

Scoring Methodology

Town Centre Property Improvement Grant (TCPIG) – 2026-2027 Scheme

About this document

This document explains how full applications to the Town Centre Property Improvement Grant (TCPIG) 2026–27 scheme will be assessed.

We publish our scoring criteria so that applicants can understand exactly what the decision making group for the grant scheme (Flintshire Regeneration Grants Panel) is looking for, and applicants are encouraged to structure their applications accordingly, and make the strongest possible case for their project. There are no hidden criteria — every element of the assessment is described here.

Contents

Overview of the assessment process	1
The scoring framework	2
Stage 1 — Eligibility check	3
Stage 2 — Strategic Fit assessment (45 points)	3
Section A — Scheme Objectives (maximum 18 points)	3
Section B — Strategic Fit & Impact (maximum 15 points)	4
Section C — Flintshire Placemaking Themes (maximum 12 points)	5
Stage 2 — Deliverability assessment (21 points)	5
How panel scores are collated	6
Panel decisions	6
Tips for a strong application	7
Further information and support	7

Overview of the assessment process

TCPIG applications are assessed in two stages:

- 1) a pre-panel technical review by the Regeneration Team,
- 2) scoring by individual members of the Flintshire Regeneration Grants Panel – scores are collated and discussed a panel meeting.

Stage	What happens	Who is involved
1	Eligibility check <i>Mandatory gateway — must pass in full</i>	Carried out by the Regeneration Team before the panel meeting. Applications that fail any eligibility criterion are not progressed to scoring.
2	Scored assessment <i>Strategic fit + deliverability</i>	Each panel member scores independently. Scores are collated before the panel meeting. The Flintshire Regeneration Grants Panel discusses applications, and the Chair has final say on the funding decision, stream, and award amount. Officers from other services within the Council e.g. Conservation, Planning, Building Control, may be engaged by the Regeneration Team to ensure accuracy of information provided by applicants and to provide a check on how realistic the proposals are in terms of deliverability.

The scoring framework

Eligible applications are scored across two domains. Both domains have minimum score thresholds that must be met for a grant offer to be made.

Scoring domain	Criteria	Maximum score	Minimum threshold
STRATEGIC FIT:	17	45	25 / 45
A: Scheme Objectives (6 criteria × 3)	6	18	—
B: Strategic Fit & Impact (5 criteria × 3)	5	15	—
C: Flintshire Placemaking Themes (6 criteria × 2)	6	12	—
DELIVERABILITY:	7	21	15 / 21
D: Deliverability (7 criteria × 3)	6	18	—
Total score	24	66	40 / 66

Important: both thresholds must be met

A project must score at least 15 out of 21 on Deliverability AND at least 25 out of 45 on Strategic Fit. Meeting the threshold in one domain alone is not sufficient for a grant offer to be made. The overall score threshold is 40 out of 66.

Stage 1 — Eligibility check

Before scoring begins, the Regeneration Team checks that the application meets all mandatory eligibility criteria. This is a pass/fail gateway — any single failure means the application cannot be assessed by the panel.

Ref	Eligibility criterion
E1	Property is located within (or within 0.5 miles of) the defined town centre boundary for one of the eight eligible towns.
E2	Property is a commercial or mixed-use building (not purely residential).
E3	Applicant is the freehold owner, or a leaseholder with at least 3 years remaining beyond 31 January 2027 (i.e. lease runs to at least 31 January 2030).
E4	If leaseholder: written landlord consent has been provided.
E5	If leaseholder: lease term confirmed by documentary evidence.
E6	Proposed works are capital in nature — not routine maintenance, moveable equipment, or purely residential works.
E7	Works have NOT already started, been ordered, or had deposits paid prior to grant offer.
E8	Grant sought is between £5,000 and £50,000 and does not exceed 70% of total eligible project cost.
E9	Applicant has evidenced a minimum 30% contribution from their own resources.
E10	Applicant has declared all public funding received in the last 3 financial years (Subsidy Control Act 2022). Cumulative de minimis limit not exceeded.
E11	Works can be completed and all invoices submitted by 31 January 2027.
E12	Where required, planning / listed building / conservation area consent has been applied for or granted, or applicant confirms not needed.

Stage 2 — Strategic Fit assessment (45 points)

The Strategic Fit assessment measures the quality and ambition of the project against scheme objectives, evidence of need, and alignment with Flintshire's placemaking priorities. It is made up of three sub-sections.

Section A — Scheme Objectives (maximum 18 points)

Each criterion is scored 0–3. Scores reflect how clearly the application demonstrates the stated objective, supported by specific evidence.

Score	What it means
0	Not applicable to this project, or no evidence provided.
1	Possible / weak — the link is plausible but not clearly demonstrated.
2	Moderate — addressed with some supporting detail.
3	Strong — clearly demonstrated with specific, credible evidence.

Ref	Criterion	Max
O1	Refurbish or improve existing commercial property — works improve the appearance, condition, or function of the building.	3
O2	Bring a vacant or underused commercial unit back into active use.	3
O3	Create or safeguard jobs (full-time equivalents).	3
O4	Support an existing business to operate, trade, or expand.	3
O5	Improve the energy efficiency of the building.	3
O6	Support Welsh businesses through local procurement of contractors.	3

Section B — Strategic Fit & Impact (maximum 15 points)

Each criterion is scored 0–3, using the same key as Section A above.

