

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND**

### **REPORT BY LEAD OFFICER FOR THE FAULDHOUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE**

#### **A. PURPOSE OF REPORT**

To determine applications to the Place Based Investment Fund Town Centre Capital Fund 2022/23 for the Fauldhouse and the Breich Valley Ward which could not be decided by the Local Area Committee.

#### **B. RECOMMENDATION**

It is recommended that the Council Executive:

1. To note that the Fauldhouse and the Breich Valley Local Area Committee on 14 June 2022 was inquorate when it came to deal with the report on applications to the Place Based Investment Fund Town Centre Fund Capital Grant 2022/23;
2. To note that while the Local Area Committee was inquorate, the members present considered the report and supported the recommendations;
3. To note the terms of that report, including the applications and the officers' recommendations, in the appendices; and
4. To allocate funding in line with the recommendations in the report in accordance with the procedures agreed at Council Executive on 8 February 2022.

#### **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>	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.
<b>III 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 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 was expected to award around £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**

- D1 The report presented to the Local Area Committee is attached as an appendix. It includes the applications and their assessment and recommendations by officers. Part B of the report has the recommendations to the Local Area Committee and those now fall to be considered and dealt with by Council Executive.

Should there remain any unallocated funds after applications for all nine wards have been determined a further report will be required to Council Executive to determine how that money should be used.

Following 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. On 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.

The recommendation included an allocation of £500,000 to all 23 communities with populations over 1,000 through a grant application process. 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.

A report on applications for the Fauldhouse and the Breich Valley Ward was presented to a meeting of the Local Area Committee on 14 June 2022. One member declared an interest and withdrew from participation in that report. As a result, the meeting was inquorate for dealing with that item of business. The consequences are determined by the council's Standing Orders for the Regulation of Meetings, the Scheme of Administration and the procedure agreed at Council Executive on 8 February. Since the Local Area Committee has not been able to determine the allocations for its ward those decisions fall to be made at Council Executive. Notwithstanding that the Local Area Committee was not quorate the matter was considered by the committee and the two remaining members supported the recommendation set out in the report.

The report presented to the Local Area Committee is attached as an appendix. It includes the applications and their assessment and recommendations by officers. Part B of the report has the recommendations to the Local Area Committee and those now fall to be considered and dealt with by Council Executive.

Should there remain any unallocated funds after applications for all nine wards have been determined a further report will be required to Council Executive to determine how that money should be used.

Following 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.

## **E. CONCLUSION**

The Place Based Investment Fund - Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales

## **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Fauldhouse and the Breich Valley LAC PBIF TCF Report and Appendix 1 and 2

Contact Person: Douglas Benson, Regeneration Officer, [douglas.benson@westlothian.gov.uk](mailto:douglas.benson@westlothian.gov.uk)

**Alice Mitchell, Lead Officer, Fauldhouse and the Breich Valley LAC**

21 June 2022



DATA LABEL: PUBLIC



## **FAULDHOUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE**

### **PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND**

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

##### **A. PURPOSE OF REPORT**

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

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

It is recommended that the Local Area Committee:

1. notes that ten 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>	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.

<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 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 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.

Fauldhouse and The Breich Valley Ward was been allocated £72,442 split between the following towns.

<b>Town</b>	<b>Allocation</b>
Addiewell and Loganlea	£13,064
Fauldhouse	£17,934
Polbeth	£13,542
Stoneyburn	£13,051
West Calder	£14,851
<b>TOTAL</b>	<b>£72,442</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 LAC the balance of funding will be reported to Council Executive for a decision.

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

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

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

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

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

#### D.4 Fauldhouse and The Breich Valley Ward Applications

Within the Fauldhouse and The Breich Valley ward five settlements are eligible for the funding and by the deadline of 22 April 2022, ten 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
Addiewell & Loganlea	£13,064	1	£13,714.80	+£650.80
Fauldhouse	£17,934	1	£17,394.00	-£540
Polbeth	£13,542	2	£13,252.00	-290
Stoneyburn	£13,051	3	£15,456.76	+£2405.76
West Calder	£14,851	3	£14,851.00	0
<b>Ward Total</b>	<b>£72,442</b>	<b>10</b>	<b>£74,668.56</b>	<b>£2,226.56</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 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.

##### Addiewell and Loganlea (£13,064)

Code	Application Name	Amount applied for	Recommended allocation
ADD22-01	Outdoor Learning for All	£13,714.80	£13,064
	<b>Totals</b>	<b>£13,714.80</b>	<b>£13,064</b>

##### Fauldhouse (£17,934)

Code	Application Name	Amount applied for	Recommended allocation
FLD22-01	Eastfield Development Centre Improvements	£17,394	£17,394
	<b>Totals</b>	<b>£17,394</b>	<b>£17,394</b>



**Polbeth (£13,542)**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
POL22-01	Resource Infrastructure	£4,252	£4,252
POL22-02	Develop and expand the area around the entrance of the HUB building	£9,000	£9,000
	<b>Totals</b>	<b>£13,252</b>	<b>£13,252</b>

**Stoneyburn (£13,051)**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
STB22-01	MOOD Garden	£2,500	£1,707.59
STB22-02	Our Lady's Primary School and Stoneyburn Primary School	£3,916.76	£3,133.41
STB22-03	Stoneyburn Juniors Football Club Dugouts	£9,040	£9,040
	<b>Totals</b>	<b>£15,456.76</b>	<b>£13,881</b>

**West Calder (14,851)**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
WCA22-01	Resource Infrastructure	£3,851	£3,851
WCA22-02	Refurbishing West Calder Community Education Centre	£6,000	£6,000
WCA22-03	Celebrating Our Community Heritage	£5,000	£5,000
	<b>Totals</b>	<b>£14,851</b>	<b>£14,851</b>

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

<b>Town</b>	<b>Balance</b>
Addiewell and Loganlea	£0
Fauldhouse	£540
Polbeth	£290
Stoneyburn	£0
West Calder	£0
<b>Total Balance</b>	<b>£830</b>

**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 £890 remains unallocated in Fauldhouse and Polbeth and can now be allocated to projects in Stoneyburn. It is recommended that £890 is allocated to STB22-01.

## **D.4 Delivery of Projects**

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

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

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

## **E. CONCLUSION**

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

## **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

Douglas Benson, Community Regeneration Officer [Douglas.Benson@westlothian.gov.uk](mailto:Douglas.Benson@westlothian.gov.uk)

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

**Elaine Cook**

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

14 June 2022

# PBIF TOWN CENTRE FUND 2022/23: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Fauldhouse and The Breich Valley

Addiewell and Loganlea: (allocation: £13,064)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
ADD22- 01	Addiewell, Loganlea and Breich Community Council	Outdoor Learning for All	Outdoor learning facility for community use alongside the new community garden in partnership with local school and community centre. Not a fixed structure so can be moved if necessary.	£13,714.80		<b>Recommendation: £13,064 to fund in principle pending the below conditions.</b>  Clarification on who will deliver project and confirmation of any planning conditions required  Applicant is happy to receive part funding and apply for Village Improvement Funding if necessary  <u>Service Comments</u> NETS - No service action required / Planning - If a new building on the ground then could need planning permission.
<b>TOTALS</b>				<b>£13,714.80</b>		<b>Total town allocation proposed: £13,064</b>

**Fauldhouse: (allocation: £17,934)**

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
FLD22-01	Fauldhouse & Breich Valley CDT	Eastfield Development Centre Improvements	Replacement of existing guttering. Installation of new lighting system, CCTV, Video Entering System and Five Shutters	£17,394	External	<b>Recommendation:</b> £17,394 to fund in full.
<b>TOTALS</b>				<b>£17,394</b>		<b>Total town allocation proposed: £17,394</b>

**Polbeth (allocation: £13,542)**

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
POL22-01	Polbeth and West Calder Community Garden SCIO	Resource Infrastructure	Part application for funding with WCA22-01 1 -replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment 2 -To provide new signage at the entrances (two at A71 and	£4252	External	<b>Recommendation:</b> £4,252 to fund in principle pending the below conditions.  Confirmation of planning permission/advertising consent if required  <u>Service Comments</u> Planning - Since this is a replacement container then suggest no planning permission required. Suggest this is painted some dark green or suitable colour as these storage containers are generally unsightly. Should be done at all council-controlled locations.

