

The Town and Village Regeneration (Amendment) Scheme 2020 Guidelines

ISSUED BY THE DEPARTMENT FOR ENTERPRISE

August 2021

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Introduction and Background

The aim of the Town and Village Regeneration Scheme 2019 (“the Scheme”) is to provide financial assistance to commercial premises and civic amenity projects within the designated town planning zones, with the aim of improving the appearance and enjoyment of the areas and encouraging footfall.

In February 2019 the Isle of Man Treasury budget approved funding of £250,000 per annum for a four year period for the Scheme, commencing December 1st 2019 as such this scheme is scheduled to be available until 31st March 2023.

The Scheme was further amended in October 2020 to increase the amount of support available in order to stimulate economic activity on the Island. These changes are effective until 31st October 2021. Further updates were applied to the Scheme guidance in August 2021 in order to clarify certain matters and update the Scheme’s use of Construction Isle of Man contractors, replacing the use of MACCS accredited contractors. The Department have the right to remove the amended Guidance for the Scheme at any time.

The Scheme enables the Department to consider applications by a range of bodies such as companies, sole traders, not-for-profit organisations, local authorities and charities etc.

Further details regarding the Scheme, the guidelines, factsheet and application form etc can be found here at www.dfe.im/tvrs

The Tynwald Scheme can be found at -

https://legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2019/2019-0441/TownandVillageRegenerationScheme2019_2.pdf

Note that the Department for Enterprise provides other forms of grants and assistance, details of which can be found at www.dfe.im/support

For further advice and guidance regarding the Department’s grants and assistance schemes and the criteria for eligibility, including the Scheme, potential applicants are encouraged to complete the online enquiry form hosted at www.gov.im/businessenquiries

Disclaimer

The information contained within this document is intended to be general in scope and should not be relied upon as advice.

Provision of financial assistance is discretionary and a decision to provide assistance is based on the merits of the particular case.

Any offer of a grant is also subject to availability of Department funds.

The Department may amend these Guidelines from time to time. While every effort has been made to ensure that the content is correct and up-to-date at the time of publication, the Department does not accept any responsibility, legal or otherwise, resulting from any errors or omissions and shall not be liable for any losses or damage that anyone may suffer as a result of relying on the information contained herein.

The Department cannot provide assistance for any projects commenced prior to the submission of the TVRS application form.

1. The Town and Village Regeneration Scheme 2019

1.1 Purpose and Scope

The purpose of the Scheme is to improve the quality, amenity and appearance of the Island's towns, villages by providing grants:

- a) To local businesses and organisations to improve the external visual appearance of their property such as
 - Access – Doors, automatic doors and ramps etc
 - Signage
 - Glass fronts
 - Lighting scheme
 - Painting and rendering
 - Windows
 - Etc.

- b) To local authorities to develop civic amenities through visual improvements, facilities, points of interest and improvement to public areas such as
 - Lighting
 - Access
 - Public art
 - Planting
 - Signage
 - Seating
 - Etc.

1.2 Overview of Available Support

The Scheme offers a grant payable as a one off payment capped at £25,000 per project. Support for local authority projects is capped at 80% of the total project costs, support for commercial and all other projects is capped at 50%.

1.3 Eligibility

A) Regeneration Area and Eligible Premises

For the purposes of the Scheme until 31st October 2021, the "Regeneration area" means any area in the Isle of Man which is used for the following purposes:

- Mixed use (including town centre);
- Retail;
- Shopping;
- Tourism;
- Office;
- Local Authority premises; or
- Commercial use (Includes industrial estates, business parks and factories, excludes agricultural buildings and those premises not accessible by the public highway).

B) Eligibility requirements

The main eligibility requirements are as follows: -

- For building projects, support is limited to external improvement works only (support for the cost of works to the interior of any premises will only be available where those works are incidental to the approved exterior works);
- Projects must make improvements to the appearance of the business/organisation premises, town or village;
- No project that has commenced before the application has been submitted (and receipt acknowledged by the Department) will be supported;
- For each contractor quote with a value greater than £10,000, wherever practical* Construction Isle of Man (CIOM) members must be used for any building works projects. If CIOM members cannot be used, prior approval of the Department is required. A list of members is available here <https://www.constructioniom.im/certification-scheme#findACraftsperson>
- Wherever practical*, for non-building works projects, suitably accredited tradesmen must be used;
- Three quotes are required for any works or products against which assistance is sought;
- Residential properties, including nursing homes, are excluded.
- Where buildings are of mixed use, grants can only be claimed against the commercial element of the premises, although some works may be permitted to be claimed against the residential element if they are incidental to the overall project;
- Normally only one application per site;
- Normally one application per company per year;
- Projects can receive support from different Government schemes (e.g. TVRS and the Arts Council) as long as individual item costs are not being supported by more than one scheme. Applicants who are seeking support from more than one Government scheme are encouraged to contact the Department before applying to discuss their project in more detail.
- Support is not available for: -
 - Recurring costs;
 - The cost of labour or materials provided by the recipient or by persons employed by the recipient;
 - The operating costs of the completed project;
 - Any costs payable to the Department – a Statutory Board or local authority;
 - New builds;
 - Events; and
 - Support is not available for general repairs and maintenance works which do not uplift the area.

