

Fife Town Centre Building Improvement Grant 2022-23



Fife Council is committed to supporting town centres, and small businesses and property owners can now **apply for a Town Centre Building Improvement (TCBI) grant** to help improve or develop their town centre property.

TCBI grants are discretionary and will be awarded to support capital works that improve and add value to the property including external shopfront improvements, internal refits, and upper floor conversions.

Am I eligible? How do I apply?

Contact the **Fife Council Town Centre Development Unit (TCDU)**.

To help us determine your eligibility, please provide:

- **a brief outline of the proposed works,**
- **Your name and Full Address of the Property, including POST CODE**
- **Send this by email to:** TownCentre@fife.gov.uk
- **Or by post to:** TCBI Grant, Economy Tourism & Town Centres, Business & Employability, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT. *[Please note staff are working remotely, and email is preferred].*

If you are eligible, we will then send you an Application Pack.

Grant awards will be made in the range of £6,000 up to a maximum of £10,000 per eligible property. The intervention rate is **90% of eligible costs**, excluding VAT. To be considered, the minimum eligible project spend must be at least £6,667 exc. VAT.

When can I apply?

Apply as soon as possible. Funding is subject to availability. Demand for this grant will be high, and eligible cases will be considered by the decision-making panel on a first come first served basis. Applications must be completed, and any grant award offers confirmed and accepted by **31st March 2023**. Project works must be completed before the **30th September 2023**.

The funding has been allocated from the **Scottish Government's Place Based Investment Fund** to support town centre projects which stimulate the construction industry and support jobs during the current financial year 2022-2023. The Scottish Government has set conditions on the funding that require monies to be legally committed and/or spent or projects commenced within financial year 2022-2023. Projects must be completed by the end of September 2023 or the Scottish Government may withdraw this funding.

Where?

Applications are invited for business property located within one of Fife's key town centres or other local centre boundaries. The area boundaries of these centres are defined in FifePlan, the Local Development Plan. Eligibility will be determined by postcode. Unfortunately, property located outside these areas is not eligible. With a limited budget and a requirement to prioritise town centre locations, it is not feasible to make this grant fund available for all small business property in Fife.

Who can apply?

Small Town Centre Businesses and owners of town centre business property. To be eligible for consideration, an applicant business must:

- Have no more than 10 business outlets in a business chain across Scotland
- Have a cumulative turnover of less than £10,000,000
- Be located within one of the defined town or local centre boundaries.

What kind of work can be grant-funded?

- **Shop Fronts**- the grant must be for physical works to shop frontages and building works (not repairs), on existing business premises. The work should endeavour to extend the useful life of the building. Examples include:
 - Replacement doors/ windows/ frontages/ fascias
 - Reinstatement of traditional features
 - Lighting and signage
 - Entrance flooring
 - Drainage improvements
- **Internal Refit** - the grant is for the internal refit of business premises where, because of Covid-19, the owner/occupier is modifying the business type to compete in the current economic climate or is a new business. Examples include:
 - New shop-fitting, such as Slat walling, Display units
 - Internal redevelopments, such as office space, room partitions, conversions,
 - Installation of permanent features such as kitchen facilities.
 - Lighting
 - New permanent flooring
- **Upper Floor Conversions** – the grant is a one-off financial contribution towards a change of use of town centre premises, which can be either vacant or occupied. Examples include conversion to:

- Residential apartments
- Offices
- Holiday accommodation
- Leisure & recreation e.g. gymnasium, gallery/ exhibition space
- Nurseries & day care

What kind of costs are eligible?

- Improvement/ development works and materials
- Related professional fees, such as architecture and design fees, noise assessments.

What costs are excluded?

- Planning fees
- Building warrant fees
- Essential building repair works
- Repainting of existing fabric
- Portable equipment & appliances
- Furniture, carpeting
- VAT

What about Planning/ Listed Building Consent? Building Warrant? Will I need to apply?

All works/ materials should follow design guidance and must comply with planning, building and environmental health regulations and obtain any necessary consent(s).

We can help guide you through this process. Please email TownCentre@fife.gov.uk and detail what works you want to carry out, or submit a draft application form to TownCentre@fife.gov.uk

- **Shop Front/ External works** If you are changing the external appearance, you will likely need planning consent, which carries a planning fee. If the building is located within a Conservation Area, additional planning conditions may apply. If the building itself is Listed, Listed Building Consent will also be required.
- **Internal Works (Refits & Upper Floor Conversions).** Significant alterations will need to be checked with Building Standards and the Public Protection Service, who will be able to advise on how to proceed and what consents are needed. Planning permission for a Change of Use, and Listed Building Consent, if the property is Listed, may also be required.

The Town Centre Building Improvement Grant is operated by Fife Council, made possible by an award from the Scottish Government's Place Based Investment Fund, 2022-23.