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			one at Walkway/School Access Route			
POL22-02	Polbeth Community HUB	Building Upgrade – Polbeth Community HUB	Develop and expand the area around the entrance of the HUB building	£9,000	External	<b>Recommendation:</b> £9,000 in principle pending confirmation of all match funding.
<b>TOTALS</b>				<b>£13,252</b>		<b>Total town allocation proposed: £13,252</b>

Stoneyburn (allocation: £13,051)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
STB22-01	MOOD SCIO	MOOD Garden	Creation of a mindfulness space next to Stoneyburn Community Centre. Seated areas, planters filled with plants to attract bees, butterflies etc and seated areas. The area will also be suitable as an outdoor education area for the local primary schools.	£2,500	External	<b>Recommendation:</b> £1,707.59 in principle pending clarification the project can be delivered within the conditions below.  Appropriate permissions received. Planning if required and permission to use site from WLC

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
						Applicant is happy to receive part funding and utilise this without necessarily waiting to seek further match funding.
STB22-02	Stoneyburn and Bents Future Vision Group SCIO	Our Lady's Primary School and Stoneyburn Primary School	Purchase of 2 story tellers wooden chairs and 12 stools, 2 outdoor quilted cushions and an outdoor storage shed to store this equipment as an outdoor learning facility for the school.	£3916.76	Internal	<b>Recommendation:</b> £3,133.41 in principle pending the below conditions.  Applicant is happy to receive part funding and utilise this without necessarily waiting to seek further match funding.
STB22-03	Stoneyburn and Bents Future Vision Group SCIO	Stoneyburn Juniors Football Club Dugouts	Purchase of 2 dug outs for existing football pitch	£9040	External	<b>Recommendation:</b> £9,040 in principle pending the below conditions.  Confirmation of planning permission if required  <u>Service Comment</u> Planning - New structures may require planning permission
<b>TOTALS</b>				<b>£15,456.76</b>		<b>Total town allocation proposed: £13,881</b>

**West Calder (allocation: £14,851)**

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
WCA22-01	Polbeth and West Calder Community Garden SCIO	Resource Infrastructure	Part application for funding with POL22-01 1 -replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment 2 -To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route	£3,851	External	<b>Recommendation:</b> £3,851 in principle pending the below conditions.  Confirmation of planning permission/advertising consent if required  <u>Service Comments</u> Planning - New structures may require planning permission.
WCA22-02	West Calder Community Education Association SCIO	Refurbishing West Calder Community Education Centre	Refurb lounge area and cafe: flooring for both areas, redecorating of both areas, new café furniture, and ceiling repairs, including LED lighting, in the front hall.	£6,000	External	<b>Recommendation:</b> £6,000 in principle pending the below conditions.  Asbestos survey carried out and all appropriate permissions granted and confirmation of match funding.
WCA22-03	West Calder & Harburn Community Development Trust	Celebrating Our Community Heritage	Fund a series of artistic cut-steel panels telling key stories of the history and heritage of our village. Replacement of railings and addition of historical information plaques to them.	£5,000	External	<b>Recommendation:</b> in principle pending the below conditions.  All appropriate permissions granted and match funding received.

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
TOTALS				£14,851		Total town allocation proposed: £14,851



## 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>	Addiewell, Loganlea and Breich Community Council
<b>Contact Person and Position</b>	[REDACTED]
<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:	Voluntary Organisation
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	Our organisation work to promote the best interest of the wider community. We host monthly meetings to discuss any upcoming events or news. Recently due to covid these have been held by zoom. Our community council tries to involve and support many smaller groups and clubs throughout the community. We try to involve participation from all age groups. We have recently included Breich to our community council. We are now adding new members from there to the committee.

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

## 2. Project Details

<b>Council Ward</b>	<b>Fauldhouse and Breich Valley</b>
<b>Project Title</b>	<b>Outdoor Learning for All.</b>
<b>Project Location</b>	<b>Between Addiewell and St Thomas' School and Addiewell community centre.</b>
<b>Project Start Date</b>	<b>16<sup>th</sup> August 2022</b>
<b>Project End Date</b>	<b>24<sup>th</sup> August 2022</b>

### 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?

**Discussion between Education (Addiewell Combined Schools) and community partners to agree priorities for a joint venture to provide an outdoor classroom space for use within the Addiewell Community.**

### Project Description

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

The project is linked to outdoor values and advantages. At the moment our area has seen a rise in outdoor project that are thriving.

We have the Skollie Burn project. The idea of this is to build a woodland walk between Addiewell and Loganlea. It is community based and is doing well. More and more people are joining in to help clear the way to build the walk. The leader of this project has spoken about teaching about the outdoors. This facility would be ideal for this.

We now have our community garden. The garden has made great progress in the short time it has been established. The new facility can be used by this group too.

Our community centre has a new committee with lots of new ideas. The new outdoor learning facility can be accessed by groups using the community centre.

Although we have seen a relaxing of covid restrictions this facility would help in the lowering of transmission of covid. Open air learning would be an advantage in this respect.

### 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 schools (Addiewell Primary School and St Thomas' Primary School) are fortunate to be situated within an area of surrounding greenspace which allows us to promote outdoor learning across our nursery to Primary 7. In February of 2022, Education Scotland released 'Successful Approaches to Learning Outdoors; A Thematic Review' which highlighted some of the key aspirations of the Curriculum for Excellence, including;

- all children and young people are participating in a range of progressive and creative outdoor learning experiences
- schools providing regular, opportunities for all children and young people to learn
- teachers embed outdoor learning in the curriculum so that learning in the outdoor environment becomes a reality for all children and young people.

In order to support the delivery of outdoor learning in our schools an outdoor classroom would be a valuable asset to our school curriculum delivery.

Within our 'Learning of Sustainability' curriculum we are promoting the agenda of our learners being 'effective contributors' and 'responsible citizens' which will develop the capacity of our community in the long term. When we look to work on community ventures we do not have a suitable outdoor space at the moment to gather and work – due to COVID mitigations, working and collaborating outdoors has become more important and the creation of an outdoor classroom space would allow us to work with community partners and outdoor agencies in a safe, sheltered space.

In addition to this, part of our joint schools approach to Children's Mental Health Week highlighted the importance of the outdoors for the wellbeing of both children and adults.

Futher information can be found here

<https://sway.office.com/s0TOIWILDRHCYOWf?ref=Link>

### 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).

- opportunities for community partners to work together
- continued development of outdoor learning curriculum

- opportunities to engage parents/carers and promote wellbeing through the use of outdoor spaces

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

The community council are involved with The Coalfields Regeneration Trust. We also get involved in the local groups in the village. These include the gala-day, garden group, Skollie Burn group and the Loganlea Miners Welfare Charitable Society.

### 3. Project Costs

<b>Total Project Cost</b>	<b>£13714.80</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£13714.80</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
<b>Outdoor learning facility including VAT</b>	<b>£10120.80</b>	<b>£10120.80</b>
<b>Installation by Ross Fencing</b>	<b>£3594</b>	<b>£3594</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>Village Improvement Fund</b>	<b>NO</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).

**The new Outdoor Learning Facility will not be a fixed structure and can be moved or removed if necessary.**

**The maintenance of the new build will be discussed by the schools, community centre and the community council. There is a twenty-year guarantee on the timber used in the project. We are hoping maintenance will be minimum due to this guarantee. The public liability will be decided when the insurance is put in place.**

**The invoices and any spending will be monitored closely in the project.**

**I have entered the costs with installation by Ross Fencing. This company was asked to quote as they are contractors of West Lothian Council.**

**I have a second quote supplying and installation of £12516.**

**If the final costs are less we would love to buy outdoor equipment to enhance the outdoor learning experience.**

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



## **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>	Chairwoman
<b>Organisation</b>	Addiewell, Loganlea and Breich Community Council
<b>Date</b>	22/04/2022

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)



## 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>Fauldhouse and Breich Valley Community Development Trust</b>
<b>Contact Person and Position</b>	<b>[REDACTED] Manager</b>
<b>Address</b>	<b>[REDACTED]</b>
<b>Telephone Number</b>	<b>[REDACTED]</b>
<b>Email Address</b>	<b>[REDACTED]</b>
<b>Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc)</b>  If charity then please include charity number:	The organisation is a charity and Company Limited by Guarantee. The organisation's charity number is SC038616

<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	Fauldhouse and Breich Valley Community Development Trust aims to address the issues and concerns within the communities of Fauldhouse and Breich Valley with a focus on the social, economic, physical, environmental, health and well-being of these communities. It seeks to achieve this by doing the following: <ul style="list-style-type: none"> <li>• Developing programmes to relieve poverty among the communities of Fauldhouse and the Breich Valley.</li> <li>• Advancing education and volunteering opportunities to promote opportunities for learning, capacity building and skills development.</li> <li>• Promoting and protecting the well-being, recreation and physical health of the communities of Fauldhouse and Breich Valley.</li> </ul>
--	---

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

## 2. Project Details

<b>Council Ward</b>	<b>Fauldhouse and Breich Valley</b>
<b>Project Title</b>	<b>Eastfield Development Centre Improvements</b>
<b>Project Location</b>	<b>Eastfield Development Centre, Fauldhouse</b>
<b>Project Start Date</b>	<b>June/July 2022</b>
<b>Project End Date</b>	<b>September/October 2022</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?	This application has been discussed with our local regeneration officer, Douglas Benson. Douglas is very supportive of the project as he has worked with us for many years. He understands the importance of having a fully functioning Eastfield Development Centre as it is a vital community facility and a crucial part of the Fauldhouse Regeneration Plan.
---	--

### 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 are seeking funding for much needed repairs and improvements to the Eastfield Development Centre (EDC) in Fauldhouse. The Eastfield Development Centre is a much loved community centre providing a wide range of activities and services.

