

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LOTHIAN - COMMUNITY WEALTH BUILDING APPLICATIONS
GUIDANCE FOR APPLICANTS

Introduction

This guidance is intended to help applicants prepare and submit their applications for Place Based Investment Programme (PBIP) support in 2022-23.

It covers the background to PBIP and its context within West Lothian, the application process, eligible organisations and project types.

**Note that the deadline for receipt of completed application submissions is
5PM on FRIDAY 22nd APRIL 2022.**

Background

The Place Based Investment Programme (PBIP) 2022-23 was announced by the Scottish Government in May 2021. The main objectives of the PBIP include:

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

The programme provides local government with a share of £140M over 5 years to support and advance place-based capital investment and build on the strong partnership currently existing through the Regeneration Capital Grant Fund (RCGF). This breaks down per year as £38m in 2021/22; £33m in 2022/23; £23m in 2023/24; £23m in 2024/25; and £23m in 2025/26.

West Lothian Council's allocation over the 5-year period will be over £4.5m with £500,000 available for Community Wealth Building projects in 2022/23. The grant is for capital expenditure, and it is expected that expenditure will be met, or at least work or contracts signed or commenced, by 31st March 2023.

West Lothian Council's Approach

The allocations of the PBIP funding are for local authorities to decide, working collaboratively with local communities, business and third and public sectors, to support shared local plans and aspirations.

At the Council Executive on 8 February 2022, it was agreed that £500,000 would be allocated for Community Wealth Building projects, and that an applications-based approach would be used. (<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%93ly%8F>)

This approach meets the requirements of the PBIP, will allow a strategic approach to be taken over the 5-year period and will also support the council to progress this key policy agenda.

The following sections provide an overview of Community Wealth Building.

Community Wealth Building

Community Wealth Building is an approach that is gaining traction across Scotland and is currently being explored in West Lothian. It aims to tackle the challenges of rising inequality by placing a greater degree of control and wealth into the hands of local people, communities, businesses and organisations. It promotes working in partnership with communities and businesses to build a strong and resilient local economy which supports fair work, encourages local spend and uses land and property for the common good.

Community Wealth Building seeks to use the economic levers available to local authorities and other 'anchor institutions' such as the NHS, further and higher education institutions, larger private sector and third sector organisations, to support their local economies, ensuring that wealth is locally retained and benefits local people. These locally rooted anchor institutions can exert their influence to impact upon economic, social, and environmental priorities, generating community benefits and wealth.

There are five principles for Community Wealth Building:

- **Plural ownership of the economy**
Developing different types of ownership approaches such as; co-operatives, locally owned or socially minded enterprises, etc.
- **Making financial power work for local places**
Increasing flows of investment within local economies. Local authority pension funds are encouraged to redirect investment from global markets to local schemes and community owned banks and credit unions are supported to grow.
- **Fair employment and just labour markets**
Working within large anchor institutions to encourage them to pay the living wage, adopt inclusive employment practices, recruit from lower income areas, build secure progression routes for workers and ensure stable employment contracts and reliable hours.
- **Progressive procurement of goods and services**
Developing a dense supply chain of local enterprises, SMEs, employee-owned businesses, social enterprises, co-operatives and other forms of socially rooted business, which can provide goods and services to the large local anchor institutions and are supported to bid in for local contracts.

- **Socially productive use of land and property**

Ensuring that equitable forms of ownership, management and development of local assets are developed, ensuring that any financial gain is harnessed by local people and communities.

The application should be for a capital project that addresses one or more of these themes. There are a number of examples of capital projects being delivered in other areas across Scotland to deliver Community Wealth Building, and these include:

- projects to tackle under-utilised and derelict land and buildings,
- using land and property assets to help develop low carbon and renewable energy schemes and networks,
- unlocking assets to develop community enterprise hubs for small businesses and social enterprises,
- developing progressive and productive use of land and property (e.g. for Food Farm – providing employment and training opportunities and food production; tree planting), and
- developing transport models.

1. APPLICATION PROCESS

1.1 Eligibility

The application process is open to local community organisations, public sector (including council services), other community planning partner organisations and private sector.

Applications must be for capital projects that contribute to the delivery of Community Wealth Building, addressing at least one or more of the 5 principles as identified above (in Section 4).

1.2 Funding Available

Projects must be of significant value and be ready to implement. They are expected to have a value of £100,000 or above. There will be no restriction placed on the number of application bids submitted. Given the minimum project value, and limited size of overall fund, applicants are requested to be realistic with their applications and combined value of grant requests.

It must be clearly demonstrated that significant expenditure will be incurred by the particular individual project to allow for PBIP funds to be drawn down in full in the 2022-23 financial year.

In order to satisfy this, it is expected that work being supported by PBIP funds would be well underway or at the very minimum have a full procurement and legally binding contract in place and signed. Priority will be given to those projects that demonstrate that the PBIP funded works will meet prescribed 31 March 2023 timelines.

Please note where a project is successful in receiving a recommendation and offer of grant award, this must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Failure to meet the timescales in the offer of grant may result in any offer of grant being withdrawn.

1.3 Consortium Bids

Projects submitted on behalf on a consortium or partnership must have a lead body on behalf of a consortium of partners. The Lead body as applicant must evidence that partners have agreed the application and are signed up to the delivery of it if successful, for example a letter of support.

APPLICATION FORM AND TIMESCALE

The deadline for application along with any supporting information is

5PM on FRIDAY 22nd APRIL 2022

The application form can be downloaded from the West Lothian Council website where there this accompanying guidance for applicants has been published. A separate application form should be completed for each project. There is no requirement for hand signed or hard copies.

