Isle of Man Government

Town and Village Centre Regeneration Scheme

Information and Guidance for Applicants

February 2014
Contents

Before you apply

Introduction

How much is available?

What will the Scheme support?

What will the Scheme not support?

What is a “town or village” regeneration area?

Who can apply for funding?

Key requirements of the Scheme

Application flow chart

Assessment of applications

Applications of £10,000 and above

Applications under £10,000 – Fast Track

VAT

Other sources of funding

Data Protection

How to apply

Disclaimer: The information contained in these guidelines is intended to assist applicants in assessing eligibility and completing an application for financial assistance only. The Government does not represent nor guarantee the accuracy of information contained herein, which may vary from time to time and completion of an application for financial assistance does not mean that the Government is in any way bound to grant that financial assistance.
Before you apply

Please read the following documents before completing your application:

- Information and Guidance for Applicants
- Application Form
- The Town and Village Regeneration Scheme 2013

The above documents are available at: www.gov.im/regeneration

Please ensure that your application for funding addresses the purpose of the Town and Village Centre Regeneration Scheme and that the application meets the eligibility requirements.

Introduction

In 2012, the Isle of Man Government published ‘An Agenda For Change’ which sets out the priorities for the Government up to September 2016. The overarching aims are to:

- Balance the budget
- Protect the vulnerable
- Grow the economy

The Government is aiming to raise the quality of the environment and recognises the important contribution made by the Island’s town and village centres to the achievement of its vision. They are key elements of the economic and social fabric of the nation, acting as centres of employment and services for local communities and a focus for civic activity. They want to see town and village centres reach their full potential and to support local economies.

The Town and Village Centre Regeneration Scheme is a sign of our commitment to the improvement of the Island’s town centres and local high streets. From 2009, the Government made available a dedicated Regeneration fund to act as a catalyst to support the improvement of our commercial centres. These significant funds are being used to support community and business leaders to regenerate and grow our town and village centres. This funding is helping our centres to adapt to modern markets, to improve access and the environment and to encourage a mix of facilities that will meet the needs of communities and businesses.

The Fund is making a key contribution to achieving the Government aims in particular helping to ensure that:

- We support businesses.
- We attract new investment.
- We have high quality, accessible town and village centres.
- Government, Local Authorities and the private sector work in partnership to bring strategic impact
- We have pride in our environment.
What will the Scheme support?

The Scheme aims to support local community and business leaders to make real and lasting improvements to commercial centres across the Island within a designated regeneration area. Projects might include for example:

- Improving pedestrian or vehicle access to a town centre particularly for persons with disabilities so that the areas are more attractive and are used more both during the day and night.
- Diversification of the mix of services and amenities within a town centre, underpinned by an understanding of the needs of the local community.
- Streetscape improvements which enhance and improve how a town centre operates, providing these are of sufficient scale and ambition to represent a commercial investment.
- Improvement/remediation of vacant or derelict sites or properties within the commercial areas to make them fit for retail, residential, business or recreational use.
- Improvements to the appearance of commercial buildings as viewed by the public.
- Improvements may include: landscaping, pavement surfaces, pedestrian or restricted traffic areas, improved parking and access, street furniture, lighting enhancements, painting of buildings, de-cluttering by way of removal of unnecessary signage and cabling, provision of street art of a temporary or permanent nature and schemes which improve the connection of the commercial centre with the community.
- Design/feasibility fees for schemes provided that the principle of the scheme has been agreed by either the Local Regeneration Committee or the Chief Minister’s Regeneration Steering Group.

We will be looking for evidence that the investment is needed, and that it will contribute to long term strategic improvements to the town and village centres. The support of local partners will be important.

What will the Scheme not support?

The Scheme cannot support any non-investment activity. This might include for example:

- Projects outside Regeneration Areas.
- Running costs such as staffing costs.
- Marketing activity.
- Sport, agricultural properties and rural residential buildings and sites.
- Private areas where there is no public access.

We will also not offer funding retrospectively. This means that projects which have already taken place, or where work has already commenced, or for which other Government funding has already been allocated will not be reimbursed.

