

# Town Centre Communities Capital Fund





# Town Centre Communities Capital Fund Application Form

## Application Form

should refer to the Help Notes  
and guidance document.

**Please do not send any supporting documentation. We will assess your application based on the Pre-Application Eligibility Checklist and the information you provide in this form.**

### Section 1: Organisation details

1	<b>Name of organisation</b>	Penicuik Community Development Trust Ltd on behalf of Penicuik Community Alliance Ltd and Penicuik First BID Ltd
2	<b>Please confirm you have completed the Pre-Application Eligibility Checklist</b>	Yes <input checked="" type="checkbox"/>
3	<b>Registered office address or main place of business.</b>	Address: Penicuik Community Development Trust, 7 Bridge Street Penicuik Midlothian Postcode: EH26 8LL –Penicuik Community Alliance shares the same registered office
4	<b>Contact email address for organisation</b>	Roger Kelly <roger.kelly1@virgin.net>
5	<b>Organisation website</b>	<a href="http://www.kosmoid.net/penicuik/storehouse">http://www.kosmoid.net/penicuik/storehouse</a>
6	<b>When organisation established (MM/YY)</b>	03/2005
7	<b>Main contact for this application</b>	
	<b>Name</b>	Roger Kelly
	<b>Office address</b> (if different from above)	Address: Valleyfield House 17 High Street, Penicuik, Postcode: EH26 8HS
	<b>Telephone number</b>	01968 677854
	<b>Email address</b>	roger.kelly1@virgin.net



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## Section 2: Project details

8	<b>Is this a capital project?</b> (if the answer is 'No' then the project is ineligible)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9	<b>Title of project</b>	Penicuik Storehouse	
10	<b>Where will the project take place?</b> (please provide address)	Penicuik Town Centre 22 High Street Penicuik, EH26 8HW, through to Bank Street Penicuik	
11	<b>Local authority area</b>	Midlothian	
12	<b>How is the project being managed? For example, by a consortium or other form of partnership agreement?</b> (if so, please provide details)	Penicuik Community Alliance Ltd (a new registered Community Benefit Society with a Steering Committee drawn from members of the Penicuik Community Development Trust and its Lost Garden project).	
13	<b>Planned dates of project</b>	Start (MM/YY): 10/15	End (MM/YY): 2/16
14	<b>Is the project compliant with relevant equalities legislation?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## Section 3: Project aims & objectives

15	<b>Brief summary of project (max 200 words)</b>	<p><b>The Storehouse project aims to create an active heart to restore life to the Town Centre. With the necessary minimum of fitting out of empty premises to provide a shop front and entrance to current health and safety standards and consistent with local requirements, fit out the premises for a community owned social enterprise bakery, retail counters, café, kitchen, storage area, indoor market, customer and staff toilets, a lift and a social solidarity supermarket concession</b></p>
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	<p><b>within the community store.</b></p> <p><b>Our premises is a large unused former co-op food store in a prime location in the heart of Penicuik town centre. Our proposal seeks to bring this empty pivotal building into active lively use for a wide cross section of the community.</b></p> <p><b>The first step is to fit out the bakery, café, kitchen, retail counters, indoor market and provide customer and staff toilets, improve access between the floors, and reopen trading access to two Town Centre streets. In a later phase we would seek to create a welcoming community space upstairs for performances, classes and workshops.</b></p> <p><b>For maximum community ownership we have already established a Community Benefit Society to run Storehouse: we are working with Community Shares Scotland on a mid-October community share issue.</b></p>
<p>16 What are the outcomes of your project? (max 200 words)</p>	<p>Our key outcomes will be</p> <p>Increased footfall in the Town Centre</p> <p>Reinvigoration of every aspect of town centre business and activity with knock-on benefits for local traders for local traders.</p> <p>A range of new jobs and volunteer opportunities in catering, retail, training, admin and events</p> <p>A solid record of training opportunities fulfilled in the Storehouse.</p> <p>Increased confidence in the Town Centre by residents and local traders.</p> <p>Evidence of new visitors to the town, and new users of our early-and-late town centre facilities.</p> <p>Clear evidence of increased satisfaction in local quality of life across the spectrum of society.</p> <p>A self-sustaining community-run storehouse ready to trade with:</p>

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**A bakery;  
Café area;  
Kitchen area;  
Retail counters for bakery goods and provisions;  
Indoor market concession stalls;  
Customer and staff toilets and rest room;  
Associated training, storage, stock and office spaces;  
Community Shop Social Supermarket in operation' providing low cost food and life training for vulnerable people as a sustainable alternative to foodbanks.**

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## **Please explain how your project meets the following criteria:**

You should refer to the information and guidance note for applicants when completing this section.

