



<b>Theme</b>	<b>Communities &amp; Place</b>
<b>Programme Name</b>	<b>Place (Revenue)</b>
<b>Budget</b>	£475,000
<b>Purpose</b>	To provide initial revenue support for feasibility work for projects which may later apply for the capital Place programme.
<b>Investment Plan Priority(ies)</b>	<b>S11:</b> Funding to support relevant feasibility studies.
<b>Council Priority(ies)</b>	<ul style="list-style-type: none"> <li>• Resilient Communities</li> <li>• Economic Growth</li> <li>• Climate Change</li> <li>• Health and Wellbeing</li> <li>• Infrastructure and public assets</li> </ul>
<b>Programme Priority(ies)</b>	<ul style="list-style-type: none"> <li>• Place-based investments, regeneration &amp; town centre improvements</li> <li>• Community assets and infrastructure</li> <li>• Improvements to the natural environment, green &amp; open space</li> <li>• Design &amp; management of the built &amp; landscaped environment</li> <li>• Sports, arts, cultural, heritage &amp; creative facilities</li> <li>• Active travel enhancements &amp; small scale transport projects</li> </ul>

<b>Eligibility Criteria</b>	<b>Eligible</b>	<b>Ineligible</b>
<b>Applicants</b>	Community organisations	Businesses
	Registered charities	Sole Traders
	Public sector organisations	Individuals
<b>Geographical Area</b>	Aberdeenshire	N/A
<b>Costs</b>	Consultancy	Services related to a procured contract
		Costs formally committed to or spent prior to the project start date
		Costs incurred or invoiced after the project end date
		Costs involved in winding up a company or organisation
		Bad debts, fines, financial penalties and expenses of litigation
		Payments not supported by invoices and/or documents proving expenditure
		Recoverable VAT

		Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
	<b>Minimum</b>	<b>Maximum</b>
<b>Grant (£)</b>	£25,000	£475,000
<b>Grant (%)</b>	10%	100%

Indicator	Definition	Target
Number of feasibility studies supported (numerical value)	An organisation as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	15
Increased number of projects arising from funded feasibility studies (% increase)	The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	10

Decision-Making	
Award Process	Procured Service
	<ol style="list-style-type: none"> <li>1) Tender process undertaken to appoint contractor(s) to carry out feasibility studies for a set number of projects</li> <li>2) Organisations submit applications to access the contract via their Area Office</li> <li>3) Bids prioritised/ranked by Communities and Place Member Officer Working Group</li> <li>4) Award recommendations made by Local Partnership Group</li> <li>5) Formal sign-off by Chief Officer</li> </ol>
Assessment Panel/Partnership	Communities and Place Member Officer Working Group

Claims, Monitoring & Reporting	
Frequency	At least quarterly
Process	<ul style="list-style-type: none"> <li>• Project sponsor completes provided template</li> <li>• Project sponsor submits completed template and supporting evidence to <a href="mailto:externalfunding@aberdeenshire.gov.uk">externalfunding@aberdeenshire.gov.uk</a></li> <li>• Investments &amp; Projects Officer acknowledges receipt and processes claim</li> <li>• Any costs which are ineligible or not supported by evidence are removed from the claim</li> <li>• Investments &amp; Projects Executive checks claim</li> <li>• Team Manager approves payment (or refers to Chief Officer if above authorisation limit)</li> <li>• Claim is paid and applicant notified</li> </ul>
Evidence required	<ul style="list-style-type: none"> <li>• Invoices</li> </ul>

	<ul style="list-style-type: none"> <li>• Payroll records (for funded staff)</li> <li>• BACS records</li> <li>• Bank statements</li> <li>• Timesheets for staff working part-time on projects</li> <li>• Activity report including progress against target indicators</li> <li>• Breakdown of data making up indicator report</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>• Final project report to be produced</li> <li>• 100% checks on financial information</li> <li>• Minimum 20% checks on activity/indicator records</li> </ul>