We will not grant funding as a substitute for programmed spend or for works otherwise covered by a local authority or other body unless it can be shown that it will give added value to the basic spend which meets the objectives of the Regeneration Scheme.
What is a “town or village” regeneration area

The Isle of Man Town and Village Centre Regeneration Scheme aims to support local communities and businesses to make real and lasting improvements to commercial centres across the Island within designated regeneration areas.

The Regeneration Areas have been drawn up by Local Regeneration Committees and focus on the commercial centre of each of the towns or villages involved in the scheme. The Regeneration Areas were then approved by Chief Minister’s Regeneration Steering Group. All Regeneration areas can be downloaded from our website.

The aim is to support and improve Town and Village Centres by focussing investment in the core commercial areas. As such funding applications will only be eligible if they relate to one of the designated Regeneration Areas.

Applications should be submitted to the Regeneration Manager and will be subject to the appraisal and assessment process (see below for further details) depending on the amount of funding sought.

Who can apply for funding?

We want to encourage a diversity of ideas and ensure that all parts of the community have an opportunity to get behind their local town or village centre. We will therefore accept bids from Local Authorities, local Chambers of Commerce, businesses, third sector groups, other partnerships, charities, Departments, Statutory Boards, limited companies or an individual.

While we will accept applications from a wide range of individual organisations or bodies, consortium or partnership applications from two or more organisations / bodies are particularly encouraged. In this instance the partners need to agree an eligible lead organisation that will be responsible for completing the application on behalf of the partnership or consortium. We also ask for information about all the partner organisations and their individual roles in the proposal. The lead partner must explain how any funding will be managed and distributed amongst the other partners.

Applicants to the Scheme must:

- Hold a fee simple interest (outright ownership) or a lease for an unexpired term of at least 5 years in the land concerned, or
- Have the written consent of a person holding such an interest or lease to carry out the proposed works.
- Have appropriate management and governance arrangements in place to support our investment.

The following are not eligible for the Scheme:

a) Persons in outstanding debt to any Department of Government, Statutory Board or local authority.
b) Persons who do not authorise a check of (a).
c) An undischarged bankrupt with executions outstanding.
Key Requirements of the Scheme

All applications must include the following:

- A completed and signed application form
- 3 x quotations for each aspect of the works for which financial assistance is being applied for. These must be from contractors listed on the Manx Accredited Construction Contractor Scheme (MACCS) details of which can be found at http://www.gov.im/ded/construction/searchcontractors.aspx or by contacting the Construction Liaison Officer, Employers Federation on (01624) 660188.
- For Projects seeking funding of £3,000 and under the applicant will undertake wherever practical to seek tenders/estimates from the Manx Accredited Construction Contractor Scheme. However a lower number of quotations may be accepted if the applicant can demonstrate that they have made reasonable effort to obtain 3 quotations.
- The application should state what percentage of funding is being sought. It should be noted that the Regeneration Scheme is intended to be a partnership and as such a maximum contribution of 50%

Eligibility for Funding:

- The property must be in a designated Regeneration Area
- The property must be of commercial use and open to the public
- The works must be to the exterior of the building
- It must be demonstrated that the works would contribute to the regeneration of the wider area.

Other points about the scheme:

- Any proposal must have been the subject of consultation before it is submitted.
- Payments of financial assistance from the fund can be paid in staged phases provided that this is agreed.
- There are three types of application for funding;
  i. Projects under £10,000 (There is a fast track appraisal and assessment for applications under £10,000)
  ii. Projects £10,000 to under £100,000 and
  iii. Projects over £100,000 (Require Treasury concurrence)
- For large schemes there will be a requirement that the recipient comply with principles of the Government’s Procedure Notes for Capital Schemes. However the scope and scale of the compliance expected will be in line with the scope and scale of the project. By way of guidance projects valued over £250,000 should fully comply with these principles which include:-
  i. Compliance with Health and Safety Legislation i.e. the appointment of a competent and properly resourced Planning Supervisor
  ii. The preparation of a comprehensive brief
  iii. The formal appointment of competent and properly resourced professional consultants
iv. An appropriate procurement route properly documented and monitored
v. An appropriate contract strategy formally implemented and recorded
vi. A selection process for competent and properly resourced Contractors from the DED’s list of Approved Contractors
vii. A formal tendering procedure using tender documentation based on that included in the Government’s Capital Procedures
viii. Supervision and monitoring of the works with reports of such by appropriate agents
ix. A formal review of the scheme after completion