Fauldhouse and Breich Valley Community Development Trust have been responsible for managing the EDC since 2017 after negotiating a lease with West Lothian Council for three years. This led to the successful community asset transfer of the building at the beginning of April 2022.

The Eastfield Development Centre is the base for our anti-poverty initiatives which includes a Food Larder which provides emergency food provision to the most vulnerable families in Fauldhouse and Breich Valley. It also provides support for individuals through one to one benefit advice, employability sessions and signposting to other local agencies.

Other activities include weekly youth activities for children from birth to 16 years old and regular community events such as Family Fun Days, Craft Fairs and parties for special events such as Christmas, Easter and Halloween. The hall is also used by a number of local groups for circuit training, yoga and changing facilities for football.

After significant community consultation and input from architects it was clear that significant improvements are required to ensure that the building is fit for purpose and able to continue delivering its services long into the future.

Funding is required for the following activities:

- Replacement of existing guttering – the guttering at the front of the building is severely cracked and leaking which if left unchecked will lead to dampness in the interior walls and mean that our youth and anti-poverty projects will not be able to run. At present when there is heavy rainfall it can prove difficult for our groups to enter through the front door due to these leaks.
- Installation of new lighting system, CCTV, Video Entry system and five shutters - We currently run several youth activities at EDC which includes youth clubs/sessions on Tuesday and Friday evenings. There is not currently any exterior lighting at EDC which means that our groups are unable make use of the extensive outdoor space that we have especially in the winter. The installation of 15 exterior lights round the parameter of the building will encourage greater participation and improved physical health of individuals taking part in these sessions.

Often these youth sessions are run by a maximum of one Development Worker and a volunteer. A video entry system is required at the front door to ensure that young people and parents can enter and exit efficiently and the staff feel safe and secure to run these sessions to the best of their ability. Similarly shutters and CCTV are required as there have been several incidents in recent months of people trying to enter the building without permission to interrupt our activities. These additional security measure will ensure that all our community activities can continue without interruption and ensure that the individuals participating can continue to see the benefits they are receiving.

**Evidence of Need**

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

The work that the Eastfield Development Centre does is built firmly on the needs of the community. Back in 2017, the building was deemed surplus to requirements from West Lothian Council and it was several local residents and community groups that approached Fauldhouse and Breich Valley Community Development Trust about bringing this much loved building back into use.

Since 2017 there have been annual community consultations with residents and users of the looking at what activities that individuals would like to see at the building and physical improvements that are required. Community consultation has included surveys, feedback forms and one to one conversations with the users of the building.

Through the evidence gathered from this feedback it is clear that the users of the building believe that these physical improvements to the building including new lighting, CCTV system, shutters and guttering would improve their overall experience in the building.

**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 Eastfield Development Centre is a vital community facility delivering significant social and economic outcomes. Some of the outcomes that the building provides are as follows:

- Over 3,000 people access the affordable activities, events and sessions provided by the Eastfield Development Centre
- Provides essential food provision to 270 people per week
- Estimated to provide over 200 hours of youth based activities in the next 12 months
- Delivers up to 6 major community events each year which encourages increased community cohesion and participation.

## Place Based Investment and Community Wealth Building

Projects such as the Eastfield Development Centre are a key example of how Place Based Investment and Community Wealth Building can work in practice. The Eastfield Development Centre is a building that local residents identified as a community facility that they wished to see retained.

Community consultation showed that local residents were frustrated at having to travel significant distances outside the village for certain services and experiences. The Eastfield Development Centre provides affordable, local and healthy activities both indoors and outdoors that the community can come and actively participate in. All the money generated from EDC is invested back into the community giving residents a sense of ownership and involvement.

Funding for these essential capital improvements required to the building will ensure that we will be able to continue to work in partnership with the community and deliver the wide range of outcomes set out above.

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

Fauldhouse and Breich Valley Community Development Trust work with a range of organisations in delivering our work at the Eastfield Development Centre. This includes West Lothian Food Network, The Bridge Project, River Kids, Lidl, Greggs, Tesco, Whitburn Rotary, Christians Against Poverty and Sodexo.

### 3. Project Costs

<b>Total Project Cost</b>	<b>£17,590.32</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£17,394.00</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
Installation of new CCTV System	£2,383.20	£2,383.20
Installation of new external lighting system (15 lights and supporting electrical system)	£6,928.80	£6,732.48
Installation of Door Video Entry System	£2,157.60	£2,157.60
Removal and fitting of new guttering	£1,289.52	£1,289.52
Installation of 5 external door and window shutters	£4,831.20	£4,831.20

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>
Fauldhouse and Breich Valley Community Development Trust (Reserves)	Approved (£196.32)	



## 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).

These capital works will be overseen and managed by the Manager of the Eastfield Development Centre. The Manager has over 8 years of facility management experience which includes delivering large, complex capital projects.

Progress with the project will be reported to the Trust's CEO and board of directors who also have experience of managing and overseeing capital projects.

The Eastfield Development Centre has a detailed business plan which includes an operational plan and budget for ongoing and cyclical maintenance and repairs. Discussions will be had with contractors to ensure that the appropriate public liability insurance is in place while the work is being carried out and insurance updated once completed.

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>	
<b>Position</b>	Manager
<b>Organisation</b>	Fauldhouse and Breich Valley Community Development Trust
<b>Date</b>	21/4/2022

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)

## 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>	Polbeth and West Calder Community Garden SCIO
<b>Contact Person and Position</b>	[REDACTED] - <u>Coordinator</u> Manager
<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:	Scottish Charitable Incorporated Organisation (SCIO)  SC043818  28.02.2013
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Our Charitable Objectives are:</b></p> <p><b>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</b></p> <p><b>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</b></p>

	<b>4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction</b>
--	---

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

## 2. Project Details

<b>Council Ward</b>	<b>F&amp;BV</b>
<b>Project Title</b>	<b>Resource Infrastructure</b>
<b>Project Location</b>	<b>Community Woods &amp; Garden – Polbeth &amp; West Calder</b>
<b>Project Start Date</b>	<b>July 22</b>
<b>Project End Date</b>	<b>Sept 22</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>Douglas Benson WLC Regeneration.</b>

<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.
<b>NB: this application is split between both the Polbeth and West Calder fund allocations. See Below.</b>

We are applying for funding for two capital improvements to the Community Woods & Garden site.

- A) to replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment (including power-tools and materials at danger of weather degradation) for our delivery of educational and wellbeing activities. Two (very!) old and inherited containers have reached the end of their functioning life. One we have managed to replace with another funding opportunity this application would provide the other.
- B) To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route). Our current (home-made) roadside signage is not easily visible to passing traffic and we wish to provide new signage that is safe, visible from both directions (giving adequate time and space for vehicles to indicate and manoeuvre) and meets highways standards as well as clear indication of the safe walking route from the school access road.

This is part of an ongoing development of the site in order to:

- Better provide opportunities for volunteers for wellbeing and work- experience
- Provide better facilities for school education sessions
- Improve visibility
- Improve access
- Provide infrastructure for long-term development of income generation for sustainability.
- Further engagement with local people

This builds on previous TCF projects and partnership development projects with WCHCDT funded on part by WLDT.

### 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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The three themes of priority actions were identified as:

- Our Place: homes & livelihoods
- Our Lives: health, wellbeing & opportunity
- Our Community: engaged and engaging

The Community Woodland and Garden has been providing activities directly delivering on these priorities:

Developing the sustainable delivery of activities to improve health and wellbeing. This is achieved by working as part of our local Good Connections Community Wellbeing project as well as providing much needed access to natural spaces

Supporting improved formal educational outcomes by providing outdoor learning spaces for local schools to use all year round, creating regular bespoke educational sessions for our 3 closest school, offering work placements and practical experience through volunteering as well as certified training opportunities.

Providing a schedule of community events such as nature focused kids activities, environmental discovery sessions for adults, volunteer celebrations and Open Days.

