



<b>Theme</b>	<b>Supporting Local Business</b>
<b>Programme Name</b>	<b>Enterprise Infrastructure (Capital)</b>
<b>Budget</b>	£800,000
<b>Purpose</b>	To support the creation of jobs and boost community cohesion through investments in enterprise infrastructure.
<b>Investment Plan Priority</b>	<b>S18:</b> Investing in enterprise infrastructure and employment/innovation site development projects.
<b>Council Priority</b>	<ul style="list-style-type: none"><li>• Economic Growth</li></ul>
<b>Programme Priority</b>	<ul style="list-style-type: none"><li>• Capital funding to unlock the development of industrial sites where demand or need has been identified, but which would otherwise not be commercially viable.</li></ul>

<b>Eligibility Criteria</b>	<b>Eligible</b>	<b>Ineligible</b>
<b>Applicants</b>	Public Sector Organisations	Businesses
	Non-profit-distributing organisations	Sole Traders
		Individuals
<b>Geographical Area</b>	Aberdeenshire	
<b>Costs</b>	Capital costs	Revenue costs
		Costs formally committed to or spent prior to the project start date
		Costs incurred or invoiced after the project end date
		Costs involved in winding up a company or organisation
		Bad debts, fines, financial penalties and expenses of litigation
		Payments not supported by invoices and/or documents proving expenditure
		Recoverable VAT
		Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
	<b>Minimum</b>	<b>Maximum</b>
<b>Grant (£)</b>	£50,000	£800,000
<b>Grant (%)</b>	10%	100%

Indicator	Definition	Target
Number of commercial buildings developed or improved (numerical value)	<p>The total number of new commercial buildings completed or improved. Commercial buildings include, but are not limited to: retail, hospitality, office and industrial buildings.</p> <ul style="list-style-type: none"> <li>- A retail building means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.</li> <li>- A hospitality building means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.</li> <li>- Office building means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.</li> <li>- Industrial building means space used for industrial processes, storage or distribution.</li> <li>- Other commercial buildings mean non-public or community spaces that do not fall into the categories above.</li> <li>- Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.</li> <li>- Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities.</li> </ul>	1
Amount of commercial buildings developed or improved (m2)	The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but	2500

Indicator	Definition	Target
	<p>is not limited to: retail, hospitality, office and industrial space.</p> <ul style="list-style-type: none"> <li>- A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.</li> <li>- A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.</li> <li>- Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.</li> <li>- Industrial space means space used for industrial processes, storage or distribution.</li> <li>- Other commercial space means non-public or community spaces that do not fall into the categories above.</li> <li>- Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.</li> <li>- Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities.</li> </ul>	
Number of rehabilitated premises (numerical value)	<p>The number of premises that have been rehabilitated.</p> <ul style="list-style-type: none"> <li>- Premises means a building together with its land and outbuildings that have become damaged by industrial or other development and is beyond beneficial use without treatment.</li> </ul>	0

Indicator	Definition	Target
	<ul style="list-style-type: none"> <li>- Rehabilitated means remediated to a point of beneficial use.</li> </ul>	
Amount of rehabilitated land (m2)	<p>The total square meterage of derelict land that has been rehabilitated.</p> <ul style="list-style-type: none"> <li>- Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment.</li> <li>- Rehabilitated means remediated to a point of beneficial use.</li> </ul>	0
Jobs created (numerical value)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <ul style="list-style-type: none"> <li>- New means it should not have existed with that employer before the intervention.</li> <li>- Created jobs exclude those created solely to deliver the intervention (e.g. construction).</li> <li>- Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.</li> <li>- Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)</li> <li>- FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek</li> </ul>	0
Jobs safeguarded (numerical value)	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.</p> <p>Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).</p> <p>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).</p>	0

Indicator	Definition	Target
	<ul style="list-style-type: none"> <li>- FTE should be based on the standard full-time hours of the employer.</li> <li>- At risk is defined as being forecast to be lost within 6 months.</li>   <li>- Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)</li>   <li>- FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek</li> </ul>	
Number of new businesses created (numerical value)	<p>A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</li> </ul>	0
Reduced vacancy rates (% decrease)	<p>The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.</p> <ul style="list-style-type: none"> <li>- Residential unit means a dwelling unit for residential use and occupancy, and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household.</li> <li>- Vacant means that the unit is not occupied and is empty.</li> </ul> <p>The geography that the measurement relates to should remain the same over time.</p> <p>The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible."</p>	0
Increased amount of investment (£)	The increase in amount of tangible investment made by the private sector within a specified area over the reporting period.	£800,000

Indicator	Definition	Target
	<ul style="list-style-type: none"> <li>- Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It excludes financial investments such as stocks or bonds.</li> <li>- Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included.</li> <li>- The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme.</li> </ul>	
Number of premises with improved digital connectivity (numerical value)	<p>The number of supported premises where the broadband speed accessible is increased.</p> <ul style="list-style-type: none"> <li>- Premises means a house or building, together with its land and outbuildings.</li> </ul>	1
Number of businesses adopting new to the firm technologies or processes numerical value)	<p>The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).</p> <ul style="list-style-type: none"> <li>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</li> <li>- A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.</li> <li>- If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.</li> </ul>	0

<b>Decision-Making</b>		
<b>Award Process</b>	<b>Open Challenge Fund</b>	
<b>Assessment Panel/Partnership</b>	1) Call for expressions of interest issued 2) Eligible projects invited to submit full application by Investments & Projects Team 3) Bids scored/prioritised/ranked by Business Stakeholder Group 4) Award recommendations made by Local Partnership Group 5) Formal sign-off by Chief Officer or Full Council if above £250k	
<b>Assessment Panel/Partnership</b>	<b>Business Stakeholder Group</b>	
<b>Scoring Criteria</b>	1) <b>Strategic Fit</b> –To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?	20%
	2) <b>Cross-Cutting Themes</b> – Can the project demonstrate a neutral or positive contribution to the following themes?: a. Equalities b. Fairer Scotland Duty c. Town Centre First Principle d. Sustainability e. Children and Young People’s Rights and Wellbeing	15%
	3) <b>Legacy and Sustainability</b> – Will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?	15%
	4) <b>Project Need and Demand</b> – Is there sufficient evidence that the project will meet an unmet demand?	20%
	5) <b>Value for money</b> – Does the project represent good value for the funding requested and deliver programme outcomes and objectives?	20%
	6) <b>Capacity to Deliver</b> – Does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?	10%



<b>Claims, Monitoring &amp; Reporting</b>	
Frequency	At least quarterly
Process	<ul style="list-style-type: none"> <li>• Project sponsor completes provided template</li> <li>• Project sponsor submits completed template and supporting evidence to <a href="mailto:externalfunding@aberdeenshire.gov.uk">externalfunding@aberdeenshire.gov.uk</a></li> <li>• Investments &amp; Projects Officer acknowledges receipt and processes claim</li> <li>• Any costs which are ineligible or not supported by evidence are removed from the claim</li> <li>• Investments &amp; Projects Executive checks claim</li> <li>• Team Manager approves payment (or refers to Chief Officer if above authorisation limit)</li> <li>• Claim is paid and applicant notified</li> </ul>
Evidence required	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Payroll records (for funded staff)</li> <li>• BACS records</li> <li>• Bank statements</li> <li>• Timesheets for staff working part-time on projects</li> <li>• Activity report including progress against target indicators</li> <li>• Breakdown of data making up indicator report</li> <li>• Quantity surveyor reports /permissions/completion certificates for capital projects</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>• Final project report to be produced</li> <li>• 100% checks on financial information</li> <li>• Minimum 20% checks on activity/indicator records</li> </ul>