

## Place Based Investment Application Guidelines

**This document provides guidelines for organisations applying for Place Based Investment Funding from Aberdeen City Council. It is structured into three sections:**

1. Key information to consider before you decide to apply
2. Completing your application
3. What happens after you submit your application

### **1. Key information to consider before you decide to apply:**

Please find further information and application form on ACC website [Place Based Investment Programme Fund | Aberdeen City Council](#)

For further information or to speak with a member of staff, please contact us on [ExternalFunding@aberdeencity.gov.uk](mailto:ExternalFunding@aberdeencity.gov.uk)

It is encouraged that applicants contact the funding team prior to submission to discuss project ideas and application.

#### **(a) Who can apply for Place Based Investment Programme Funding?**

Applications will be considered from Organisations who

- Are based in Aberdeen city.
- Have not for profit status, such as being a registered charity, social enterprise, or community interest.
- Are from a local council service.
- Have an ability to deliver high quality place projects within the city.
- Have an equal opportunities statement or policy (or are willing to adopt ACC's). Applications are welcome from underrepresented organisations.
- Have a clear proposal that meets the criteria.
- Can demonstrate that their proposal meets local priorities.

(b) How much Place Based Funding is available?

In 2023/24 Aberdeen City Council received £590,000 of Place Based Investment Programme Funding, which will be administered by ACC on behalf of the Scottish Government.

(c) Who allocates the funds?

The funding will be for local authorities to allocate, working collaboratively with local communities, along with business and the third and public sectors, to support shared local plans and aspiration. Final decision on the allocation rests with Aberdeen City Council and decisions will be made by Finances and Resources Committee.

(d) Who will see my information?

Please see link for information [Your data: External funding opportunities for organisations | Aberdeen City Council](#)

## 2. Completing your application

Grant funding for approved projects will be made on a pre-agreed milestone basis. The Council may consider advance payment of works in some circumstances if applicants can evidence this is required to facilitate delivery of the project. Please provide milestones and values for payments to be released if your application is successful. In line with Following the Public Pound requirements, please ensure there are at least four milestones provided, if the PBIP ask is over £15,000.

Example:

Milestone	Grant Value
1. Grant agreement signed.	£5,000
2. Contracts for work signed	£10,000
3. Order placed for materials	£10,000
4. Full completion of works	£10,000

2.1 Give a full in-depth summary of the proposal including information on partners and communities involved. Please include information relating to planning permission – does the project need planning permission? Is planning permission obtained, pending or ready to be submitted? Provide information on what will be delivered and how the project has evolved. You may include supporting documents such as, but not limited to, maps, blueprints, or photographs.

2.2 A full list of The Place Based Investment Programme objectives and ambitions can be found in the table below (2.12) along with guidance on each objective and ambition.

2.3 Link the project to aims and objectives in the local outcome improvement plan (LOIP). For example, explain and provide evidence on how the project will address climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate. Provide figures on predicted emission reduction, how that figure was calculated, what impact it would have on the community and how it connects to The Place Based Investment Programme's outcomes. LOIP can be found following the link: [Final-Draft-LOIP-Refresh-21.pdf \(communityplanningaberdeen.org.uk\)](#)

Please provide evidence of community engagement and support for the project. This could be in the form of questionnaires, social media polls, letters from local community etc.

2.4 How does the project comply with the Equality Act 2010 and follow associated codes of practice? Please include in your application information describing how you will make sure the proposed activity is open and

encourages diversity, and how it removes potential barriers, allowing for equal opportunity. Follow the link for more information [Diversity and Equality Policy \(aberdeencity.gov.uk\)](http://aberdeencity.gov.uk)

- 2.5 Deliverability - Include how you will follow the public procurement rules, how the project will be managed including frequent reports, site visits, project team, evaluation, a project plan - provide a detailed project plan including all milestones. This can include commitment to contract dates, dates of work starting, predicted project end dates, time frames, match funding details if applicable. Provide information on how you will evaluate the project. A full project plan can be submitted as supporting document.
- 2.6 Highlight any risks associated with the project and what plans are in place to prevent these. These can include COVID-19 disruptions, supply of material, procurement hold ups etc. A full risk register can be submitted with supporting documents.
- 2.7 Provide a full timeline of events for the project. This can include commitment to contract dates, dates of contractors on site, project end date. Include any procurement information and time frames, match funding details if applicable. **The Grant is to be used in the financial year awarded and it is essential that expenditure will be met, or at least work or contracts signed or commenced by 31<sup>st</sup> March of that financial year.**
- 2.8 Tick the location in Aberdeen where the project will be taking place.
- 2.9 Provide a full breakdown of expenditure for the project, as detailed as possible. An example is below:

<b>Please provide a full breakdown of expenditure for the project. You may wish to use budget headings, but a full breakdown is required with your submission.</b> Please include last audited accounts or management accounts (as appropriate).	
<b>Expenditure</b>	<b>Amount</b>
Ceramic sculptures and installation	£13,440.00
Paving	£4,261.90
In-ground lights (supply)	£5,290.00
Additional cabling and control required.	£700.00
Installation	£14,000.00
Planting	£3,000.00
Total expenditure	£40,691.90

- 2.10 Provide a breakdown of all public funding received by the organisation in the last 3 years. This is to ensure the public subsidy threshold has not been exceeded. An example is shown in the table below. For more information on subsidy control follow the link [Overview of the subsidy control regime – a flexible, principles-based approach for the UK - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<b>Public Body</b>	<b>Amount</b>	<b>Date</b>
Aberdeen City Council	£50,000	14/06/2020
Scottish Government	£100,000	03/09/2021

- 2.11 Upload supporting evidence you believe will strengthen your application, these could include but is not limited to feasibility studies, business plans, photos, maps.
- 2.12 Please see link below providing information on procurement and thresholds  
[How to do business with Commercial & Procurement Shared Services | Aberdeen City Council](#)

## Objectives and Ambitions

PBIP Main Objectives	Guidance
<p>To link and align place based initiatives and establish a coherent local framework to implement the Place Principle;</p>	<ul style="list-style-type: none"> <li>• Provide information on how the project links to local plans such as the Local outcome improvement plan (LOIP). Provide information on what objectives the project supports and the potential outcomes.</li> <li>• Tell us how the support and outcomes links to place based initiatives.</li> <li>• Provide evidence of local support.</li> </ul>
<p>To support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;</p>	<ul style="list-style-type: none"> <li>• How does the project support 20-minute neighbourhoods? Provide information about why what will be delivered is needed in the community and evidence that it is currently not supported by the 20-minute neighbourhood theory. Provide, for example, a map with community amenities in the area highlighted and text explaining why what is proposed is needed in the community.</li> <li>• How does the project support community wealth building? Tell us how the project will tackle inequality by placing a greater degree of control into the hands of the community. For example, provide evidence that inequality exists in the community through community questionnaires and explain how the project will tackle it.</li> <li>• How does the project support town centre revitalisation? How will this project revitalise the area it focuses on? For example, provide evidence a particular building in the community needs upgrading to maintain/improve the role it plays within the community and how the local people have supported this idea.</li> <li>• How does the project support community-led regeneration? Provide evidence of the community being at the heart of the project. For example, include evidence that there has been community involvement when developing the project.</li> </ul>
<p>To ensure that all place based investments are shaped by the needs and aspirations of local communities</p>	<ul style="list-style-type: none"> <li>• Show how the project has been developed with the needs of the local community in mind. This could be shown through community questionnaires, community meetings, feedback from locals.</li> <li>• Highlight the lasting benefits your project will have on the community and the impact that will have.</li> </ul>

<p>To accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.</p>	<ul style="list-style-type: none"> <li>• How does the project promote a net-zero future? For example, include predicted figures of reduced emissions and how you came to that figure.</li> <li>• How does the project accelerate wellbeing and inclusive economic development?</li> <li>• How does the project tackle inequality and disadvantage? For example, include Scottish Index of Multiple Deprivation (SIMD) figures for the area and what your project aims to deliver.</li> <li>• How does the project accelerate community involvement and ownership? Give details on what and how the community have been involved with planning</li> </ul>
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<b>PBIP Check List</b>
<b>Item</b>
Completed application form
Project plan
Risk assessment
Supporting documents (community feedback/Photographs/Maps etc)
Full detailed breakdown of costs
Equal opportunities statement or policy

### 3. What happens after you submit your application?

- Applications can be submitted at any time. The table below shows the cut-off date for applications and which committee dates the applications will be presented to.
- Aberdeen City Council will produce a shortlist of eligible projects by considering applications which responded to a need identified in the guidance.
- The shortlist of bids will be taken to committee for final decision on offer of grant.
- Applicants will be notified in the week following committee.
- Grant agreements will be issued to successful applicants as soon as possible.

Application deadline	Committee date
23/11/2023	30/01/24
12/01/2024	13/03/2024
04/03/2024	08/05/2024