The importance and effectiveness of our activities in terms of improving mental health issues has been very evident from the feedback we have obtained from our volunteers and delivery partners – this is vital in the pandemic recovery period.

The desire for more training opportunities came directly from our volunteers and has resulted in a series of life skills modules and the provision of workshop activities. These activities are key to delivering what our community, volunteers and clients require. These needs range from being able to live independently to developing skills for the workplace. These skills are integral to our social enterprise deliverables, for example running the pop-up café on our open days and baking cakes to sell. These activities require us to have appropriate secure and dry storage and maintenance space for the equipment (more valuable power tools, cookery, food prep and outdoor education equipment rather than just shovels and forks!). And to have storage that will serve us in the long term.

When people visit the site for the first time, they often say they have passed by so often yet never knew the Community Woods and Garden existed. Some people say they presumed there was a growing space as they could see the polytunnels from the road however they did not know the trails were open to the public. The lack of suitable signage is a clear barrier for local people benefiting from the site. Adequate signage would easily resolve this while increasing footfall and engagement.

## 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

Our planters, hanging baskets and events are key ways in which we help to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep. Project Grow directly provides the plants and upkeep for the village centre planting and the Community Workshop provides equipment (sleigh upkeep, fete games, signage) for our community events.

### Vibrant local economies

The improved environment of the village is designed to encourage visitors as well as residents and bring extra footfall into the village which benefits local businesses. All elements of the Enterprise for Health & Education are about making the overall project sustainable by bringing in income as small social enterprises. This includes the zero-waste shop, sales of plants and upcycled furniture which have already encouraged people to visit the Community Woods and Garden and our village Christmas market.

### Enterprising communities

Almost all elements of this project are being run as social enterprise initiatives. Some of the positive outcomes from volunteers is gaining the skills, experience, health and confidence to



return to the workplace or participate in further training and education. This includes, for example, the LEADER funded West Lothian Gardening ~~(initiative??)~~ ~~Social~~-Enterprise with which this project partnered and West Lothian College with which WCHCDT work to develop work experience and training opportunities.

#### Accessible Public Services

The equipment proposed here is required to help make these activities and their positive outcomes (health, wellbeing, educational and work experience support) safe and easily accessible from both a physical perspective and from a financial one by helping make them sustainable in the long term.

#### Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre and local facilities fit for purpose as the village becomes a focal point for a new and larger population and to encourage community cohesiveness during this period of growth. The Community Woods and Garden is a permanently assessable green space which will mostly likely be surrounded by housing in the next few years.

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

West Calder Community Development Trust in this project but also: Polbeth Hub, Explorer Scout Unit, 18th West Lothian Scout Group, West Calder Community Education Association, local schools and other groups directly and indirectly through the Five Sisters partnership group.

### 3. Project Costs

<b>Total Project Cost</b>	<b>£9575</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£4542 from Polbeth allocation</b>  <b>NB: there will be an application also for £3851 from West Calder TCF allocation (see match funding below) this split has been decided by negotiation to best accommodate the other local applications that we are aware of (although we are aware that there may be additional bids).</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
Single Trip Shipping Container	£4440	£589
Insulation, transport and placing	£1935	£1935
Shelving fit out and electrics	£1500	£318
Signage	£1700	£1700
<b>Total</b>	<b>£9575</b>	<b>£4542</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>
Own reserves (£1182)	Yes	
TCF application to West Calder allocation	No	May 22


## 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).

This project will be managed by the WC&HCDT employed joint project staff team with oversight from the PWCCG board of trustees. Both PWCCG and WC&HCDT have proven track records of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT and PWCCG both have full public liability insurance and undertakes risk assessments and comply with health and safety in all of its activities.

Where specific permissions are required for these capital projects (advertising consent and possibly planning) we will ensure all statutory compliance is met and all contractors provide adequate insurance and risk assessments and we will ensure that all volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/> <input type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/> <input type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/> <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](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.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	<u>Woods and Garden Coordinator</u>
Organisation	<u>PWCCG</u>
Date	<u>21/4/2022</u>

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>	Polbeth Community HIUB
<b>Contact Person and Position</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:	SCIO
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	The HUB is the anchor organisation for the village of Polbeth. Our services include our community shop, used by many local people affected by poverty. We provide community meals. We run activities for children, families and older adults. We have a very successful counselling service that helps local people. The HUB is used by many outside organisations, such as a dancing academy, martial arts and fitness activity. We also have a support service for people vulnerable or isolated by the pandemic, and produce a community newsletter. We support four Facebook pages, a much used source of information for local people



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

## 2. Project Details

<b>Council Ward</b>	<b>Fauldhouse and the Breich Valley</b>
<b>Project Title</b>	<b>Building Upgrade – Polbeth Community HUB</b>
<b>Project Location</b>	<b>Polbeth Village Hall, Polbeth</b>
<b>Project Start Date</b>	<b>1 10 22</b>
<b>Project End Date</b>	<b>31 3 22</b>

### 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. Discussion with local regeneration officer, advising of wish to apply, and outlining support from other local organisations (Polbeth and West Calder Community Garden)**

### 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.

Polbeth Community HUB is based in and delivers its services from from Polbeth Village Hall, leased from West Lothian Council through Community Asset Transfer (2020). At present the HUB is developing services and activity that will help us become financially sustainable. The hall is the old winding house for the local pit, it has no reception area, and our community shop is housed in a corridor and small windowless room. The present pandemic has shown us that the building is not fit for purpose. People do not know where to come, the present entrance leads into a maze of corridors. They cannot find where they should be going, and all in all the building does not provide a safe or welcoming environment for our users.

Previously we envisioned improving this by building an extension, but rising building costs and a reduction in income because of the pandemic make this no longer economically feasible. We now wish to develop and expand the area around the entrance, and have engaged an architect who has shown us how this can be feasible (an architect sketch plan is attached). This will allow

easier access to our well used community shop/fridge. The new configuration allows us to position a reception area at the entrance and to create a pleasant pleasant, light multi purpose room for use by some of our groups, This small room will mean that smaller groups do not have to use our sports hall, freeing this up for more income generating activities. Ease of access into the building will also be much improved.

### Evidence of Need

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

The Polbeth Consultation Survey in 2020 identified key issues local people were worried about.

- Increased household costs/inability to access enough food
- Increased social isolation and loneliness/ lower mental health
- Lower Incomes/Unemployment and Redundancy

The HUB is offering support to people in all of these areas. Increasing the size and accessibility of the Village Hall allows us to expand our community shop, so that more people will use it. Having a receptionist in the reception area will make us much more user friendly, and able to encourage more usage of our activities and services

### 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 construction will

- Use local contractors and service providers
- Increase the ability and capacity of the local HUB community enterprise to develop and deliver
- Allow us to improve the 'productivity' of the HUB

The improved use of HUB space as a result of the proposed reconfiguration will

- Improve our user experience, and use of the building by simplifying access to our community shop, and allowing us to quickly deal with customer enquiries using our new reception space
- Support community wealth building by offering more free or low cost areas for community activity, services and local enterprise use
- Allow the HUB to develop financially as a social enterprise, thus increasing income into the village and protecting and increasing jobs for local people

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

Polbeth and West Calder Community Garden, Polbeth community Council

### 3. Project Costs

<b>Total Project Cost</b>	86185
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	

<b>Item /activity</b>	<b>Cost</b>
Building Cost	67200
Architect services	7900
Quantity Surveyor services	800
	2400
Building warrant	845
Furnishing, decoration	1500
Inflation/contingencies (based on Architect advice, 7%)	5540
<b>Subtotal</b>	
<b>VAT 20%</b>	
<b>Total</b>	86185

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
Building Cost (see Quantity Surveyor costing attached)	<b>67200</b>	<b>9000</b>
Architect services (cost attached), including travel	<b>7900</b>	<b>0</b>
Quantity Surveyor services	<b>800</b>	<b>0</b>
Structural engineer services	<b>2400</b>	<b>0</b>
Furnishing, decoration	<b>1500</b>	<b>0</b>
Inflation/contingencies (based on Architect advice, 7%)	<b>5540</b>	<b>0</b>
Building warrant	<b>845</b>	<b>0</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>
Polbeth Community HUB reserves	<b>9185</b>	<b>Aporoved</b>
West Lothian Development Trust	<b>25000</b>	<b>Approved 30 3 22</b>
Levenseat Trust	<b>43000</b>	<b>To be considered 12 4 22</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

**YES. Project will be managed and progressed by our architect**

### Project Management

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

**Contractor procurement and building construction will be organised by our architect, who will liaise with and report to the Polbeth Community HUB Communities Manager. The Communities Manager will report monthly to the HUB Board of Trustees, who have overall control of and responsibility for the project**

### Maintenance and Insurance

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

**YES These are already in place for the existing building**

### 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**

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 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>	MOOD Scio
<b>Contact Person and Position</b>	[REDACTED]
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	SCIO
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>MOOD provide a range of social prescription activities, telephone support, and 1-2-1 community support for our less mobile clients, whom reside in West Lothian. Our activities are therapeutic and holistic based, which can be in a group setting, indoor/outdoor. Some of our activities can be delivered direct to clients who cannot attend groups.</p> <p>All our groups vary in size, type, whether indoor, outdoor or online. Our face to face groups, support our clients level of mental well-being, reducing their anxiety and supports clients with mild to moderate depression or illness. All our work reduces isolation for clients.</p>

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

## 2. Project Details

<b>Council Ward</b>	<b>6 - Fauldhouse &amp; Breich Valley</b>
<b>Project Title</b>	<b>MOOD Garden</b>
<b>Project Location</b>	<b>Stoneyburn</b>
<b>Project Start Date</b>	<b>May 2022</b>
<b>Project End Date</b>	<b>August 2022</b>

### Pre-Application Discussion

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

**Yes, we have met and spoken with Douglas Benson the regeneration officer and Andrew Davidson. We have also met with Stoneyburn Community Centre Management Team.**

### Project Description

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

The project is for MOOD to create a mindfulness space next to Stoneyburn Community Centre. This area of ground isn't used for anything and would make a fantastic space for MOOD clients to work outside and for the local community to stop and reflect when they are out walking with/without their dogs.

The space would be made up of large planters that will be themed for our senses, provide for the bees and butterflies and other insects. They will be visually pleasing and have areas for sitting. The space can also be used by the local primary schools for outdoor education.

MOOD clients and members of the community will be involved in the making of the planters and growing of the plants for the mindfulness space. Everything is carefully thought out to be environmentally friendly and offer something back to nature as well as providing a colourful, peaceful space to relax.

The space will offer;

A space to help with people's mental wellbeing whether that means to sit and reflect, take time to draw or plant in the beds or sit and smell the fragrance and fresh air or watch the wildlife interact with the plants. No pressure at all at a leisurely pace but meaningful.

We have donations of plants given to us and MOOD have a supply of seeds that their clients are going to grow for the planters.

### **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.

MOOD have a number of clients that were provided with seeds, grow boxes and compost to grow whilst we were all in lockdown due to covid. Those clients asked if they would ever have the opportunity to have a MOOD garden so that they could spend the time away from home but in a safe space to enjoy the planting of similar flowers etc. This has also been echoed by some of the community of Stoneyburn of having a place to sit and enjoy the smell of flowers and to hear the whispers of the grasses. I also have clients that would enjoy the space to draw.

We are in the phase of creating a survey for the village to complete and return to us regarding what they would like to have in the space.

### **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 bring to life a piece of ground that does not have a purpose at present.

It offers the clients of MOOD the opportunity to make something of purpose and create new life but also giving them positive mental wellbeing.

The community get to use this free space for their wellbeing also.

The wider impact is that it offers nature to expand in the area by providing food for the bees and butterflies and bugs for the wild birds to feed on.

All the materials will be natural and will offer a visually nicer space to live and work near.

<b>Partners involved</b> (other local organisations you are working with)	Stoneymurn Community Centre
--	-----------------------------

### 3. Project Costs

<b>Total Project Cost</b>	<b>£3000</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£2500</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
<b>Wood, tools, preserve, liners, plants</b>	<b>£3000</b>	<b>£2500</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).

**We are in the process of gaining the local authority permission and understand that the grant money would only be offered once the agreement has been given.**  
**MOOD have public liability insurance**

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	x

## 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;
  - o List of committee members/directors list
  - o Annual Accounts
  - o Cash flow forecast 2022/23
  - o Memorandum of Association or Constitution
  - o Bank Statements / Bank Details
  - o Invoices
  - o 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**

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.

I consent to West Lothian Council processing my personal data for the purposes of:

x	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
x	To provide you with updates on the progress of your application.
x	Contact you to pass on information that may be relevant to you.
x	Contact you for feedback on quality of services provided to you.

<b>Name</b>	██████████
<b>Position</b>	Project Manager
<b>Organisation</b>	MOOD Scio
<b>Date</b>	22/4/22

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)

## 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>	Stoneyburn and Bents Future Vision Group SCIO
<b>Contact Person and Position</b>	[REDACTED] Project Development Officer
<b>Address</b>	[REDACTED] [REDACTED] [REDACTED] [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 SCO46760

<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>Stoneyburn and Bents Future Vision Group exists to support activity that improves the village. Improve facilities, provide education and recreational opportunities for all ages. Collaboratively communicating with residents, agencies, groups, schools, and businesses to enhance community spirit and build pride and encourage residents to take part in village life thereby improving the community.</p> <p>The group organise and run activities such as the Fulshie Family Fun run, Santa visit and parade, Blether Telephone Service for the elderly, activities for all ages throughout the year, such as children's clubs, Burns' Afternoon. The Gardening Club look after planters and raised beds throughout the village.</p>
--	--

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

## 2. Project Details

<b>Council Ward</b>	Fauldhouse and Breich Valley, West Lothian
<b>Project Title</b>	Our Lady's Primary School and Stoneyburn Primary School
<b>Project Location</b>	Stoneyburn and Bents, West Lothian
<b>Project Start Date</b>	<b>1<sup>st</sup> June 2022</b>
<b>Project End Date</b>	<b>30<sup>th</sup> September 2022</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?
<p>We are in regular contact with our Community Regeneration Officer, Douglas Benson, who attends our meetings, and is always available via phone or email to offer advice. As such, we invited Douglas, to attend a meeting that we had set-up for the community, with the various groups within the village, to discuss and agree upon projects that would benefit the village. After discussing the various proposals, Douglas believed that we had a good choice of project, as this would help to support both our schools within the village.</p>

### Project Description

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

Stoneyburn and Bents has a population of 1982 based on the 2017 population figures with high levels of deprivation. 26% of our residents are classed as living in poverty, based on the Government SIMD.

The proposed project will aim to improve our community and improve facilities within the village.

### Our Lady's and Stoneyburn Primary Schools

Our Lady's and Stoneyburn Primary Schools, will both benefit from creating an outdoor Literacy Area for all the children who attend the nurseries and schools to enjoy. All children in the community would benefit from ages 3 to 12 years inclusive.

Children need to be able to read for both their own learning and life skills, by funding both Our Lady's and Stoneyburn Primary School's outdoor Literacy Areas, for all the children to enjoy, we will instil invaluable life skills and create confident readers and a reading culture, that forms part of the child's activity from an early age, whilst providing opportunities for learning outdoors which supports the children's health and wellbeing.

Teachers have described how outdoor learning and spending time in nature, improves behaviour and social interactions leading to fewer disciplinary instances. Furthermore, being outdoors can improve a child's health and wellbeing due to fresh air and sunlight, producing dopamine which helps children's eyes develop properly, with natural light beneficial for children's eyesight. It further helps to develop a child's creativity, problem solving, independence, and confidence.

Although the wider community would not personally benefit from these additions on a daily basis, there will be opportunities whereby these items would be used at functions held within the schools which would be attended by parents, grandparents and other family members and friends, such as open days, fetes, sport days and other activities.

### 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.

- Stoneyburn Regeneration Plan – is currently ongoing
- A consultation was carried out with various village groups on different proposals, feedback was requested from head teachers, Community Council, Stoneyburn Community Centre and Management Committee.
- Stoneyburn and Bents Future Vision Group have previously utilised Our Lady's school grounds to host our Santa Parade, Children's club activities, litter picks within both schools and nurseries.
- Stoneyburn and Bents Children's Gala Day have previously used the grounds at Our Lady's Primary School for the Gala Day's Queen crowning ceremonies, and sports week activities.

- As Stoneyburn is classed as a deprived area, a designated space for reading, and outdoor activity, will improve attainment and help to support increased resilience to reading as the children will be learning in a positive, enjoyable environment.

### 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 aim to deliver an outdoor literacy area for both local nurseries and schools which all children aged 3 to 12 educated in the village will utilise.

- The addition of the outdoor literacy area will provide an engaging area where children can enjoy reading outdoors, which further helps to build a child's connection between the book and the world around them.
- The outdoor literacy area can have positive benefits on mental health and improve academic performance due to children feeling calmer and able to focus more.
- Creating a dedicated space for outdoor literacy will mean this aspect can be fully integrated into the children's learning.
- This will also help to improve literacy attainment in quintile 1 children, a key focus for West Lothian Council.

These additions will enhance the health and wellbeing of all who use them.

### Partners involved

(other local organisations you are working with)

- Stoneyburn Community Council
- Stoneyburn Community Centre and Management Committee
- Stoneyburn Juniors Football Club
- Stoneyburn Bowling Club
- Stoneyburn Masonic Club
- Stoneyburn Primary School and Our Lady's Primary School

### 3. Project Costs

<b>Total Project Cost</b>	<b>£3,916.76</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£3,916.76</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
Storytellers wooden chair and 6 stools x 2 @ £1199.99 incl VAT	£2,399.98	
Outdoor quilted cushions x 2 @ £98.39	£196.78	
Outdoor Storage Shed x 2 @ £660 incl VAT	£1,320.00	
<b>TOTAL</b>	<b>£3,916.76</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>NA</b>	<b>NA</b>	<b>NA</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**

As Stoneyburn and Bents Future Vision Group is the lead organisation – we will need to be included in the tendering process, design, planning, health & safety as outlined in our own policies and procedures.

The project delivery plan is currently being agreed upon between Stoneyburn and Bents Future Vision Group, and both Our Lady's and Stoneyburn Primary Schools respectively. This will take the form of a partnership with specific roles and responsibilities being clearly noted for development and ongoing management of the project.

Our Project Development Officer will coordinate and liaise with all parties to monitor the project and ensure that all financial aspects are monitored and that budgets are adhered to.

### **Our Lady's and Stoneyburn Primary Schools**

Both Our Lady's and Stoneyburn Primary Schools will have to undertake the lead on the project delivery for this aspect, due to the schools being West Lothian Council property. Items will be bought via their own PECOS systems and all work will need to be carried by a West Lothian Council approved tradesman.

Both Schools agree to keep Stoneyburn and Bents Future Vision Group up to date on all progress related to the projects and advise the group once implementation dates are given.

We will require photographs to be taken during all stages of the project, so that all parties will agree to photographs when deemed necessary, these will be shared with Stoneyburn and Bents Future Vision Group for reporting purposes.

<b>Supporting Documentation Check List</b>	<b>Please Indicate (x)</b>
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>	Project Development Officer
<b>Organisation</b>	Stoneyburn and Bents Future Vision Group
<b>Date</b>	22 <sup>nd</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)

## 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>	Stoneyburn and Bents Future Vision Group SCIO
<b>Contact Person and Position</b>	[REDACTED] Project Development Officer
<b>Address</b>	[REDACTED] [REDACTED] [REDACTED] [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 SCO46760

<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>Stoneyburn and Bents Future Vision Group exists to support activity that improves the village. Improve facilities, provide education and recreational opportunities for all ages. Collaboratively communicating with residents, agencies, groups, schools, and businesses to enhance community spirit and build pride and encourage residents to take part in village life thereby improving the community.</p> <p>The group organise and run activities such as the Fulshie Family Fun run, Santa visit and parade, Blether Telephone Service for the elderly, activities for all ages throughout the year, such as children's clubs, Burns' Afternoon. The Gardening Club look after planters and raised beds throughout the village.</p>
--	--

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

## 2. Project Details

<b>Council Ward</b>	Fauldhouse and Breich Valley, West Lothian
<b>Project Title</b>	Stoneyburn Juniors Football Club Dugouts
<b>Project Location</b>	Stoneyburn and Bents, West Lothian
<b>Project Start Date</b>	1 <sup>st</sup> June 2022
<b>Project End Date</b>	31 <sup>st</sup> August 2022

<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?
<p>We are in regular contact with our Community Regeneration Officer, Douglas Benson, who attends our meetings, and is always available via phone or email to offer advice. As such, we invited Douglas, to attend a meeting that we had set-up for community, with the various groups within the village, to discuss and agree upon projects that would benefit the village. After discussing the various proposals, Douglas believed that we had a good choice of project, as this would help to support the use of the Juniors for several other groups within the village.</p>

### Project Description

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

Stoneyburn and Bents has a population of 1982 based on the 2017 population figures with high levels of deprivation. 26% of our residents are classed as living in poverty, based on the Government SIMD.

The proposed project will aim to improve our community and improve facilities located within the village.

### Stoneyburn Juniors Football Club

Stoneyburn Juniors Football Club have invested in refurbishment of the grounds over the past 12 months, notably the addition of an official's changing area with toilet and shower facilities, a new toilet block for spectators incorporating both male and female facilities, the addition of a concrete walkway from the car park into the grounds creating a disabled access, all in an effort to improve the facilities, increase their membership, and encourage other clubs and groups to use the facilities. Thereby, supporting with the implementation of two new dugout areas at Beechwood Park, this will further improve the grounds further and offer a sheltered area for people to sit when using the park for football and other activities.

The inclusion of dugouts, which are an integral part of football, would offer all round visibility and excellent pitch views, and further allow the players and coaches to be covered and dry. The dugouts will further provide protection from the elements for first aid equipment and training bags which are required items at the side of the pitch.

Stoneyburn Juniors have plans to offer more activities in the future, such as other football clubs training session, implementing new mini-kickers classes and youth football teams, a running club, all of which will benefit from the addition of two dugouts and encourage more of the community, and surrounding areas, to use the facilities intrinsically bringing in revenue for the club and local shops.

The inclusion of the dugout areas will benefit not only the aesthetic of the park, but it will also further improve the grounds and offer a sheltered area for people to sit when using the park for other activities. The Juniors currently open the park as and when required by groups. The Juniors have plans to increase the opening hours of the park as they make further improvements to the grounds and the facilities, utilising other funding streams.

### Evidence of Need

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

- The Stoneyburn and Bents Regeneration Plan – is currently ongoing
- A consultation was carried out with various village groups on different proposals, feedback was requested from head teachers, Community Council, Stoneyburn Community Centre Management Committee.

- Stoneyburn and Bents Future Vision Group have previously utilised Beechwood Park for community events, for example, the annual Fulshie 5k Family Fun Run, and two outdoor cinema events, amongst others.
- Stoneyburn and Bents Children's Gala Day have previously used the grounds at Beechwood Park for Gala Day's, sporting events and other events, as well as to host committee meetings.
- The addition of the dugouts will enhance the overall look of the park and make it more appealing for those attending football matches and using the grounds for other activities.
- Team Talk was an 8-week workshop program in partnership between Stoneyburn and Bents Future Vision Group and Stoneyburn Juniors Football Club, to support men's mental health, which was held at Beechwood Park.
- As an area of high deprivation, increased footfall to the village from those attending football matches or other activities held at Beechwood Park will naturally increase revenue for local shops and 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).

The project will aim to deliver two new dugout areas located at Beechwood Park the home of Stoneyburn Juniors Football Club.

- The dugouts will create a covered and dry environment for not only the players and coaches but also the training bags and vital first aid equipment which needs to be located close to pitch side.
- The dugouts will add to the aesthetic of the football park and by doing so creating a sense of respect within all who use the park.
- Village facilities may benefit from the increased footfall of those attending football matches and other activities at Beechwood Park

These additions to the community will improve the health and wellbeing of all who use them.

- The dugouts create a base for other groups to lead their activities from.

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

- Stoneyburn Community Council
- Stoneyburn Community Centre and Management Committee
- Stoneyburn Juniors Football Club
- Stoneyburn Bowling Club
- Stoneyburn Masonic Club
- Stoneyburn Primary School and Our Lady's Primary School

--	--



### 3. Project Costs

<b>Total Project Cost</b>	<b>£9,040.00</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£9,040.00</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
2 x dug outs	7500.00	
Concrete bases x 4 @ £150	600.00	
Skip to be used for removal of rubble x 2 @ £250	500.00	
JCB x 3 days hire	440.00	
<b>TOTAL</b>	<b>£9,040.00</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>NA</b>	<b>NA</b>	<b>NA</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).

As Stoneyburn and Bents Future Vision Group is the lead organisation – we will need to be included in the tendering process, design, planning, health & safety as outlined in our own policies and procedures.

The project delivery has been agreed upon between Stoneyburn and Bents Future Vision Group, and Stoneyburn Juniors Football Club respectively. This will take the form of a partnership with specific roles and responsibilities being clearly noted for development and ongoing management of the project.

Our Project Development Officer will coordinate and liaise with all parties to monitor the project and ensure that all financial and legal aspects are being met.

### **Stoneyburn Juniors Football Club**

Stoneyburn Juniors will lead on this aspect of the project. The need to coordinate the timescales for the groundwork being carried out, through to the implementation of the dugouts, as there will be different needs to take into consideration, such as match days and the training schedule of the team, and as such, they are in the best position to undertake this for this project.

Stoneyburn Juniors will also provide their own experienced Project Manager for the works being carried out.

Stoneyburn Juniors Football Club agree to keep Stoneyburn and Bents Future Vision Group, up to date on all progress related to the project and will advise the group once implementation dates are given.

We will require photographs to be taken during all stages of the project, so all parties agree to photographs when deemed necessary, which will be shared with Stoneyburn and Bents Future Vision Group for reporting purposes.

Stoneyburn Juniors Football Club agree that the new dugout areas will form part of their facilities, and the upkeep and maintenance of these will fall under the normal every day running of the club.

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>	Project Development Officer
<b>Organisation</b>	Stoneyburn and Bents Future Vision Group
<b>Date</b>	22 <sup>nd</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)

## 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>	Polbeth and West Calder Community Garden SCIO
<b>Contact Person and Position</b>	[REDACTED] - <u>Coordinator</u> Manager
<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:	Scottish Charitable Incorporated Organisation (SCIO)  SC043818  28.02.2013
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Our Charitable Objectives are:</b></p> <p><b>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</b></p> <p><b>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</b></p>

	<b>4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction</b>
--	---

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

## 2. Project Details

<b>Council Ward</b>	<b>F&amp;BV</b>
<b>Project Title</b>	<b>Resource Infrastructure</b>
<b>Project Location</b>	<b>Community Woods &amp; Garden – Polbeth &amp; West Calder</b>
<b>Project Start Date</b>	<b>July 22</b>
<b>Project End Date</b>	<b>Sept 22</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>Douglas Benson WLC Regeneration.</b>

<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.
<b>NB: this application is split between both the Polbeth and West Calder fund allocations. See Below.</b>



We are applying for funding for two capital improvements to the Community Woods & Garden site.

- A) to replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment (including power-tools and materials at danger of weather degradation) for our delivery of educational and wellbeing activities. Two (very!) old and inherited containers have reached the end of their functioning life. One we have managed to replace with another funding opportunity this application would provide the other.
- B) To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route). Our current (home-made) roadside signage is not easily visible to passing traffic and we wish to provide new signage that is safe, visible from both directions (giving adequate time and space for vehicles to indicate and manoeuvre) and meets highways standards as well as clear indication of the safe walking route from the school access road.

This is part of an ongoing development of the site in order to:

- Better provide opportunities for volunteers for wellbeing and work- experience
- Provide better facilities for school education sessions
- Improve visibility
- Improve access
- Provide infrastructure for long-term development of income generation for sustainability.
- Further engagement with local people

This builds on previous TCF projects and partnership development projects with WCHCDT funded on part by WLDT.

### 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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The three themes of priority actions were identified as:

- Our Place: homes & livelihoods
- Our Lives: health, wellbeing & opportunity
- Our Community: engaged and engaging

The Community Woodland and Garden has been providing activities directly delivering on these priorities:

Developing the sustainable delivery of activities to improve health and wellbeing. This is achieved by working as part of our local Good Connections Community Wellbeing project as well as providing much needed access to natural spaces

Supporting improved formal educational outcomes by providing outdoor learning spaces for local schools to use all year round, creating regular bespoke educational sessions for our 3 closest school, offering work placements and practical experience through volunteering as well as certified training opportunities.

Providing a schedule of community events such as nature focused kids activities, environmental discovery sessions for adults, volunteer celebrations and Open Days.

The importance and effectiveness of our activities in terms of improving mental health issues has been very evident from the feedback we have obtained from our volunteers and delivery partners – this is vital in the pandemic recovery period.

The desire for more training opportunities came directly from our volunteers and has resulted in a series of life skills modules and the provision of workshop activities. These activities are key to delivering what our community, volunteers and clients require. These needs range from being able to live independently to developing skills for the workplace. These skills are integral to our social enterprise deliverables, for example running the pop-up café on our open days and baking cakes to sell. These activities require us to have appropriate secure and dry storage and maintenance space for the equipment (more valuable power tools, cookery, food prep and outdoor education equipment rather than just shovels and forks!). And to have storage that will serve us in the long term.

When people visit the site for the first time, they often say they have passed by so often yet never knew the Community Woods and Garden existed. Some people say they presumed there was a growing space as they could see the polytunnels from the road however they did not know the trails were open to the public. The lack of suitable signage is a clear barrier for local people benefiting from the site. Adequate signage would easily resolve this while increasing footfall and engagement.

### **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**

Our planters, hanging baskets and events are key ways in which we help to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep. Project Grow directly provides the plants and upkeep for the village centre planting and the Community Workshop provides equipment (sleigh upkeep, fete games, signage) for our community events.

#### **Vibrant local economies**

The improved environment of the village is designed to encourage visitors as well as residents and bring extra footfall into the village which benefits local businesses. All elements of the Enterprise for Health & Education are about making the overall project sustainable by bringing in income as small social enterprises. This includes the zero-waste shop, sales of plants and upcycled furniture which have already encouraged people to visit the Community Woods and Garden and our village Christmas market.

#### **Enterprising communities**

Almost all elements of this project are being run as social enterprise initiatives. Some of the positive outcomes from volunteers is gaining the skills, experience, health and confidence to

return to the workplace or participate in further training and education. This includes, for example, the LEADER funded West Lothian Gardening Enterprise with which this project partnered and West Lothian College with which WCHCDT work to develop work experience and training opportunities.

#### Accessible Public Services

The equipment proposed here is required to help make these activities and their positive outcomes (health, wellbeing, educational and work experience support) safe and easily accessible from both a physical perspective and from a financial one by helping make them sustainable in the long term.

#### Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre and local facilities fit for purpose as the village becomes a focal point for a new and larger population and to encourage community cohesiveness during this period of growth. The Community Woods and Garden is a permanently assessable green space which will mostly likely be surrounded by housing in the next few years.

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

West Calder Community Development Trust in this project but also: Polbeth Hub, Explorer Scout Unit, 18th West Lothian Scout Group, West Calder Community Education Association, local schools and other groups directly and indirectly through the Five Sisters partnership group.

### 3. Project Costs

<b>Total Project Cost</b>	<b>£9575</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£3851 from West Calder allocation</b>  <b>NB: there will be an application also for £4542 from Polbeth TCF allocation (see match funding below) this split has been decided by negotiation to best accommodate the other local applications that we are aware of (although we are aware that there may be additional bids).</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
Single Trip Shipping Container	£4440	£3851
Insulation, transport and placing	£1935	£0
Shelving fit out and electrics	£1500	£0
Signage	£1700	£0
<b>Total</b>	<b>£9575</b>	<b>£3851</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>
Own reserves (£1182)	Yes	
TCF application to Polbeth allocation	No	May 22


## 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).

This project will be managed by the WC&HCDT employed joint project staff team with oversight from the PWCCG board of trustees. Both PWCCG and WC&HCDT have proven track records of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT and PWCCG both have full public liability insurance and undertakes risk assessments and comply with health and safety in all of its activities.

Where specific permissions are required for these capital projects (advertising consent and possibly planning) we will ensure all statutory compliance is met and all contractors provide adequate insurance and risk assessments and we will ensure that all volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

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>	Woods and Garden Coordinator
<b>Organisation</b>	PWCCG
<b>Date</b>	21/4/2022

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)

## 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>	West Calder Community Education Association SCIO
<b>Contact Person and Position</b>	[REDACTED]
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	SCIO SC049312
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	West Calder Community Education Association trades as West Calder Community Hub and organises and operates a range of services from the community centre. The association is run by a board of trustees, all live locally. The Board has sole responsibility for the services and activities that operate from the centre. The centre is open 12 hours a day, and hosts a variety of groups and activity, organised by the centre and by local user groups. We also run a community shop, a fitness suite, and a community cafe in partnership with West Calder CDT

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

## 2. Project Details

<b>Council Ward</b>	<b>Fauldhouse and the Breich Valley</b>
<b>Project Title</b>	<b>Refurbishing West Calder Community Education Centre</b>
<b>Project Location</b>	<b>West Calder Community Education Centre, Dickson Street West Calder</b>
<b>Project Start Date</b>	<b>1 8 2022</b>
<b>Project End Date</b>	<b>1 11 2022</b>

### 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?

Douglas Benson    Community Regeneration Officer  
Norma Bonner      Team Manager - Calders and Livingston Area

Both services support the project

### Project Description

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

West Calder Community Hub is a busy meeting place and recreation venue for many people in our area of benefit (this includes West Calder, Harburn, Polbeth, Breich and Addiewell). The Board of Trustees is working to increase the number of local people using the centre, and to increase our income, as we continue our journey of Community Asset Transfer from West Lothian Council who own the building at present. Our aim is to make the community centre building more attractive to users and potential users. In the past few months the board have successfully applied for significant funding, which, when put together with some of the Hub's reserves, is allowing significant improvements inside and outside the building. A new kick pitch has been laid, and environmental improvements have been made outside the building. The building has had cavity wall insulation installed, and LED lighting in most of the building. Work is taking place to install new boilers and a heating system, solar panels, loft insulation and a kitchen upgrade.