Ref	Criterion	Max
S1	Evidence of need — describes specific current problems (damp, structural issues, vacancy, deterioration) and explains what would happen to the building and business without the works.	3
S2	Economic impact — creates or safeguards employment, supports business viability, or increases commercial activity in the town centre.	3
S3	Physical and visual improvement — makes a tangible difference to the appearance and condition of the building and the surrounding streetscape.	3
S4	Sustainability and resilience — improves the long-term condition, energy performance, or adaptability of the building.	3
S5	Community benefit — supports access to services or a community organisation or contributes to a more attractive and active town centre.	3

Section C — Flintshire Placemaking Themes (maximum 12 points)

Section C is scored 0–2 per criterion. You are not required to address all six themes — only select themes that genuinely apply to your project. The panel will verify selected themes against the schedule of works and evidence submitted.

Score	What it means
0	Not applicable, or no evidence that this theme applies to the project.
1	Possible — the link is plausible but not clearly demonstrated.
2	Strong — clearly demonstrated with specific, credible evidence.

Ref	Theme	Max
P1	People & Community — provides or improves commercial space enabling local services, community access, or social enterprise activity.	2
P2	Movement — improves the shopfront, entrance, or access so the property is more welcoming on foot; contributes to active street frontage.	2
P3	Public Realm — external works improve the visual quality of the street: facade repair, sympathetic materials, signage improvements.	2
P4	Location — makes better use of an existing town centre asset, particularly a landmark or historically significant building.	2
P5	Mix of Uses — brings a vacant unit back into use; creates space for a new type of business or activity not previously available in the town.	2
P6	Identity — works to a listed building or heritage frontage, or use of traditional materials reinforcing local character.	2

Stage 2 — Deliverability assessment (21 points)

The Deliverability assessment measures the panel's confidence that the project will be completed on time, within budget, and to the standard described in the application. All seven criteria are scored 0–3, using the same key as Section A above. This domain has a minimum threshold of 15 out of 21.

Ref	Criterion	What the panel looks for	Max
D1	Programme viability	<i>Is the target completion date realistic given scope, procurement lead times, and the 31 January 2027 deadline?</i>	3
D2	Contractor readiness	<i>Has the applicant identified a contractor or shortlist? Are quotations credible, comparable, and on letterhead?</i>	3

Ref	Criterion	What the panel looks for	Max
D3	Cost robustness	<i>Are quoted costs consistent with the works described, and within a realistic market range?</i>	3
D4	Match funding and cash flow	<i>Is the applicant's minimum 30% contribution confirmed and evidenced? Does the applicant have capacity to fund works upfront before claiming?</i>	3
D5	Project management capacity	<i>Does the applicant have the experience and capacity to manage delivery, oversee contractors, and meet the grant conditions?</i>	3
D6	Consents position	<i>Are required consents in place, applied for, or confirmed as not needed? Is there realistic risk of delay or refusal?</i>	3
D7	Risk management	<i>Has the applicant identified the key risks to delivery, and for each risk described what mitigation or action they would take?</i>	3

How panel scores are collated

Each member of the Flintshire Regeneration Grants Panel scores applications independently before the panel meeting.

Individual scores are collated before the panel meeting. The average score for each criterion is calculated across all four panel members. The panel then meets to discuss applications, resolve any significant scoring differences, and reach a final decision.

The Chair has the casting vote and final authority on the funding decision, the funding stream and the award amount. The Chair may award less than the amount applied for.

Panel decisions

The panel can make one of three decisions on any application:

Approved	A grant offer will be issued. The award letter confirms the grant amount, eligible works, completion deadline, and any conditions.
Approved subject to conditions	A grant offer will be issued, but one or more conditions must be met before or during delivery (e.g. provision of outstanding quotations, confirmation of planning consent). Conditions are stated in the award letter.
Deferred	The application is not approved at this panel meeting. The panel will provide written reasons and confirm what further information or action is required before the application can be reconsidered at a subsequent round.
Rejected	A written explanation of the reasons for rejection will be provided. In some cases, applicants may be able to address the issues raised and reapply in a later round. Your supporting officer will discuss this with you.

Decisions are notified in writing within five working days of the panel meeting.

Tips for a strong application

The following is guidance to help applicants maximise their score — particularly on Deliverability, where the threshold is highest relative to available marks.

On Deliverability

- Get two comparable written quotations for every element of works before submitting. Quotations from Welsh-based contractors on company letterhead score most strongly.
- Be clear about who will manage the project day-to-day. Name the person responsible and describe how they will oversee the contractor(s).
- Confirm your 30% match funding with evidence — a recent bank statement or letter from an accountant. Applications where match funding is unconfirmed score poorly on D4.
- Provide a realistic programme with dates. If your project is complex or involves planning consent, allow sufficient lead time and explain your contingency, if consents are delayed.
- Address risks specifically: state the likelihood, the potential impact, and what you would actually do if the risk materialises. Vague risk statements score 0–1.

On Strategic Fit

- Be specific about what is wrong with the building now — active damp, structural deterioration, long-term vacancy. Vague statements like 'the building needs improvement' score 0–1 on S1.
- Describe what will be different after the works — for the building, the business, and the street. Quantify where you can (floor area, jobs, energy savings).
- Only select placemaking themes and objectives that genuinely apply. The panel will check each selection against the schedule of works — over-selection can reduce credibility.
- If your building is listed or in a conservation area, show that you have engaged with Flintshire County Council's Conservation Officer early. This demonstrates both consents awareness and commitment to quality design.

Further information and support

The Regeneration Team is available to support applicants throughout the process. If you have questions about the scoring criteria or how to present evidence, contact us before submitting your application.

Email	regeneration@flintshire.gov.uk
Website	www.flintshire.gov.uk/TCPIG
Response time	Within 5 working days