



# **Selby District Council**

## **Towns Centre Revitalisation Programme Policy**

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## 1.0 Purpose of the policy and background.

- 1.1 The purpose of this document is to determine the overarching policy for awarding grants under the Selby District Council Town Centre Revitalisation Programme (TCRP). The policy will provide the framework within which applications for grants will be invited, received and, where appropriate awarded by the Council.
- 1.2 The centres included within the programme are the principal town of Selby, the market Town of Tadcaster and the emerging town of Sherburn in Elmet as outlined in the boundary maps at Appendix A.
- 1.3 Selby District Council has invested £4.25m into town centre regeneration. The funding has been allocated to each centre as follows:
- Selby £1m;
  - Tadcaster £1m; and
  - Sherburn in Elmet £1m (with legacy projects of £650k).
- Subject to the delivery of SDC led projects, a proportion of funding from the above allocations may be released for community led project delivery. The amount of grant funding available will be identified at the time of invitation to apply.
- 1.4 In order to develop the programme, the Council undertook extensive research and stakeholder engagement for each of the three centres in 2019 and 2020 which resulted in the production of forward frameworks and action plans specific to each centre. These can be found at the following link <https://www.selby.gov.uk/our-town-centres>
- 1.5 Work has also been undertaken to understand footfall and use of the town centres, versus the growing demographics of the area.
- 1.6 From the above, the Council has initially developed a series of town regeneration and leisure capital-based legacy projects to enhance the physical appearance, digital accessibility, and the cultural engagement in the towns.
- 1.7 The TCRP is a major undertaking for the Council and will require significant partnership work across other public, private, community and voluntary sectors to achieve the scale of delivery. Therefore, in addition to the projects which will be delivered by SDC directly, and where funding and opportunity allow, the Council is looking to have a delivery framework in place through this grant policy which can enable businesses, and other organisations to develop *and* to deliver projects which are specifically aligned to town centre regeneration priorities.
- 1.8 This policy outlines the process whereby businesses and other organisations can be part of the TCRP, how projects can be proposed, and how funding can be applied for.
- 1.9 This document outlines the Council's requirements in terms of the:
- the application process;
  - information required from any business or organisation wishing to develop and deliver TCRP projects;

- the applicant’s obligations;
- the evaluation and decision-making process;
- how grant funding will be awarded;
- due diligence;
- risk, controls, and assurance; and
- performance and monitoring of the projects.

1.10 The policy also details the Councils requirements in relation to subsidy controls (formally known as state aid).

## 2.0 Funding

2.1 The purpose of the funding is to support projects which deliver on the key priorities of the town centre regeneration work, to:

- enhance the physical appearance;
- promote digital accessibility; and
- promote cultural engagement.

2.2 This is to achieve outcomes such as:

- increasing footfall and dwell time;
- improving health and well-being;
- reducing vacancy;
- improving safety;
- enhancing connectivity;
- enhancing heritage; and
- support visitor economy.

2.3 Applicants should be familiar with the town centres work and research to date before applying. The boundary maps in Appendix A identify the area around the town centre which can best impact on achieving the above outcomes and aligns with the SDC led projects. This can support businesses and organisations to consider the diverse ways in which town centres can be accessed and enjoyed (i.e., through accessible walking and cycling routes, improved open space and activities which draw to the town centre).

2.4 The Council has allocated a fixed sum for the TCRP and, as such, the total of all projects, including town regeneration and leisure capital-based legacy projects already approved by Council, will not exceed the amount allocated.

2.5 Grant funding under this scheme will be available for the 2021/22 and 2022/23 financial years only as the Council will become part of a new unitary Council with effect from 1<sup>st</sup> April 2023. Invitations to apply will be completed in rounds during that period. Projects should commence within 3 months and be delivered within two years of any grant award. Details of when funding rounds are open will be identified on the Council’s website.

2.6 In view of the above, any award of grant to a successful bidder will be fixed. It is therefore **vital** that all proposed projects which are submitted as part of a bid, are fully costed and

need to consider cost increase and risk mitigation, and that emphasis is placed on establishing its full cost at the time of the initial application.