As the next stage, the board wish to upgrade and refurbish the main lounge attached to the café (this is jointly operated with West Calder CDT, and the CDT is fully supportive of this project).and the front hall/corridor, where our reception area is and where most of our users pass through  
The planned upgrade includes new flooring for both areas, redecoration of both areas, new café furniture, and ceiling repairs, including LED lighting, in the front hall. These works will make an attractive entry and lounge for the 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.

The Hub conducted a community survey in summer 2021 among users, potential users and local community groups. 75 % of respondents had used the Hub in the year past (In the year 2019 60,000 people used the centre). 52% used the HUB weekly at least weekly, and 81% of users rated the Hub as very good /good.

Respondents gave a range of activities they wished to see, e.g children after school provision, youth clubs, entertainment, advice provision all proved popular. When asked what the centre needed, or could do better, with 21% asking for a nicer café/lounge area, second only to better information/marketing, which we are also improving. Several respondents mentioned the 'tiredness' of the decoration and poor lighting in places.

### 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 construction will

- Use local contractors and service providers
- Increase the ability and capacity of the HUB to develop and deliver
- Allow us to improve the 'productivity' of the HUB

The improvement to the fabric and decoration of the building will

- Improve our user experience, and use of the building by making our café area a better place to eat and meet, and make our main user corridor cleaner, more attractive and better lit
- Allow the Hub to develop financially as a social enterprise, thus increasing income into the village and protecting and increasing jobs for local people

<b>Partners involved</b> (other local organisations you are working with)	West Calder and Harburn CDT (partners in the 'Brunch Club' café)
--	--

### 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>6000</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
Café furniture	5297.72	0
Café painting and decoration	559.20	559.20
Café Floor covering	5544	5440.80
Front corridor decoration	1579.20	0
LED lighting of front corridor	2634	0
Replacement ceiling panels in front corridor	1472	0
Front corridor flooring	3853.22	0
<b>Total</b>	<b>£20,939,24</b>	<b>6000</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>
Levensat Trust	10450 pending	June 2022
West Calder Community Hub reserves	4489.24	Confirmed



## Project Management and Legal Requirements

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

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

### Project Management

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

### Maintenance and Insurance

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

### Monitoring and Finance

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

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input 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>	██████████
<b>Position</b>	Development Worker
<b>Organisation</b>	West Calder Community Education Association SCIO
<b>Date</b>	12 <sup>h</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)

## 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>	West Calder & Harburn Community Development Trust
<b>Contact Person and Position</b>	[REDACTED] Trust Manager
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	Community Development Trust (company limited by guarantee with charitable status)  SCO 43914  April 2013

<p><b>What are the main activities of your organisation?</b></p> <p>(please answer in no more than 100 words)</p>	<p><b>WC&amp;HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision:</b></p> <p><b>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</b></p> <p><b>Led by the Community Action Plan across three themes:</b></p> <ul style="list-style-type: none"> <li>• <b>Our Place: homes &amp; livelihoods</b></li> <li>• <b>Our Lives: health, wellbeing &amp; opportunity</b></li> <li>• <b>Our Community: engaged and engaging</b></li> </ul> <p><b>Activities include: community events, village centre improvements, a community café and home delivery, Scottish Coop Discovery Centre, a community newsletter, a skatepark, path improvements and a wide range of health &amp; wellbeing support services and initiatives.</b></p>
---	--

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

## 2. Project Details

<b>Council Ward</b>	<b>F&amp;BV</b>
<b>Project Title</b>	<b>Celebrating Our Community Heritage</b>
<b>Project Location</b>	<b>Central West Calder (Union Square &amp; Main St)</b>
<b>Project Start Date</b>	<b>Aug 22</b>
<b>Project End Date</b>	<b>Mar 23</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><b>Emma Peattie – West Lothian Museums Department WLC for support and advice on heritage elements including identifying stories, engaging and involving the community, best methods of presentation and nature of the planned display.</b></p>

**Douglas Benson – WLC Regeneration Officer for advice on the application process and continuing a long term and phased project.**

**Stuart Geddes WLC - we met with Stuart on site to discuss our approach to railing improvements while delivering the previous TCF funded improvements to Union Sq and designing this stage of the project (see below)**

### **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.

This application is to fund a series of artistic cut-steel panels telling key stories of the history and heritage of our village.

These key stories we wish to tell are:

- The history of slavery in the area (West Calder was a relatively rare supporter of abolition) in partnership with FJSS
- The history of The Calder Witch Hunt when at least 5 women were executed and many more persecuted. To compliment the volunteer led Calder Witch Hunt project over 2022.
- The history of West Calder Cooperative Society (a “shining light” of the movement and deeply rooted in local society) – a legacy of the previous WCCS commemorative festival held by WCHCDT.

Led by the Community Action Plan (2013-18 and 2019 Onwards) WCHCDT has been working in stages (alone and in partnership) to improve the centre of West Calder to make it more attractive to visit, spend time in and pass through and to better represent the history of the village and community pride in local heritage. This started as far back as 2015 and has included: signboards, mapboards, wooden planters, a memorial bench, rebuilt brick planters, new street lighting, public art, refurbishing the Burngrange Memorial Plaque and the Shale Trail Artwork (WCHCDT has been on the development steering group of this project since inception).

These works have been funded by various means including Village Improvement Fund and one previous TCF round. We previously were granted approval to reassign an element of a Village Improvement Fund grant (£4508) to allow us to add cut steel heritage panels (ideally in the form of replacing some of the current railings in union Square). This was planned to augment the refurbishment of the brick planters and Burngrange memorial and follow the design cues of the Burngrange Memorial Bench and Shale Trail Artwork (designed by the local West Calder artist that we have worked with on public artworks on phone boxes, shipping containers and the skatepark).

These panels have not yet been delivered for a number of reasons including:

- The brick planter refurbishment was more expensive as they needed to be completely rebuilt which reduced the amount of match funding WCHCDT had available
- The Pandemic slowed project delivery
- The costs of replacing a full set of railings that meet new safety regulations was considerably higher than previously anticipated

With the funds currently held, WCHCDT have the option of erecting a single (or two smaller) panel/s or reducing the stories we can tell and commemorate.

The option is here to aim higher with additional funding from this round of TCF and also Levenseat Trust (with whom we have been in communication).

Costings for the full replacement of one set of railings incorporating three panels is circa £22000 (quote from Border Signs who did Shale Trail Artwork). If we are not successful in our Levenseat application we propose to deliver three stand alone panels (slightly smaller) for circa £10500 and if we do not get TCF funding we will revert to our current options.

### **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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The projects proposed in this application are all identified as priority projects and actions in the plan.

We also refer to the positive responses we have gathered for the works most recently carried out in Union Square and the involvement of key partners for whom this meets their aims and objectives.

### **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 proposed project builds on previous projects developing our village centre in a phased approach and works towards the following outcomes.**

#### **Town Centre Living**

These projects are designed to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep.

#### **Vibrant local economies**

These projects are designed to encourage visitors by improving the look of the area and highlighting and celebrating the local heritage in order to improve the visitor and customer experience which will benefit local businesses.

#### **Enterprising communities**

The improvement of spaces where the community holds annual events and markets is part of a plan to boost the visibility and sustainability of key local events that help generate funding for local services.

**The celebration of local heritage and creation of public art is also part of a plan to increase visitor numbers throughout the year as well as during key events.**

### **Proactive Planning**

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as a village focal point accessible by foot for a new and larger population and to encourage community cohesiveness during this period of growth.

<b>Partners involved</b> (other local organisations you are working with)	West Calder & Harburn Community Council; Fair Justice System For Scotland and West Lothian Museums Department.
--	--



### 3. Project Costs

<b>Total Project Cost</b>	<b>£22,000</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£5,000</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
<b>Art Design</b>	<b>£3000</b>	<b>£0</b>
<b>Production and installation of decorative heritage panels/railings (Border Signs quote)</b>	<b>£19000</b>	<b>£5000</b>
<b>Planning Permission</b>	<b>£202</b>	<b>£0</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>WCHCDT held funds</b>	<b>Yes</b>	
<b>WCHCDT Windfarm Community Benefit</b>	<b>Yes</b>	
<b>Levensat Trust</b>	<b>No</b>	<b>June 22</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).

This project will be managed by the WC&HCDT staff team with oversight from the board of trustees. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

WC&HCDT will seek appropriate permissions before work is started and liaise with WLC with regards to ongoing maintenance and upkeep.

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>	Trust Manager
<b>Organisation</b>	WC&H CDT
<b>Date</b>	21/4/2022

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)