**Community Assets capital guidance**

**Jan 2019**

**What is this guidance for?**

This guidance is for organisations in Scotland who are planning capital work as part of their application to Community Assets. It should be read alongside the Community Assets guidance notes which explain what this funding is for and the process for applying.

Creating or renovating an asset requires time, focus and completion of a range of planning and practical processes. We recognise the complexity of this and have produced this guidance to help you through the process. It explains the work you will need to do to develop the capital aspects of your application including completing the **capital checklist** which will form part of your Community Assets application.

Don’t worry if you don’t fully understand the guidance at the outset as we can help you with this.

**Developing your capital application**

When developing the capital aspects of your application, you should follow the Royal Institute of British Architects (RIBA)/Royal Incorporation of Architects in Scotland (RIAS) ‘plan of work’. More information is available at <https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work>.

To complete the capital checklist you will need to have completed RIBA/RIAS work stages 1 to 2.

To carry out this work you will need to appoint a design team. This team will normally comprise an architect, quantity surveyor, structural, civil and building services engineers and a principal designer to address the health and safety issues contained within the construction, design and management regulations. Your job is to give the design team a brief of what your project needs - this is like a shopping list for your building. They will then develop the designs and costs of your project based on this brief. The design team will also help you complete the **capital checklist** that you will submit to The National Lottery Community Fund.

You should make sure that the process you use to procure the design team is publicly accountable, transparent and ensures value for money. We can provide advice on how to do this and you should make sure we have approved your process before you start. We will provide you with a **procurement of technical consultants form** to get further details of this.

**Development funding**

Development funding is available to help you carry out the work needed to develop your application and complete the capital checklist. You can use this to pay for your design team, as well as to carry out other activities such as options appraisals or technical surveys. We will give you a **development funding application form** after the initial visit and can provide advice on what costs should be included in your application.

**Capital mentors**

If you have no experience of a running a capital project or don’t have the resources to procure and manage the design team we may be able to give you access to a capital mentor to help and support you with this. Capital mentors are experienced in developing capital projects and will be available to provide support and advice for the duration of the capital phase from start to the completion of the build.

**Decision and grant offer**

Your capital checklist and its enclosures will be considered alongside your **strategic plan** by The National Lottery Community Fund Scotland Committee. If it is approved we will offer you a grant to complete your activity.

This offer will be dependent on you completing the next RIBA stages (stages 3-4), obtaining tender prices from contractors and having the final cost of the capital work approved by The National Lottery Community Fund. To do this you will need to submit a **tender return form**. You should not appoint your contractor until we have reviewed and approved this.

If the price in your tender return form has increased by more than 15% from the estimated costs in your capital checklist, The National Lottery Community Fund’s Scotland Committee will need to reconsider the viability of your project in relation to value for money.

Once we have approved your tender return form you will be able to appoint your contractor and enter the construction phase (RIBA work stages 5-6). You will retain the services of the design team to assist you with this.

**Legal requirements**

The National Lottery Community Fund has specific legal requirements we need to put in place if we award you a capital grant. This is to ensure the asset will be used for the purpose for which we award the grant. We will do this by asking you to provide evidence of ownership (a certificate of title) and a standard security. We may also ask for a legal opinion letter. We supply all of these documents to your solicitor. We can provide more guidance on how to do this if you are awarded a grant.

**Documents**

Although there’s no initial application form for Community Assets, there are a number of documents we’ll request during the application process including a **capital checklist**, **strategic plan** and **procurement forms**. We’ll provide these, and give you advice on completing them if we advise you to go ahead with an application.