### **Impact on Town Centre**

*Please detail how the project will impact on the town centre in line with key themes in the Town Centre Action Plan.*

*The aims of our project fits closely with the aims of the national Town Centre Action Plan. In particular, we match the Enterprising Communities section which seeks to enable local communities to identify and drive forward innovative solutions to town centre regeneration. Our project is fully led and driven by community activists and seeks to use a social enterprise model to bring an empty space in the heart of Penicuik town centre back to active use. This enterprising solution will provide a customer experience which is beyond retail with opportunities to meet other local people, to volunteer, to learn new skills, to access affordable good food, and to have a sociable, rewarding experience in the town centre.*

Since inception in 2005 the Trust has been concerned to regenerate the Town Centre. It sought and followed the wishes of the public to take action to safeguard the future of the Town Hall; use it every week for public meetings and events (Saturday Open House, Sunday Cinema). Penicuik's Neighbourhood plan (the product of a yearlong engagement between local agencies / residents and Community Planning partners ) prioritises 'maximising business opportunities' and 'conserving and improving the environment'. The Trust has solid experience in entrepreneurship in running its various businesses profitably.

This project recommissions the empty original Scotmid Food Store premises in a thoroughly attractive modern and updated indoor street format using a community bakery provided in partnership with Breadshare in Portobello, a good food kitchen and demonstration space for training young and old a retail provisions store based on the 25 years experience of the Saturday morning store provided from Valleyfield House, and an indoor market set of concessions based on the market stalls already operating successfully at "Penicuik First Friday" the once a month market in the



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Town Centre.

## **Strategic Fit**

Please detail the relationship between your project and wider town centre activities and plans.

The Neighbourhood plan identifies the need for 'Town Centre improvements and better shopping facilities', notes the prevalence of 'unemployment and lack of jobs, and aims to 'encourage a better quality and wider range of shops, services and businesses'. The project directly addresses each of these, with

1. improvement to the Town Centre fabric, appearance and internal accessibility, and restoration of major local activity and identity.
2. Jobs, training in marketable skills, and opportunities for purposeful volunteering in an integrated space.
3. A major contribution to town centre activity and footfall right throughout the day.
4. A deliberate emphasis on high quality at every level.
5. Attracting big public support for the project and keen participation in financing it.
6. Like the First Friday market, the Lost Garden, the restoration of Penicuik House, the Great Polish Map, the Pentlands and Rosslyn Chapel, this project will be a draw for tourists and day visitors, but unlike the others this one will be a seven day attraction right in the heart of our town centre.

## **Ability to Deliver**

Please demonstrate that the project funding can be drawn down by March 2016.

The Penicuik Community Alliance and its solicitors are well advanced in arrangements for a lease with the owner Scotmid and has engaged an experience architect for sound design and structural advice. The business plan for the premises has been prepared, the Alliance was registered as a Community Benefit Society by the Financial Conduct Authority in August and is preparing to launch a community share offer and formally sign the lease in mid October. We intend to have entry and begin all the fitting out work by 1st November.

A business plan for the project has been drafted and the necessary structures put in place to seek community buy-in to the project as described in the next section. With its key initiators drawn from the Trust, and recent repeated monthly success in developing the Town Centre Market through Penicuik First BIDs Ltd, the Alliance has behind it the Trust's ten years of real practical community business. For example, the Trust has managed the seamless transition of the Town Centre's longstanding stationery shop and printing business Pen-y-coe Press to community ownership and runs the operation profitably every weekday and Saturday, pushing forward plans for the Penicuik Papermaking and Printing heritage centre in the unused part of its premises. The Trust has successfully implemented and drawn down every penny of a major grant for the Lost Garden for the Climate Challenge Fund. The Trust's weekly public Town Centre Cinema has run profitably for several years. The Trust also runs a weekly open house in the Town Hall and provides purposeful trainee and therapeutic employment in reclaiming the Lost Garden, reinstating horticulture and harvesting fruit and vegetables for sale. The retail Saturday Market at Valleyfield



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House has been running continuously for 26 years and has established food supply chains that can transfer to the Storehouse project for 7 day a week operation.