* If applicants wish to use non-CIOM accredited contractors they must prove to the Department that they have taken reasonable measures to secure the services of CIOM accredited contractors and have been unable to do so. Reasons for not using CIOM contractors could include pricing, availability or CIOM contractors or not having the required skills and/or experience to complete that work.

C) The Applicant

- The business or activities of the applicant must be conducted lawfully in the Island;
- Applicants must be up to date with paperwork and payments for Income Tax and NI, and also be up to date with VAT payments, or on an approved VAT payment plan;
- The Scheme is not available to Government Departments; and
- The Scheme is open to local authorities, charities, not for profit organisations, town partnerships as well as sole traders, and limited companies.

Important note: Grants are offered entirely at the Department's discretion, and even if an applicant is eligible via the criteria set out above, applications are reviewed on a case by case basis on their own merits with no guarantee of a grant being offered.

1.4 Application Process

All applicants are encouraged to engage with the Department before submitting the application form.

This is achieved by completing the brief online enquiry form which can be found at www.gov.im/businessenquiries

A) Information to be submitted

The Department must receive a completed application form and all supporting paperwork before the works commence.

All applicants must complete all sections of the TVRS application form and provide the following information:-

- Contact and business/organisation details;
- Location of the premises to be upgraded;
- An overview of the project;
- Three quotes for works/products against which the grant is being sought;
- For quotes of a value greater than £10,000, these quotes must be from Construction Isle of Man (CIOM) registered contractors;
- On Island suppliers and tradesmen are to be employed whenever possible;
- Approval from property owner (if required);
- Photographs of the site prior to commencement of works (If applicable). The applicant will be required to submit photographs on completion of the project;
- Project timescales;
- Planning approval (If required); and
- A declaration regarding Tax/ NI/ VAT status.

B) Assessment criteria

The Department will assess each application based on the following criteria:-

- Location of the premises /project;
- Planning and building/site owner approval (If required)
- Project overview;
- Business/organisation eligibility; and
- Available budget.

C) Approval process

A report will then be prepared for consideration. The Head of Enterprise Support, under delegated authority, from the Minister for Enterprise will consider the report and determine whether financial assistance will be provided.

The applicant will then be advised of the decision in writing. If approved, the applicant will be supplied an offer letter to be signed and returned to the Department confirming their agreement to the offer, including the amount of grant funding and the contractors to be used based on previous quotes supplied.

IMPORTANT NOTE: Applicants must only use contractors who have been agreed by the Department to undertake the works. Should alternative contractors be used without the prior agreement of the Department, the grant offer may be rescinded.

The Department aims to provide written notification of the decision within 3 weeks of receipt of all required information.

Normally, all works must commence within 3 months of approval, with all projects being completed within 6 months of commencement.

D) Pre-payment checks

On completion of the project, the Department will usually conduct an on-site inspection of the finished works. Only once this has been successfully completed can the payment process begin.

E) Payment process

The applicant will be required to pay for the works in full and provide evidence to the Department that the payment has been made.

Payments will then be made directly into the applicant's business bank account approximately 2-3 weeks later.

F) Declined applications

Where the application for the grant has been refused, the applicant will be informed in writing. The applicant has 21 days to request, in writing, a review by the Department. The review will be completed by a Department officer who was not involved in the original decision making process.

1.5 Public Disclosure

It is a statutory requirement that the names of businesses and organisations which have received financial assistance provided under the Scheme are published in an annual report prepared by the Department which is laid before Tynwald (the Isle of Man's Parliament).

Applicants should also be aware that both parliamentary and freedom of information questions may be asked about particular applications or applicants. The Department will seek to answer all parliamentary questions and freedom of information requests in accordance with the Freedom of Information Act 2015 and the Data Protection Act 2018.

The Department may also request photos and information for case studies, media and PR opportunities.

1.6 Application Form

The Application form is available at www.iomdfenterprise.im/financial-support/funding/town-and-village-centre-regeneration-scheme

Applicants should read the guidelines before submitting an application to the Department.

Completed application forms and supporting documentation should be either emailed to enterprisesupport@gov.im or sent to:

**TVRS 2019,
Enterprise Support,
Department for Enterprise,
St Georges Court,
Upper Church Street,
Douglas,
Isle of Man.
IM1 1EX**