**Glasgow City Council**

**The Place Fund – Local Place Plans Development Fund**

**Financial Year 2023/24**

The Place Fund (TPF) is a Scottish Government fund, of which Glasgow City Council receives an allocation. Glasgow seeks to fund projects which address key themes including transformational town centre works, 20-minute neighbourhoods and Liveable Neighbourhoods, and food inclusion. This programme will support locally delivered projects under these key themes. TPF seeks to support community-led regeneration and community wealth building, promote wellbeing and inclusive economic development, and towards achieving carbon net zero.

**What does the grant cover?**

The **Local Place Plan Development Fund** is an open call for applications to support the development of Local Place Plans (LPPs). The key rationale behind this fund is as follows:

The City Council recognises that we need to develop plans to supports the Council’s vision for Glasgow as *a fair and sustainable city where everyone gets to contribute, and all can benefit from a flourishing Glasgow.* In this regard, it is recognised that we need to work proactively with local communities to develop long-term, sustainable, and deliverable spatial plans, with a clear focus on the quality of place at the heart of that. The introduction of LPPs help to embed that as a key strand of our approach to planning, regeneration and place making by giving local communities the right to develop plans for their neighbourhoods. You can find out more about LPPs here: [*Local Place Plans*](https://glasgow.gov.uk/index.aspx?articleid=30274)

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In order that communities can develop LPPs, it is recognised that some degree of financial support may be required to support their delivery. The Local Place Plan Development Fund is an open call for applications to support communities to prepare LPPs. **The maximum amount per award shall be £15,000.**

Eligible costs can be up to 100% depending on circumstance and can cover:

* Professional fees and related costs - such as appointing relevant professional consultants to support the delivery of the LPP. This could include, for example, Planning and/or other place making professionals, facilitation support for community engagement.
* Costs incurred for associated community and stakeholder engagement events directly linked to the development of a LPP. This could include venue hire, catering and purchase or production of materials required to support delivery of such events.

All bids will be subject to scrutiny under relevant legislation including Subsidy Control.

**What does the grant not cover?**

The grant will not cover the costs of the administration by the organisation applying.

**Who can apply?**

Any community body who has confirmed with the Council that they intend to prepare a LPP is eligible to apply. The applicant must meet the legislative requirements of a community body as defined in the *Community Empowerment (Scotland) Act 2015*. This could include Community Councils, Development Trusts or other local organisations that meet the relevant criteria as set out in the Act.

**Projects will be evaluated against the following criteria:**

* Does the application for funds relate directly to the production of a LPP for the area in which the applicant operates?
* Does the requested funding support the widest possible involvement of the local community and other local stakeholders, including local elected members?

Critically, grants are required to be committed before the end of March 2024, with contracts in place by that date in the case of the appointment of consultants.

The projects which the Council considers best meet these criteria may be awarded grant funding at a level 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 relevant contracts for works must be entered into before the end of March 2024. Deliverability is critical - applicants should be in a position to procure and appoint in time to meet the March 2024 appointment deadline. Subsequent work should be completed within the financial year 2024-25.

In the event that the fund is oversubscribed, due consideration will be given to:

* Reduced awards relative to the amount applied for
* Value for Money
* The ability to demonstrate extent of consultation proposed maximises community engagement
* Areas of need based on relevant SIMD indicators,
* Alignment with other relevant Council priorities.

**How can I apply?**  
If you are interested in applying for a grant, please fill out the **application form on the following pages** and email to the address below by **12 noon on Monday 22nd of January 2024**. If you would like more information, please contact us on the same email address.

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

It is the intention that successful applicants will be notified before February 2024. In applying for grant you need to consider whether [Subsidy Control](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance) rules apply. Grant will not be awarded if compliance with Subsidy Control cannot be demonstrated’

**Glasgow City Council**

**The Place Fund – Local Place Plan Development Fund**

**Financial Year 2023/24 Application Form**

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| --- | --- |
| **Local Place Plan** |  |
| **Area to be Covered by LPP** |  |
| **Grant Request Amount** | £ |
| **Organisation Details** | Name:  Address:  Telephone Number:  Email:  Nature of organisation you are representing:  **Charity/Company Number?** |
| **Eligibility: Does Your Organisation Meet the Criteria of a Community Body as Set Out in the Community Empowerment (Scotland) Act?** | **Yes/No** |

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| **Project Description**  Please summarise your project and the works you would like to apply for. Please attach relevant plans, specifications, tender returns, permissions and consents etc. ***(Maximum 300 words)*** |
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| **Evidence of need and demand**  Please provide evidence of how your project contributes to the **criteria below:**  ***(Between 300-600 words* for each section*)*** |
| * Please demonstrate how you project contributes to the key criteria for this fund: |
| * How does it contribute to the GCFP aims? |
| * What is the longer-term impact of this proposal? |
| * Please demonstrate evidence of community need, support and involvement in this project. |

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| **Project Costs**  Please Provide project cost details including a contingency of 10% and project income.  Use additional lines if required. | | | | | |
| **Cost Headings** | **Amount £** | | **Evidence of Cost**  **Provided e.g. quote** | | **Indicative time of when work will take place?** |
| *e.g Fencing* | *10,000* | | *Quote attached* | | *June 2024* |
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| **Total** |  | |  | |  |
| **Project Funding**  Please provide details of other funding for the project – including confirmed and unconfirmed funding. Use additional lines if required. | | | | | |
| **Funding** | | **Amount** | | **Confirmed?** | |
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**Please read our Privacy Statement, below, before submitting.**

**Glasgow City Council**

**Privacy Statement for The Place Fund Financial year 2023/24**

**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 City Council – The Place Fund 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 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 were:

* 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 Programme 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 visit their website at [www.ico.org.uk](http://www.ico.org.uk)

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.