## **Community Engagement**

*Please provide details of the community engagement that you have undertaken to develop and design the project.*

Since formation 10 years ago, The Trust has consulted community continuously and progressively through its Open House meeting place and exhibitions every single Saturday in Penicuik Town Hall. We maintain regular communication with the community and involvement with young people through all our activities.

The Trust promoted Town Centre discussion at an exhibition in February 2012. [www.makers.org.uk/penicuik/centrebetter](http://www.makers.org.uk/penicuik/centrebetter) As a result, with AGM support, we resolved to intervene in the market, and took over a well-loved stationery and printing shop where the owners were retiring and which would otherwise have closed, This has since traded successfully and paid substantially for its own restoration. The Trust that year engaged all the third year students of Mackintosh School of Architecture in a wide-ranging design ideas project to bring back life to Town Centre streets and arranged a major public exhibition of the proposals later in the year

<http://www.makers.org.uk/penicuik/mackintoshideas> .

In 2013, following the award of Climate Challenge Fund support for the Trust's Lost Garden, the Trust worked with the Climate Challenge Fund and Greenspace Scotland to host a Town Centre improvement workshop towards the end of that year.

<http://www.lostgarden.co.uk/ccf/placemaking>

In 2013 we were awarded joint Social Enterprise of the Year in Mid and East Lothian. Following on from the Trust's participation in the Community planning partnership's Neighbourhood planning process, in which over 2000 local residents had their say about Penicuik, the Trust took a full part in promoting the Penicuik First Business Improvement District in the Town Centre. This was overwhelmingly approved by traders ballot earlier this year. <http://www.penicuikfirst.com/> The Trust helped prepare a Penicuik history and identity booklet sent to every trader and households throughout the town and since used for tourists and visitors in shops and hotels. The success of Penicuik First BID led to the long-planned outdoor market which was an instant hit .

In developing these proposals we responded directly to the upsurge of positive comment at the popular Penicuik First Friday Market at which the Trust's community Lost Garden and the Breadshare community Bakery have been key stallholders.

[www.kosmoid.net/penicuik/storehouse](http://www.kosmoid.net/penicuik/storehouse) We have displayed the Storehouse proposals for a month in the windows of the property being proposed for lease and over two weekends in the Town Hall. [www.kosmoid.net/penicuik/storehousedisplay](http://www.kosmoid.net/penicuik/storehousedisplay) They generate intense interest and excitement as "just what Penicuik needs". We have consulted the local food banks and churches, Midlothian Council, Community Shares Scotland and Midlothian Voluntary Action – Social Enterprise Action Midlothian.

The steering committee has also met with the Enterprise Manager at the local High School and then with a Deputy Head the Enterprise Manager and the Head Girl and Boy, all of them extremely keen to engage with Storehouse and consider it in relation to projects suitable for the Silver and Gold Youth Achievement Award for the S4, 5



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and 6 pupils.

**NB The project addresses equalities and environmental impact as noted in the section at the end of this document**

**This application is purely for capital work.**

**Storehouse lease, staff, stock and all running costs will be met sustainably by the community through Penicuik Community Alliance, in the same way that the Trust sustainably runs the Lost Garden and its other projects**

## Section 4: Project financial information

18	<b>How much funding are you applying for from the Town Centre Communities Capital Fund?</b>	£ 150,000
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19	<b>Have you secured any other funding?</b> (If so please provide details below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Capital	Cost
	Bakery equipment and fitting out	£ 25,000
	Café and Kitchen fitting out	£ 10,000
	Indoor Market and Storage fitting out	£ 5,000
	Shop front signage and entrance remodellings High St & Bank St.,	£ 4,000
	Lift arrangements between levels	£ 25,000
	Internal lighting, heating and electrical infrastructure	£ 8,000
	Customer and staff toilet improvements	£ 4,000
	Social Supermarket and associated training area fitting out	£ 94,000
	<b>Total cost of project</b>	<b>£ 175,000</b>

<b>Sources of other funding</b>	
Funding source/partner	Amount secured
Penicuik Community Alliance Ltd. Public Share Issue (launch October)	(£25,000)
<b>Total</b>	<b>£ 25,000</b>



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20	<p><b>Can you evidence a commitment to spend TCCCF funding by March 2016?</b></p> <p><b>The Alliance is committed to implement its proposals as quickly as possible at the end of 2015 and in the first two months of 2012. It has a clear schedule of priority actions, and intends to draw down TCCF funding by March just as the Trust achieved full draw down for the Climate Challenge Fund award to the Lost Garden of Penicuik. <a href="http://www.lostgarden.co.uk/ccf">www.lostgarden.co.uk/ccf</a></b></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>								
<b>State Aid</b>										
21	<p><b>Is your project involved in economic activity?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If 'no', please explain (Max 200 words)</p>								
22	<p><b>If 'yes', how will your project meet the State Aid tests? (Max 200 words)</b></p> <p><b>The project will increase footfall and attractiveness of the town centre. It will not affect the trading costs of the operations nor confer selective advantage over local or other businesses (Tests 1 &amp; 2):</b></p> <p><b>The project will not distort competition and will have no bearing whatever on trade between member states</b></p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: middle;">T 1</td> <td> <ul style="list-style-type: none"> <li>This application will not affect the trading costs of the operation and will therefore not impact its standing with respect to other local enterprises in the same or related sectors.</li> </ul> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">T 2</td> <td> <ul style="list-style-type: none"> <li>The application will not affect the trading position and competitiveness of the business and will not confer any selective advantage over local or any other businesses.</li> </ul> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">T 3</td> <td> <ul style="list-style-type: none"> <li>Competition will not be distorted by the granting of this proposal.</li> </ul> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">T 4</td> <td> <ul style="list-style-type: none"> <li>This intervention will have no bearing on trade between member states.</li> </ul> </td> </tr> </table>	T 1	<ul style="list-style-type: none"> <li>This application will not affect the trading costs of the operation and will therefore not impact its standing with respect to other local enterprises in the same or related sectors.</li> </ul>	T 2	<ul style="list-style-type: none"> <li>The application will not affect the trading position and competitiveness of the business and will not confer any selective advantage over local or any other businesses.</li> </ul>	T 3	<ul style="list-style-type: none"> <li>Competition will not be distorted by the granting of this proposal.</li> </ul>	T 4	<ul style="list-style-type: none"> <li>This intervention will have no bearing on trade between member states.</li> </ul>
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## Declarations

As far as we know and believe, the information in this application form about our project is true and accurate. We are authorised to allow this project to go ahead. We are happy for the Scottish Government to:

- publish details of the financial support they are giving to this project; and
- share any details they have about our project from this application or from future assessments to Scottish Government colleagues and other agencies, including other grant-making bodies; and
- to use any of the project details in news releases, publications and other publicity materials.

<b>Main contact declaration</b>	
<p>Name: Roger Kelly            Position: chair: Penicuik Community Development Trust Ltd; chair: Penicuik Community Alliance Ltd; vicechair Penicuik Business Improvement District Ltd            Date: 29 September2015</p>	
<b>Application endorsement declarations:</b>	
<p>Name: :Paul Hayes            Position: Company Secretary,            Penicuik Community Alliance Ltd;            director Penicuik Community Development Trust Ltd            Date: 29 September2015</p> <p>Name Joe Wallace            Position: Midlothian Provost; Councillor: Penicuik            Date: 29 September2015</p> <p>Name Derek George Rosie            Position: Midlothian Councillor: Penicuik            Date: 29 September2015</p>	<p>Name Eddie Linton-Smith            Position: Penicuik First Bid Ltd            Date: 29 September2015</p> <p>Name Eddie Linton-Smith            Position: Penicuik First Bid Ltd            Date: 29 September2015</p> <p>Name Rebecca McKinney            Co-ordinator, Social Enterprise Network,            Social Enterprise Alliance Midlothian            Date: 29 September2015</p> <p>Community Planning Partnership            Meets on Thursday 1 October</p>



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## Data Protection and Freedom of Information

Applicants to the Town Centre Communities Capital Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. 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.

## Equalities and Environmental Impact

We want projects to be open to the widest possible range of people. So you need to have thought about how you'll address any difficulties people may have finding out or getting involved in your project. For example, they might need to care for someone, have communication needs, have values or traditions that are different to others, or they may find it difficult to get to your project because of where it is or when it happens.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com).

Additionally, we ask all organisations submitting an application to the Town Centre Communities Fund to consider the environmental impact of their project.

**This project addresses key social and environmental issues in our town, to enhance community life and minimise needless use of transport. In particular it directly impacts on Health, Food and the elimination of Food Poverty and Food Waste.**

## Submitting your application

Please email the completed application form and Pre-Application Eligibility Checklist to [towncentres@scotland.gsi.gov.uk](mailto:towncentres@scotland.gsi.gov.uk). Once your application is submitted you will receive an acknowledgement email. If you do not, please contact us immediately.

**Applications received after midnight on 29 September will not be considered. We aim to notify you regarding the outcome of your application in October.**