



# Town Centre Capital Grants Scheme 2023 - 2024



Funded by  
UK Government



Scottish Government  
Riaghaltas na h-Alba  
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**Before completing this Application Form please ensure that you read the Application Guidance Notes and Conditions of Grant Award on Pages 9 to 12.**

This project is funded by the Scottish Government through the Place Based Investment Programme and the UK Government through the UK Shared Prosperity Fund.

The aim of this grant is to make a transformational and visual difference to buildings within the 7 town centres with a masterplan or improvement plan in place at Aberlour, Buckie, Dufftown, Elgin, Forres, Keith and Lossiemouth. Maps that define the Town Centres can be viewed on this link - [www.moray.gov.uk/moray\\_standard/page\\_151947.html](http://www.moray.gov.uk/moray_standard/page_151947.html)

The scheme offers grants of up to 50% of the eligible costs so the grant awarded would be up to a **maximum of £50,000 or 50% of the eligible costs, whichever is the lesser amount, therefore match-funding of at least 50%** will be required from the property owner or tenant.

Grants are discretionary and will be considered for suitable projects that meet the criteria in any of the following 5 categories:

1. Transforming Empty Space (eg converting empty property into residential\* or business space within a Town Centre)
2. Support businesses to relocate to an alternative vacant property (increasing or decreasing capacity) within a Town Centre
3. To support sub-division or expansion of existing buildings within a Town Centre (eg split one large shop into two smaller shops or expansion of current premises)
4. To support new business start-up within a Town Centre
5. To support businesses to make improvements to shopfronts, properties, signage (eg heritage signage on walls and lanes) and lighting (eg decorative and security lighting) within a Town Centre to improve the attractiveness of the business and encourage people to shop local and to create greater footfall

\*In some town centres converting to residential on a ground floor will not be acceptable.

Grants can only be used for capital purchases and/or physical works to the property. Eligible Works include:

- Works to property entrance to create access
- Structural work
- Window replacement
- Signage (eg heritage signage on wall and lanes)
- Lighting (eg decorative or security lighting)
- Professional fees

Other works which may be considered include electrical rewiring/upgrade, heating upgrade, boiler installation and plumbing repairs where the application meets the criteria in the categories listed at points 1 to 5 on page 1.

Non Eligible Works include:

- Ongoing maintenance
- Insurances
- Stock
- Staffing Costs
- Vehicle purchase/maintenance
- Spending that is of a Revenue nature

The deadline for applications to be submitted is **08 January 2024**

If you require any assistance to complete this form, please email:  
[localdevelopmentplan@moray.gov.uk](mailto:localdevelopmentplan@moray.gov.uk)

## APPLICATION FORM

Please refer to the Application Guidance Notes on page 9. Form to be completed in type or black ink.

1. Please indicate which of the following grants you wish to apply for:

Transforming Empty Space (eg converting empty property into residential* or business space within a Town Centre)	
Relocate to an alternative vacant property (increasing or decreasing capacity) within a Town Centre	
Sub-division or expansion of existing buildings within a Town Centre (eg split one large shop into two smaller shops or expansion of current premises)	
New business start-up within a Town Centre	
Improvements to shopfronts, properties, signage (eg heritage signage on walls and lanes) and lighting (eg decorative and security lighting) within a Town Centre	

2. Address and Postcode of the property/street for which the grant is applied for:

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3. Name of applicant (Note 1):

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4. Applicant address and contact details

Address:
Tel:
Email:

5. Do you own the property for which you are seeking grant? **(Note 2)** Yes  No

If no, please complete the following details (please continue on separate paper if necessary):

Applicant's interest in property:
Nature & term of lease:
Maintenance responsibilities under lease:
Owner's Name and Address:

6. Nature of applicant (e.g. householder, business, charity, Not-for-profit organisation or social enterprise)

7. Name of Agent or Professional Advisor (if applicable):

8. What is the proposed end use of the property and benefits to the Town Centre? **(Note 3)**

9. Please include details of proposed works to be carried out (**Note 4) Photographs** – We would ask you to submit photographs – “before” works have commenced and “after” works have been completed

10. Where applicable have all the relevant statutory consents been applied for/awarded? Yes  No

Please refer to [www.moray.gov.uk/moray\\_standard/page\\_41734.html](http://www.moray.gov.uk/moray_standard/page_41734.html) for further information regarding Planning Permission Timescales and Fees.