- 2.7 The Council reserves the right to close the programme at any time that funds are exhausted or where the Council anticipates that the costs of the agreed projects will use all of the funding approved by Council.

### 3.0 How will grants be provided?

- 3.1 The Council is fully aware of the importance of these grants to deliver successful projects for the Town Centres. In view of this, each project will need to be carefully evaluated. The Council is aware that any level of scrutiny must be proportionate to the size of the project and the level of grant awarded.

- 3.2 Any business or other organisation will be required to bid for grants using the Council's approved application form. Prior to making an application, the Council would encourage bidding businesses, or organisations to have an initial high-level discussion with officers to:

- (a) ensure that the project would be compatible with the town centre plans; and
- (b) identify whether other sources of funding may be more appropriate (e.g., National Lottery funding).

- 3.3 The bidding process for grants has been designed to be proportionate to the size of project and the potential level of grant to be awarded. Bidding businesses or organisations will need to ensure that they provide all requested information and evidence in order to fully meet the requirements.

- 3.4 Application forms for grant funding (together with the evidence requirements) are available on the Council's website at <https://www.selby.gov.uk> and the site will provide the latest information for all interested organisations.

- 3.5 All applications **must** be made online, and it should be noted that there are different requirements for the following as detailed within 3.7 below:

- (a) **Class A** - Grants for projects of £10,000 to £50,000; and
- (b) **Class B** - Grants for projects over £50,000 to £250,000.

- 3.6 The process of evaluation and monitoring will clearly be more intensive for the higher value grants.

- 3.7 All applicants will be required to fully complete the application form and agree to the following:

- **Class A Grants;**
  - Enter into a contractual agreement with the Council (available at this link) *insert link to grant agreement template;*
  - Provide a fully costed business / project plan with key timescales and milestones;
  - Provide the Council with a named individual responsible for the project throughout;

- Provide any supplementary information as required by the Council; and
- Allow inspection and monitoring of the project by the Council as required.

- **Class B Grants:**

- Enter into a contractual agreement with the Council (available at this link) *insert link to grant agreement template;*
- Appoint a dedicated named project manager who will be responsible to the Council for the successful delivery of the project;
- Provide a fully costed and appropriately detailed business and project plan for consideration by the Council;
- Agree to attend regular project meetings at such time and frequency determined by the Council;
- Provide any supplementary information as required by the Council; and
- Allow inspection and monitoring of the project by the Council as required.

3.8 In all cases, businesses will be required to confirm that they are eligible to receive grant funding. Businesses and organisations are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants. Applying businesses or organisations can be from outside of the Selby District area but they must complete the project in the specific town centre boundary and demonstrate benefit for local business, residents, and communities.

3.9 Where the Council requests further information or evidence to support any application, this should be provided within 14 days of the request. Failure to do so may result in any application for funding being deemed incomplete and void.

3.10 Where the Council grants an application, the successful business, or organisation will be given a date to provide all agreements / contractual arrangements and to confirm their commitment to the project. Should this not be received the award offer will be withdrawn by the Council.

3.11 Payments will be made in accordance with the agreement with the Council who will determine both frequency and amount as appropriate to the project.

## **4.0 Eligible and Ineligible spend**

4.1 Applicants should be clear on what the grant can be spent on. The applicants' guidance provides supporting information on eligible and ineligible costs and can be found on the Council's website.

4.2 Examples of ineligible spend include:

- organisational overheads;
- ongoing running and maintenance costs;
- recoverable VAT; and
- projects or activities which have already commenced or where funding has already been committed.

4.3 Examples of eligible spend are:

- One-off costs directly attributable to the project (works, goods, and services); and
- Irrecoverable VAT.

4.4 The applicants' guidance provides further outline and FAQs to support application.

## 5.0 Evaluation

5.1 All applications will be assessed by officers of the Council. They may contact applicants to discuss the application in more detail. The applicant main contact should have a good understanding of the project and how it will work. The assessor will want to discuss areas such as:

- How well does the project meet the town centre regeneration priorities?
- Is the project workable and deliverable within the timescales?
- Does the project provide good evidence of need?
- Will the project meet the right type of beneficiaries?
- Does the project represent good value for money?
- Is the project sustainable beyond the funding period? (Where applicable)
- How the outcomes benefit town centre regeneration and contribute towards the principles of good sustainable (economic, social, environmental) development?

5.2 Match funding is not a pre-cursor for application, but applicants should be able to demonstrate the additional resources and funds which will contribute to the delivery of the project.

5.3 The Council will undertake due diligence before any grant award. The business or organisation will need to submit a range of evidence to the council at the point of application, such as governance arrangements, bank account information, appropriate policies (i.e., procurement, safeguarding).

5.4 The applicants' guidance on how to apply and what evidence will be required can be found on the council's website.

## 6.0 Excluded businesses

6.1 The following businesses or organisations will **not** be eligible for an award:

- (a) businesses, or organisations which have already received grant payments that equal the maximum levels of subsidy permitted under Government's subsidy controls including any grant funding that is in contravention of the TCA as defined in 7.1 below; and
- (b) businesses, or organisations that were in administration, are insolvent or where a striking-off notice has been made. If the grant recipient is or becomes insolvent or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of

its creditors, or it is unable to pay its debts as they fall due.

## **7.0 Subsidy Controls**

- 7.1 Since 1 January 2021, the UK has followed the commitments on subsidy control set out in its free trade agreements with other countries, notably the provisions of the UK-EU Trade and Cooperation Agreement (TCA), and the WTO rules on subsidies, as well as the relevant provisions within the Northern Ireland Protocol.
- 7.2 The Council can still pay out grants and subsidies and will abide by the guidance given by Government as well as the Subsidy Controls Bill when it receives Royal Assent in 2022.
- 7.3 Businesses should make themselves aware of their obligations under Government's subsidies arrangements and if required obtain their own independent legal advice in relation to the Subsidy Control Bill.

## **8.0 Scheme of Delegation**

- 8.1 The Council has approved this programme and officers of the Council will administer the scheme.
- 8.2 The Council has delegated the powers to consider applications and award grants to the Director of Economic Regeneration and Place in consultation with the Lead Executive member for Communities and Economic Development, S151 and Solicitor to Council. The delegation is to a maximum of £250,000 per project.
- 8.3 The responsibility for day-to-day administration is delegated to the Head of Community, Partnerships and Customer Services.
- 8.4 The awarding of grant funding will rest with the delegated officers and the authority will look to make decisions and awards in a timely manner having regard to the size, complexity, and funding requirements for each of the project applications.

## **9.0 Notification of Decisions**

- 9.1 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received. All awards, including the names of recipients, will be published on the Council's website.

## **10.0 Monitoring and Reporting**

- 10.1 Each grant award will be subject to monitoring and reporting. The frequency of monitoring and reporting will be agreed at the point of award and will include a reporting framework as outlined in the grant agreements for Class A and B grant awards.

## **11.0 Complaints**

11.1 The Council's Complaints Procedure (available on the Council's website <https://www.selby.gov.uk/complaints-and-compliments> ) will be applied in the event of any complaint received about this programme or the administration of applications.

## **12.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

12.1 The Council understands that all payments under the scheme to businesses and other organisations are taxable in nature and, as such, the Council does not accept any responsibility in relation to an applicant's tax liabilities

12.2 all applicants should make their own enquiries to establish any tax position.

12.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) and other Government departments of all payments made.

## **13.0 Managing the risk of fraud**

13.1 The Council will not accept deliberate manipulation of the programme or fraud. Any applicant caught falsifying information to gain grant funding or failing to declare all relevant information will face prosecution and any funding issued will be recovered from them.

13.2 Applicants should note that, where grant funding is paid by the Council, details of each individual grant may be passed to Government and other organisations to prevent and detect fraud.

## **14.0 Recovery of amounts incorrectly paid**

14.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full from the applicant.

## **15.0 Data Protection and use of data**

15.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notice shown on the Council's website.

**Appendix A**  
**Towns Boundary Maps**





