

**HERTFORDSHIRE WORKS PARTNERSHIP
VIBRANT TOWNS GROUP**

**BIDDING GUIDANCE FOR PERFORMANCE REWARD GRANT (PRG)
LOCAL SHOPPING CENTRES IMPROVEMENT FUND 2009**

1. INTRODUCTION

This document is intended to provide applicants with guidance on bidding for Hertfordshire Works PRG Local Shopping Centres Improvement Fund.

2. BACKGROUND TO PRG

Part of the Performance Reward Grant (PRG) to be received by Hertfordshire Forward for success in achieving a number of LAA1 targets (2006-09) has been allocated to the new economic partnership, Hertfordshire Works, for a 'Recession to Recovery' programme.

Within this programme, Hertfordshire Works has been allocated £500,000 capital funding for a 'local shopping centres improvement fund'. This will be administered by the Partnerships' Vibrant Towns Group.

3. GENERAL INFORMATION

Within the criteria set down by Hertfordshire Forward, the Group has developed a two-stage bidding process comprising (1) expressions of interest and (2) full bids, the main criteria being as follows;

- £500K capital funding is available for innovative projects that will improve the vibrancy and vitality of Hertfordshire town centres and local shopping parades, increase footfall and reduce vandalism and crime. This funding seeks to encourage innovative solutions to the problems affecting town and local centres, not to replace mainstream funding;
- Applications must be submitted by district councils and they will be responsible for ensuring that successful schemes are implemented;
- District councils are encouraged to work in partnership with town and parish councils, local traders, town centre managers and VCS organisations where appropriate. Joint bids are also welcome from two or more districts. Any funding allocated must be spent by 31.03.2011.
- Bids could be for all or part of the total allocation; this can be either a single proposal or a number of individual or linked proposals (which in total must still not exceed the maximum amount of £500,000 as long as they meet set criteria).
- There is no set limit on the amount of money that individual projects can bid for up to the £500,000 maximum. However match funding will be expected to be identified.
- Bids will be assessed on the following criteria: Innovation, Additionality, Partnership Working, Match Funding and Deliverability (see below)

- Districts with shortlisted schemes will be invited to submit a full bid using the appropriate application form. Shortlisting will identify one or more 'additional schemes' i.e. shortlisting does not guarantee that your project will be successful;
- Successful bidders will be expected to comply with HCC financial, auditing and procurement requirements and complete:
 - i) the Local area Agreement 1 2006-2009 Performance Reward Grant Funding Request Statement, and
 - ii) Letter of Agreement – Grant Terms and conditions (Finance and Audit) forms
- Expressions of Interest and final bids will be judged by a panel made up of regeneration practitioners from Inspire East and EEDA and representatives of HCC. They will then be signed off by the Assistant Director of Strategy and Partnerships, Jan Hayes-Griffin on behalf of Hertfordshire Works. Where bids raise significant issues around the use of the Partnership PRG funding, such bids may be referred to the Hertfordshire Works Board for final approval.
- HCC will contract directly with the local authority/authorities submitting the successful bid(s) and will expect that authority/those authorities to be responsible for delivering the project(s).
- Any PRG monies not accounted for by 31.03.11 may be reclaimed and allocated to other projects in the 'recession to recovery' or 'Think Family' blocks of PRG funding.

4. TIMESCALE FOR BIDS AND NOTIFICATION

Bidding guidance and expressions of interest/full bid forms available	5 th November 2009
Deadline for submission of Expressions of Interest	27 th November 2009
Notification of short listed schemes	14 th December 2009*
Deadline for submission of final bids	15 th January 2010*
Notification of successful bids	29 th January 2009**

* These dates are dependant on the availability of the external assessors.

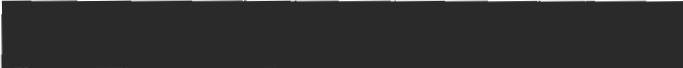
** Subject to sign off by HCC on behalf of Hertfordshire Works or consideration by full Hertfordshire Works Board.

5. SCORING CRITERIA

- Your project/ scheme must demonstrate the following principles:-
 - Innovation
 - Additionality
 - Partnership Working
 - Funding
 - Deliverability

	CRITERIA EVIDENCE	SCORE
1	<p>INNOVATION</p> <ul style="list-style-type: none"> Projects should be innovative and creative, looking at new approaches to delivery and doing things differently. PRG is not intended to replace mainstream funding. Applications are more likely to be successful if they demonstrate innovation, such as a 'pilot' scheme that can be replicated elsewhere or which generates learning that can be disseminated across Hertfordshire: 	25%
2	<p>ADDITIONALITY</p> <p>What will the project delivery over and above existing/mainstream programmes – i.e. things that would happen any way – what's the synergy with other projects and will this project be the key to unlocking other investment in the town centre/local shopping parade?</p>	25%
3	<p>PARTNERSHIP WORKING</p> <p>Who are your partners, how have you consulted and involved them in your scheme, what do they bring to the table and do they have a role in delivery?</p>	20%
4	<p>FUNDING</p> <p>There is an expectation that PRG funding will be matched £ for £ by other funding - this may be in the form of capital, revenue, benefits in kind of other LSP PRG funds. However we need to know the level of commitment of any match funders and how staff time or other benefits in kind are costed.</p>	10%
5	<p>DELIVERABILITY</p> <p>We need to be sure that you and your partners have the capacity and skills to deliver the project within the timescale and budget and to be aware what statutory or other consents need to be obtained before the works can start. Your track record in delivering other capital projects will be important as will your proposals for sustaining the project in the longer term.</p>	20%

6. BIDDING PROCESS

- For this process, only the specified application form must be used – the form can be downloaded from Herts Forward website through the following link (link) or obtained from David Hughes at Hertfordshire County Council, 
- Any district Officers seeking clarification on matters linked to this bid should also contact David Hughes. However any responses given will be shared with all district councils.