Where applicable list the consents in the table below (**Note 5**)

	Planning Permission	Listed Building Consent	Advertisement Consent	Building Warrant	Other (eg. scaffolding)
Ref No.					
Date Applied for					
Date Awarded					

11. Are you VAT registered? Yes  No

If yes, what is your VAT Registration Number?

12. Please ideally provide 2 quotes and indicate which contractors you will be using and the prices they have quoted for carrying out the proposed work (excluding VAT) in the table below **(Note 6)**

Element of works to be carried out	Preferred Contractor/s	Cost (ex VAT)

If applicable, please give costs below for any Professional Fees or Statutory Consents (eg. Architects Fees and Planning Permission). Please note that if your application is successful that 15% of the total grant awarded is the maximum amount that will be awarded toward Professional Fees or Statutory Consents.

Service to be carried out	Preferred Contractor/Local Authority	Cost (ex VAT)

Total Cost for Works and Professional/Statutory Fees

Please give the estimated overall cost that you will incur for the proposed works

If you cannot reclaim VAT, payment will be made inclusive of VAT up to the value of the Grant Award

13. Timetable

Estimated Project Start Date:

Estimated Project Completion Date:

14. Have you previously received Grant Funding from Moray Council    Yes     No

If Yes, please give details of the funding you received:

**Unless otherwise agreed in writing all specified grant funded works must be committed or have started by 31 March 2024. Evidence that grant funded work has been committed or started by this date will be required should your application be successful. All claims for grant reimbursement must be submitted to Moray Council by 30 August 2024. Further information on the overall costs of the project and jobs safeguarded or created through the project will be sought on the Grant Claim form.**

15. Declaration

**By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge**

If the applicant is two or more individuals (e.g. if the property is jointly owned) all must sign the completed form. If the applicant is an Organisation, an authorised member of the organisation must sign the completed form and give his/her position in the organisation.

I declare that:

- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- I can confirm that the quotations enclosed are bona fide competitive quotes
- I can confirm that the owner of the property, if appropriate, has agreed to the proposed works being carried out and that their written consent is enclosed
- I accept the grant is discretionary and is subject to funds being available
- Where submitting an application on behalf of an organisation or group I have the power to accept the grant subject to conditions and the power to repay the grant in the event that the conditions of the grant are not met.
- I will accept and abide by the terms and conditions of the grant award and the agreed works, failure to do so will render the applicant liable to return any grant disbursed.
- I will notify in writing of any variation in the agreed works prior to their implementation and allow sufficient time for their consideration.

An application will be invalid until all of the necessary documents and information is received and acknowledged

Print Name:

Signed:

Date:

Print Name:

Signed:

Date:

**The submission of this application and your acceptance of any formal grant offer which follows will form the basis of a legally binding contract between the applicant and Moray Council.**

**Submitting this application means that you accept the terms and conditions of the grant.**

**I agree to my personal information being used as outlined in the Privacy Statement**

#### 15. Checklist

- Please ensure that you have signed and dated the application and acceptance forms
- If you are not the property owner, please enclose written authority from the owner to carry out the proposed works
- Ensure that any statutory consent (planning/building standards/listed building etc) have been applied for /awarded. All consents must be in place before the agreed work commences.
- Ensure that you have included two quotes for the proposed works
- Ensure that you have included sufficient details about the proposed works and details of the end use



## APPLICATION GUIDANCE NOTES

**Please ensure that your proposal falls within one of the 5 categories listed on Page 1, providing opportunity for businesses to survive and thrive in one of the following Town Centres - Aberlour, Buckie, Dufftown, Elgin, Forres, Keith or Lossiemouth.**

### **Note 1**

It is important that the property is free from restrictions that may affect the proposed scheme. This might include the requirement to seek approval from the building owner, title conditions, use restrictions imposed by the owner or Planning or other statutory requirements. It is your responsibility to ensure that no such restrictions apply, or that such restrictions will not affect your eligibility for the grant.

