Finance

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

### Project Management – Plan of Work

- The subcontractor will design each aspect of the work. Each element will be quoted for by local suppliers where possible. If local suppliers are not available to carry out the work, regional suppliers will be invited to submit quotes. The best value will be decided based on price, time scale, quality control, impact on building usage, and access restriction to the public spaces at the side and front of the building. The solution with the most minimal disruption to the general public will be sought in each case.
- Once each element has been agreed upon, a detailed Plan of Work will be drawn up and followed, managed at all times by the Project Director. The current estimates are based on quotes from local suppliers. All local suppliers are keen to use access platforms rather than scaffolding to minimise time on-site, visual disruption and disruption to footpaths.
- The Board of Reconnect will oversee this work; the Project Director is an experienced Contracts and Site Manager and has managed the redevelopment of the building's façade, the first phase of this project.
- Where work includes exterior painting and cleaning, and removal of fixtures and fittings, applications will be made as required to West Lothian Council and Historic Environment Scotland.
- The charity's Project Director will write and review the risks of each stage of the project, working with each sub-contractor to ensure the highest standards are followed.
- Both Reconnect SCIO and subcontractors will have sufficient liability in place.

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](mailto: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](mailto:alice.mitchell@westlothian.gov.uk)

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## Who is responsible for my information?

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

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

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: [RegenerationTeam@westlothian.gov.uk](mailto: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](mailto: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 22<sup>nd</sup> 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

<b>Organisation Name</b>	<b>ENTERPRISING BATHGATE LTD</b>
<b>Contact Person and Position</b>	<b>BID CO-ORDINATOR</b>
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc)</b>  If charity then please include charity number:	<b>BUSINESS IMPROVEMENT DISTRICT COMPANY</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	To work with the businesses in Bathgate town centre to improve the economic and physical environment in which they operate by offering support and developing projects and initiatives contained in a five-year business plan which has been supported by them in a ballot. The organisation aims to help increase footfall, stimulate investment, and enhance the perception and image of Bathgate town centre.



Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>We support all businesses within the BID area regardless of age, disability, gender, race, religion or belief</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	

## 2. Project Details

<b>Council Ward</b>	<b>BATHGATE</b>
<b>Project Title</b>	<b>A SENSE OF PLACE</b>
<b>Project Location</b>	<b>BATHGATE TOWN CENTRE</b>
<b>Project Start Date</b>	<b>MAY 2022</b>
<b>Project End Date</b>	<b>MARCH 2023</b>

<b>Pre-Application Discussion</b> 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?
<b>Yes.</b> The projects described below were outlined and suitability for the scope of the fund agreed.

<b>Project Description</b> Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.
<p>The projects in this funding application represent a second phase of the “Sense of Place” project which is based on the Public Realm Design Guide and Urban Town Centre Framework for Bathgate Town Centre which were carried out in 2008.</p> <p>This phase includes:</p> <ul style="list-style-type: none"> <li>• Improvements to gable ends of properties in key town centre locations at The Steelyard / George Place and at Hopetoun Lane which is the entrance to the town centre’s main car park. The current appearance of the buildings in question has a negative impact on recent streetscape improvements and the planned work would address this issue. On completion of this work the property at The Steelyard will provide an ideal location for public artwork in the form of a mural.</li> <li>• Manufacture and installation of a further phase of historic plaques on key buildings and production of booklet and video on completion of project. The first phase of this project has been well received with very positive feedback from Bennie Museum. The Board of Enterprising Bathgate would now like to extend the project to add to Bathgate story.</li> <li>• Additional tiered units for floral displays in pedestrian precinct and relocation of single tiered units.</li> </ul>

### **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.

**West Lothian Council adopted Bathgate Town Centre Urban Design Framework & Public Realm Design Guide as SPG in 2009.**

**This project will continue to deliver the incremental improvements in the town centre which have been made by West Lothian Council in partnership with Enterprising Bathgate.**

**Comprehensive public consultation took place which showed widespread and documented support for the contents of the Public Realm Design Guide.**

### **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 / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning**

#### **Economic:**

- To inspire new enterprises to set up business or to expand/continue to invest in the Town Centre
- To increase footfall and encourage more visitors to the town centre

#### **Physical:**

- To improve Town Centre accessibility and pedestrian experience
- To ensure a consistent and high-quality public realm treatment throughout Bathgate

## Town Centre

### **Social:**

- Providing safe pedestrian routes for nearby residents and town centre visitors
- Creating a safer, more inviting public realm throughout the Town Centre
- Creating a more inclusive public realm, by enabling access for more vulnerable users, including the elderly and physically impaired

The project will impact on the town centre in line with key themes set out in the Town Centre Action Plan.

### **Town Centre Living**

Bathgate Town Centre has seen a steady increase in resident numbers over the past 10 years, either through improvements to existing properties such as flats above shops or through new developments, such as those on Mid Street, Jarvey Street and off North Bridge Street. Enterprising Bathgate and WLC have played important roles in promoting town centre living and encouraging private residential developers to invest. They have delivered a range of town centre enhancement schemes, grants and other initiatives, together with a clear long-term commitment to investment in the Town Centre, set out in policy and guidance.

### **Vibrant Local Economies**

Vibrant and resilient town centre economies can be sustained only where the public realm serves to positively facilitate and encourage safe pedestrian movement and activity. This is likely to attract greater numbers of people to use the Town Centre throughout the day and evening, contributing significantly to the local economy.

In this way Enterprising Bathgate are seeking to attract more visitors.

### **Pro-Active Planning**

Enterprising Bathgate is a naturally pro-active group in terms of consulting, identifying, and delivering much needed community infrastructure and support for Town Centre businesses and users. Their partners, West Lothian Council, have demonstrated both through their planning and corporate policy frameworks and through the location of public buildings that they endorse the Town Centre First Principle and Town Centre Action Plan. This project proposal is another example of seeking to be pro-active, to work inclusively and to support enterprise and economic investment when it comes to planning for the long- term future of Bathgate Town Centre.

**Partners involved**  
(other local  
organisations you are  
working with)

Bathgate in Bloom  
West Lothian Council

### 3. Project Costs

<b>Total Project Cost</b>	<b>£29,000</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£26,600</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
Improvements to gable ends of key buildings	£18,000	£15,600
Historic Plaques project	£7,500	£7,500
Tiered units for floral displays	£3,500	£3,500

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

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

<b>Funding Source (i.e. WLC, Lottery)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
Enterprising Bathgate (Premises Improvement Scheme)		August 2022
Occupiers		August 2022

## 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.

The projects will comply with all relevant statutory legislation and requirements relating to project implementation.

### 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).

- Detailed plans will be produced as part of the procurement and planning process.
- All contractors will carry out Risk Assessment and ensure compliance with current Health and Safety regulations
- All contractors will evidence Public Liability and any other relevant insurance cover.

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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- 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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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.
<b>Name</b>	██████████
<b>Position</b>	BID Co-ordinator
<b>Organisation</b>	Enterprising Bathgate LTD.
<b>Date</b>	22/04/22

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