If requested by the Regeneration Manager, the applicant will furnish documentary evidence that demonstrates that the principles of the Procedure Notes for Capital Schemes have been complied with appropriately according to the value and complexity of the scheme.

- No assistance exceeding £100,000 in total in respect of one project may be made without the concurrence of the Treasury
- Joint funding of projects from various sources will be welcomed
- On completion, significant funded schemes will be awarded a plaque stating that the scheme was funded by the Town and Village Centre Regeneration Scheme
Application Flow Chart

Application submitted and Validated → Initial check by Regeneration Manager to ensure eligibility for funding → Eligible Application sent to Technical Officer Group for comment → Appraisal by Regeneration Manager considered by Local Regeneration Committee. Local Regeneration Committee makes recommendation as to whether funding should be offered and at what level → Application determined by Minister for DED if below £10,000 or Chief Minister’s Regeneration Steering Group if over £10,000*

*Applications for £100,000 and over will also require the concurrence of Treasury so may take longer to be considered.
Assessment of Applications

Applications will be subject to a four stage assessment process comprising:

1. An initial sift to ensure eligibility requirements are met.
2. Assessment of application against criteria.
3. Consideration by the relevant Local Regeneration Committee which depending on the amount of funding being requested will make a recommendation to the Minister for Economic Development or will make a recommendation to the Chief Minister’s Regeneration Steering Group.
4. Decision by the Minister for Economic Development or the Chief Minister’s Regeneration Steering Group.

Stage 1: Initial Sift

The Regeneration Manager will, with the support of a Technical Officer Group from Government, undertake the assessment at stages one and two of this process.

At the initial stage, we will eliminate any application deemed to be ineligible. In addition, we will be looking for evidence that:

- The Scheme would complement rather than replace existing planned spend (i.e. we will want to be sure that added value is offered);
- Spend can be achieved in an appropriate timescale.

Stage 2: Assessment against Criteria

Applications that satisfy eligibility criteria will proceed to the second sift stage, at which point they will be assessed against a number of criteria. Each project will be assessed on its merits and overall contribution to the regeneration of the area. The Scheme has been deliberately designed to be flexible but the fulfilment of the following basic criteria will maximise the chance of a successful application for grant assistance.

The following criteria represent the Government’s Aims and will assist in determining the degree to which projects support the achievement of our priorities.

Criterion 1: To facilitate a dynamic modern and diverse economy.

Criterion 2: To maintain full and rewarded employment.

Town and village centres have a key contribution to make to the economic vitality of the Island and we want the fund to support local economic growth and employment opportunities for local communities. We would expect projects that aim to increase footfall in the town centre by day and/or night, that have a positive impact on their economic vitality and that create opportunities for further investment.

We will be looking in particular for evidence of:
• Leverage from other public and private sector sources. Higher rates of leverage will be welcomed.
• The involvement and support of the local business community in the bid.
• Creation of employment opportunities, particularly where these will benefit the local community.
• Potential to attract future investment.

**Criterion 3:** To raise the quality of the environment which surrounds us.

A successful, sustainable town or village centre will meet the needs of and be accessible to the local community.

We will be looking in particular for evidence that the bid will support delivery of the local vision as defined by the Local Regeneration Committee and agreed between local partners. We are also looking for improvements and alterations which are sympathetic to the historical and cultural identity of the location.

**Criterion 4:** To encourage people to take pride in their environment.

Clean, well maintained, attractive town and village centres with facilities which attract footfall.

We will be looking for evidence that bids will enhance the built and natural environment of the town centre through, for example, remediating gap sites or including perhaps undertaking a fundamental clean of the built environment by the relevant authorities. We are looking for schemes which bring vitality to areas and it is hoped that social and cultural environment will be enhanced.

**Criterion 5:** Project can be delivered within an agreed timescale.

The Scheme seeks to make a real difference to our town and village centres, and to do this quickly as a means of supporting our town centres through difficult economic times.

We will be looking for assurance that applicants are ready and able to quickly deliver. This will particularly include evidence that:

• All necessary planning applications are ready for submission or have been submitted.
• All necessary building consents are ready for submission.
• Any offer of assistance is open for a maximum of two years. The Chief Minister’s Regeneration Steering Group will only consider an extension in exceptional circumstances and such application must be submitted within the two year period supplying specific reasons for the extension.

**Criterion 6:** Strategic impact and long term sustainability.

The Scheme aims to make a significant difference to our town and village centres. We want to make sure that applications are underpinned by investigations and engagement of local statutory, private and third sector representatives, which have in turn given rise to a vision for the town centre. We want to be able to see how the project will support delivery of long term aims for
improvement of the town centre. Finally, we want to be sure that resource implications of projects are recognised and we can see that there is a commitment to deliver.

We will be looking for evidence that:

- All local partners have been consulted.
- Funding for all other elements of the project are identified and committed.
- Any ongoing revenue costs arising from the investment are identified and a local partner is committed to meeting these costs.

**Stage 3: Consideration by the relevant Local Regeneration Committee**

At the third stage the assessment of the application will be considered by the relevant Local Regeneration Committee which will consider the application and recommend to the Chief Minister’s Steering Group or the Minister for Economic Development whether funding should be awarded and to what level.

**Stage 4: Consideration and Decision by the Chief Ministers Regeneration Steering Group or the Minister for Economic Development**

Finally, depending on the amount of funding being sought, the Chief Ministers Regeneration Steering Group or the Minister for Economic Development will consider the application and the recommendations of the Local Regeneration Committee and decide whether to offer funding and to what level.

**Applications for £10,000 and above**

Applications for funding of £10,000 or more will be considered by the Chief Minister’s Regeneration Steering Group. Applications for £100,000 and over will also require the concurrence of Treasury so may take longer to be considered.

**Applications for under £10,000 – Fast Track**

There is a fast track process for applications under £10,000. Applications for funding for under £10,000 will be considered by the Minister for Economic Development.

Successful projects will receive offers of a grant. Unsuccessful applicants will receive written feedback on the reason their bid was unsuccessful.

**VAT**

If the applicant is VAT registered then any assistance paid will be paid on the net amount i.e. the invoiced amount before the addition of VAT.

**Other sources of funding**

Further information on other funding from Government can be obtained here: [www.gov.im/ded/grants/](http://www.gov.im/ded/grants/)
Data Protection

Applicants to the Town and Village Regeneration Scheme are advised that the subject of your bid and the identity of the applicant will be made available to the public.

Please therefore note that information provided, including the subject of the bid and the identity of the applicant, will be held, published and disclosed. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

Please note that in authorising checks to be carried out to ascertain any arrears owed in income tax, national insurance contributions or value added tax by you or your company (Section 12 of the application form), you consent to this information being shared between Treasury, the Department of Economic Development and Chief Secretary’s Office. Failure to give consent to these checks being carried out will result in applications being ineligible for consideration.

How to apply

Please download and carefully read the following documents (all of which are available at www.gov.im/regeneration)

- Information and Guidance for Applicants
- Application Form
- The Town and Village Regeneration Scheme 2013

Please send a hard copy of the completed application form and all supporting documentation including 3 quotations for each aspect of the works for which funding is sought to:

The Regeneration Manager
Chief Secretary’s Office
Third Floor, Government Offices
Bucks Road
Douglas
IM1 3PN

All applications and supporting information should be typed. If you do not have access to a PC, please complete a hard copy of the form in black ink and post it to the above address. Please note that all applications should be legible, illegible entries will not be considered.