### **Note 2**

For applicants who do not own the building please give details of the interest in the property, the nature of the lease, its term and your responsibilities under the lease. It will also be a requirement of grant that the building owner signs the application form to indicate consent for the grant application. If you are acting on behalf of an organisation you should advise the Moray Council of the nature of your interest in the property.

### **Note 3**

The grant is available for projects and work that are transformational that meet the criteria in any of the following 5 categories:

1. Transforming Empty Space (eg converting empty property into residential\* or business space within a Town Centre)
2. Support businesses to relocate to an alternative vacant property (increasing or decreasing capacity) within a Town Centre
3. To support sub-division or expansion of existing buildings within a Town Centre (eg split one large shop into two smaller shops or expansion of current premises)
4. To support new business start-up within a Town Centre
5. To support businesses to make improvements to shopfronts, properties, signage (eg heritage signage on walls and lanes) and lighting (eg decorative and security lighting) within a Town Centre to improve the attractiveness of the business and encourage people to shop local and to create greater footfall

\* In some town centres converting to residential on a ground floor will not be acceptable.

**Note 4**

Please advise us of the proposed works that will take place.

Grants are not available retrospectively for works that have already been carried out/completed or for professional/statutory consents fees incurred prior to the point of application. Please note that if your application is successful that 15% of the total grant awarded is the maximum amount that will be awarded toward Professional Fees or Statutory Consents.

Grants can only be used for capital purchases and/or physical works to the property. Eligible Works include:

- Works to property entrance to create access
- Structural work
- Window replacement
- Signage (eg heritage signage on wall and lanes)
- Lighting (eg decorative or security lighting)
- Professional fees

Other works which may be considered include electrical rewiring/upgrade, heating upgrade, boiler installation and plumbing repairs.

**Non Eligible Works include:**

- Ongoing maintenance
- Insurances
- Stock
- Staffing Costs
- Vehicle purchase/maintenance
- Spending that is of a Revenue nature

As part of the evaluation for the success of the scheme, we ask that you submit photographs of the property before works have commenced and after work has been completed. You may also be asked to take part in an evaluation of the scheme

It is the responsibility of the applicant to ensure that the work is completed to his/her satisfaction. The contractual agreement for works carried out is between the Grantee and the Contractor.

**Note 5**

**Statutory Consents** - Planning Permission, Building Warrant, Listed Building Consent and other consents may be needed for alterations or change of use of property. You must obtain consents, if required, and must meet any other legislative requirements prior to commencement of works. Grants will only be finalised after these matters have been resolved.

If the property is within a Conservation Area, it is important that the repairs are in keeping with the Conservation Area guidelines and principals and that all appropriate consents are in place.

Please note that obtaining planning permission does NOT guarantee that you will be eligible or successful in your application for the grant as a number of eligibility and scoring criteria must be met. Should you not be successful in your application any costs incurred for Statutory Consents will NOT be reimbursed.

## Note 6

Where possible, please provide two itemised quotations for the proposed work from appropriate contractors. The quotations must cover identical areas of work. Any quote must give a detailed and itemised breakdown exclusive of VAT. Quotes must be presented on company headed paper and include full details of the company, business address.

### Application Assessment, Submission and Decision

Your completed application and agreement should be submitted for assessment. If successful, you will receive written notification and a Letter of Grant Offer. Please note that no grant related work should start before written approval has been received.