LINK TO APPLICATION FORM: <https://www.westlothian.gov.uk/pbip>

The application form should be completed and emailed on to:
CommunityWealthBuilding@westlothian.gov.uk

If you are unable to submit an electronic copy please contact us as soon as possible to discuss.

1.4 Process Points of Contact

Applicants will be contacted at multiple points throughout the application process to provide support and updates on the status of their application.

Between the launch and closure of applications, applicants will have 4-weeks of the Support Phase in which they may contact officers for support and further guidance with their application. Officers recognise the importance in supporting applicants to feel confident in their application and the application process before applications close.

During the Vetting & Feedback Phase, applicants will be contacted with an update on the suitability of their application, and whether it will be considered by the assessment panel. Throughout this 2-week phase, applicants may also be approached to discuss aspects of their application in more depth (e.g. meeting with Council contacts in planning, asset management, building services, procurement, etc.). Following this phase, unsuccessful applicants will be contacted with feedback.

After the Panel Meeting, the lead contact for each recommended application will be notified that they have been recommended for approval before Council Executive and will be updated in due course.

ASSESSMENT PROCESS

The project assessment process will consider all applications in terms of their overall viability. For example, this may include provision of a detailed business plan for your project. The Head of Planning, Economic Development and Regeneration has delegated authority for assessing applications, with recommendations being taken to Council Executive for decision. Successful applicants will be made aware as soon as possible afterwards.

SUCCESSFUL APPLICATIONS

If successful, please note that monies will only be released on receiving evidence that contracts are in place and any offer of grant will be provisional on the basis of this being received and that West Lothian Council is satisfied with what has been provided.

Please note that in the event of an application being successful, it may be recommended for a level of grant other than that requested, in order to ensure all eligibility criteria are met or to fully utilise the overall PBIP fund. This would of course be subject to discussion with individual applicants and organisations, particularly in relation to viability.

SUPPORT AND ADVICE ON YOUR APPLICATION

Officers recognise the importance in supporting applicants to feel confident in their application and the application process before applications close. If you have any questions with regards to this guidance, the application form and/or the process please contact the Community Wealth Building Team at:

CommunityWealthBuilding@westlothian.gov.uk

Appendix 1

Additional Guidance on Completing the Application Form:

Project Start Date: This must be after the date any funding offer is made and you sign off any conditions of grant but before the 24th June 2022. The signing of a formal contract by the 31 March 2023 will be considered appropriate even if physical work commences after that date, but would be expected to commence soon thereafter.

Project Completion Date: Project completion should be realistic and applicants will be required to provide monitoring reports throughout the funding period and delivery phase, and through to practical completion. These must demonstrate the ongoing viability of the project.

Project Costs: Individual projects are expected to have a minimum value of £100,000 or more, and you may apply for 100% of the total eligible project costs. Please note however, that leverage will be considered as part of the PBIP assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Please provide the total eligible spend on the specific PBIP activity to which grant will contribute, indicating amounts covered by PBIP and any other funding, grant or loan investment that will contribute to the expenditure of the project.

Grant awards must relate to spend actually incurred or legally committed. PBIP project leads will be required to show that expenditure figures are consistent with project start and completion dates, and shall provide sufficient detail within project summary regarding the nature of costs that will actually be incurred and specifically those to which PBIP will contribute. **Grant cannot be claimed for costs incurred prior to the conditions of grant being signed off.**

Please provide a detailed breakdown of costs. Additional information on any other costs, e.g. wider programme activities, should only be included within the project description. Include detail on expenditure beyond the PBIP (2022-23) funding period where appropriate. Please provide additional information within the project description where the project will be incurring expenditure beyond the period that the grant has been requested for.

Match Funding: Where you are not requesting 100% funding but are match funding the project please provide detail of other sources of funding, grant or loan investment that will contribute to the expenditure of the project. This should include the source and confirmation that this is in place or the date that you expect it to be confirmed in not.

Please specify if any additional funding for the project has already been secured, or if you are in discussions with funders to discuss eligibility. You must be able to evidence that this funding is in place by 22 April 2022 or earlier.

Project Contact: Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. If possible, please include details of a secondary contact.

Legal Requirements: 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.

Community Wealth Building Principles: Projects must address at least one of the five principles of Community Wealth Building. Further information on these principles is provided

in Section 3 of this guidance, and applicants are encouraged to seek advice and support with their applications by contacting the Community Wealth Building Team. Please also demonstrate in the project description how the capital project will support delivery of Community Wealth Building.

Please use sub headings and bullet points as this makes it easier for the reader assessing your application to quickly understand your project.

Project Proposal Summary: Please aim to keep your proposal summary short and concise, with use of bullet points where appropriate, and provide clarity what the project will deliver. Please note that any information beyond the 500-word limit is unlikely to be considered in application determination.

Please ensure that you provide responses to each of the following (you might find it useful to use these as sub-headings in your application):

- What will the project actually deliver?
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement.
- Any other financial contributions and timescales for securing other funding.
- Demonstration of how this project will benefit disadvantaged communities, as well as economic, social and physical regeneration outcomes.
- Demonstration of how the project is of strategic value and supports delivery on at least one of the five principles of Community Wealth Building.
- Demonstration of how the project will contribute to wider net zero emissions targets.
- Any other potential wider local impact not covered elsewhere in the application.

**West Lothian Council
Economic Development & Regeneration
8 February 2022**