

# Glasgow Town Centre Action Plan Grants Programme

## Application Form and Guidance Notes



Glasgow Town Centre Action Plan Grants Programme (GTCAP) funds projects which drive economic activity and create successful, inclusive and vibrant local town centres. This programme, funded by Scottish Government, is being administered through Glasgow City Council. It is delivering through 3 strands of work including this programme to support locally delivered projects.

The programme allows for grants of up to £50,000 (unless by exceptional circumstance) and is for all Town Centres in the neighbourhoods of the City, but is prioritised towards those in deprived areas and those with no other regeneration schemes. There is also a focus on supporting locally-led initiatives such as Business Improvement Districts (BIDs) and traders' associations.. A list of Town Centres is shown [here](#).

### What does the grant cover?

Grant can cover a variety of capital works from environmental improvements such as creating a new public space or shopfront improvements to refitting a vacant shop for community use. Eligible costs can be up to 100% depending on circumstance and can cover:

- Professional fees and costs such as appointing an architect to produce drawings and oversee and certify works and obtaining statutory consents
- Costs from works such as contractor's invoices and materials

### What does the grant not cover?

Grant will not cover revenue or non-capital works and any works that result in a single operator's private gain. Grant will also not cover the costs of the administration by the organisation or body applying. Critically grants are required to be committed by way of a signed contract for works, before end of March 2020, it is not sufficient to have only a grant contract within that timeframe.

## Who can apply?

Applications are invited from a wide variety of groups and organisations including traders groups (in particular Business Improvement Districts), charities, Housing Associations and other community organisations. The applicant must be able to demonstrate support for their initiative by people in the local area. Applicants should have a bank account. Preference will be given to organisations with auditable accounts.

## Process

We welcome applications for projects at all stages of development.

If your project is in the initial stages of development, you can apply for a Facilitation Grant to cover the costs of developing the project to tender, including professional and other fees, developing drawings, obtaining planning permission etc. Once the initial stage is complete your project will be reassessed to ensure it continues to meet the award criteria and you may be awarded a further Full Grant to cover capital costs, as described above. If your project is more fully developed you may apply directly for a Full Grant, without the requirement to apply for a Facilitation Grant. It is important to note that award of a Facilitation Grant does not guarantee award of a Full Grant.

All projects will be assessed against the same criteria, as set out here:



If your application passes these criteria, it will then be assessed for against the following criteria:

## **RANKED EVALUATION**

Your project will be assessed against the following criteria:

- Is the project in an area of multiple deprivation? ([here](#))
- Does the project tackle inclusive growth (ie creates employment, pathways to work or otherwise tackles poverty and social exclusion)?
- Is the project in an area where there is no previous regeneration scheme?
- Does the project encourage footfall to the area?
- Is the Project in line with the Council Plan ([here](#)) and/ or identified in the City Development Plan ([here](#)) as a priority for regeneration?
- Does the Project bring other benefits to the local area?
- The projects which the Council considers best meet these criteria may be awarded grant funding in an amount which the Council shall determine.

Applicants should note that it is a condition of award of grant funding that both the grant agreement with the Council and all contracts for works must be entered into before the end of March 2020. Deliverability is critical. Applicants should therefore ensure that before applying for a Full Grant they have completed a tender process for the capital works requires, and all statutory and other permissions (including planning permission, where relevant) are in place.

## **How can I apply?**

If you are interested in applying for a grant, please fill out the application form and email to the address below. If you would like more information, please contact us on the same email address.

### **Glasgow Town Centre Action Plan**

Development and Regeneration Services

231 George Street, Glasgow, G1 1RX

Email: [gtcap@glasgow.gov.uk](mailto:gtcap@glasgow.gov.uk)



*This document can be made available in other formats if you require a copy in another language, large format or braille.*

*Please contact [gtcap@glasgow.gov.uk](mailto:gtcap@glasgow.gov.uk)*

## Project Details

Project name

Address of project

## Your Details

Your name

Address

Telephone Number

Email Address

## Nature of Organisation that you are representing

(eg to traders group (or BID), Housing Association, community organisation, etc)

## Property Owner Details (if different)

Name

Address

Telephone Number

Email Address

**Yes**

**No**

If yes please provide evidence that owner has consented to this application

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## Project Details

(Please describe the works you would like to apply for and if available please attach relevant plans, specifications, tender returns permission and consents etc)

## Evidence of Support

Please provide evidence of how your project meets the criteria outlined above and who it benefits (including how it improves inclusive growth, meets Council objectives and encourages footfall to the area)

## What grant are you interested in?

If you are applying for Full Project Grant then please provide (where applicable) evidence of permissions received, full evidence of costs of works (whether tender return or costs of materials)

## Project Costs

If costs exceed available funding then please supply details of other funders and whether they are committed or potential

Project cost

Item	<input type="text"/>	Budget(£)	<input type="text"/>
Item	<input type="text"/>	Budget(£)	<input type="text"/>
Item	<input type="text"/>	Budget(£)	<input type="text"/>

Contingency allow 10%

Project Income

Item	<input type="text"/>	Cost	<input type="text"/>
committed	potential		

Total cost

Grant Applied for Budget(£)

**we suggest saving before submitting**

*Please read our Privacy Statement before submitting*

# Development and Regeneration Services

## Privacy Statement for Glasgow Town Centre Action Plan Grant Fund

### Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by Post at this address, by [Email](#), or by Phone on 0141 287 1055.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application (or your application on behalf of your organisation) for the above Glasgow Town Centre Action Plan Grant to fund and support your nominated project.

We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our [website](#). Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) i.e. to agree to fund and support your nominated project and on the basis of your consent.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

We may also be required to share your data with The Scottish Government for possible audit purposes. If we are required to share your data with any other future third parties, we will contact you to seek your consent for any additional data sharing that may be necessary. Anonymisation of personal data will take place whenever possible.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

### How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need, in this case we will be holding these records with your data for this process for 7 years and which will be held on secure servers. We also maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our [website](#) at or you can request a hard copy from the contact address stated above.

## **Your rights under data protection law**

### **Access to your information**

You have the right to request a copy of the personal information that we hold about you.

### **Correcting your information**

We want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

### **Deletion of your information**

You have the right to ask us to delete personal information about you where:

- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- we are using that information with your consent and you have withdrawn your consent - see *Withdrawing consent to using your information* below
- you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
- our use of your personal information is contrary to law or our other legal obligations.

### **Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

### **Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

### **Withdrawing consent to use your information**

Please be aware that whilst you have the right to withdraw your consent for us to keep and use your personal data, withdrawal of consent will also require us to discontinue the service that we have contracted with you. This may also require us to reasonably and practically recover any retrievable funds that may have been granted at the time of consent withdrawal.

Please contact us as stated above if you wish to exercise any of these rights.

### **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to assess your application for funding through the Glasgow Town Centre Action Plan Grants Fund.

If they want any more information on how we will use their information they can visit our [website](#) or [email](#).

### **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by [Email](#) or by Phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 or visit their: [website](#)

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the [complaints procedures](#) in place.