**Unless otherwise agreed in writing all specified grant funded works must be committed or have started by 31 March 2024. Evidence that grant funded work has been committed or started by this date will be required should your application be successful. All claims for grant reimbursement must be submitted to Moray Council by 30 August 2024.**

Please email your signed and completed application form to:  
localdevelopmentplan@moray.gov.uk

Or send by post to:

Strategic Planning and Development  
Room 207A, Moray Council HQ, High St, Elgin, Moray IV30 1BX

Applications will be evaluated and scored by a panel of Moray Council Officers including Business Gateway and Elgin BID (for Elgin Town Centre applications only).

## CONDITIONS

### GRANT AWARD

The scheme offers grants of up to 50% of the eligible costs so the grant awarded would be up to a **maximum of £50,000 or 50% of the eligible costs, whichever is the lesser amount**, therefore match-funding of at least 50% will be required from the property owner.

#### Example

Eligible Work costs	Actual spend on eligible works	Grant £ total	Owner £ total	Grant award and reason
£150,000	£150,000	£50,000	£100,000	£50,000 is the maximum permitted grant
£150,000	£130,000 *	£50,000	£80,000	£50,000 is the maximum permitted grant
£150,000	£170,000 **	£50,000	£120,000	£50,000 is the maximum permitted grant
£90,000	£90,000	£45,000	£45,000	50% of eligible works is less than maximum permitted grant (£50,000)
£90,000	£70,000 *	£35,000	£35,000	50% of eligible works is less than maximum permitted grant (£50,000)
£90,000	£110,000 **	£50,000	£60,000	£50,000 is the maximum permitted grant

**NOTE:** \* indicates an underspend on eligible costs  
\*\* indicates an overspend on eligible costs

## PAYMENT AND POST GRANT CONDITIONS

If your grant application is successful, the Moray Council will issue a formal offer of grant to you which must be accepted, in writing, within 7 days of the grant offer letter.

Payment of the grant will only be made on the satisfactory completion of the work and following submission of all paid, receipted original invoices and the completed grant claim form. Payment is made directly to the grantee and may take up to 30 days. For larger projects, a claim schedule may be available for staged payments on submission of receipted invoices.

The Moray Council reserves the right to require re-payment of the grant, or proportion thereof, if the property is sold or not anymore used for the agreed purposes or the grant-aided works to the building are inadequately maintained.

For residential properties, the applicant shall advise the Moray Council in writing of any intended sale or other disposal of the property or termination of a leasehold interest where this occurs within five years of the payment of grant.

Year from date of grant in which pay back occurs	Percentage of original grant to be recovered
0 – 3 years	50%
4 – 5 years	30%

The Moray Council also reserves the right to withdraw the offer of grant or require repayment of the grant or a portion thereof where:-

- (a) You become insolvent before completion of the Grant-Aided Works;
- (b) It appears to the Moray Council that any of the information submitted in connection with your application for grant is fraudulent, false or materially misleading;
- (c) If in the reasonable opinion of the Moray Council, you have withheld information which would have had a material bearing on our decision to approve the grant; and/or
- (d) You fail to observe and comply with any and all legislation applicable to you and/or the terms of any planning or listed building consent and/or building warrant and if you are a tenant of the property to which this grant relates, if you have not obtained the consent of the landlord to the repairs.

Moray Council reserves the right to publicise the grant and the grant recipient shall, if so requested, display in a prominent position on the premises to which the grant relates a sign supplied by the Moray Council to that effect. Furthermore, the Moray Council reserves the right to take photographs of your property and to use those photographs and/or refer to your property and/or the works carried out to your property in publicity materials.

The Moray Council reserves the right to withhold all, or part of the grant, if any of the conditions are not complied with.

**For Office Use Only.**

Date Received:	Decision Date:
Decision:            Approve            Refuse	Date Valid:
Notification of Decision:	Grant Award Amount: