[https://highlandcouncil1.sharepoint.com/sites/HighlandCoastalCommunitiesFund/CLLD/CLLD%20templates/CRF%20application%20Guidance%20(CLLD%20version%20only)%20June%2024.pdf](https://highlandcouncil1.sharepoint.com/sites/HighlandCoastalCommunitiesFund/CLLD/CLLD%20templates/CRF%20application%20Guidance%20%28CLLD%20version%20only%29%20June%2024.pdf)

**Community Regeneration Funding (CRF)**

**Application Form** (June 24 – CLLD version only)

|  |
| --- |
| **Key considerations**Please refer to the **Application Guidance** (link below) and [**Fair Work First Summary Guidance**](https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance) when completing the application form as there is important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering. Please do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.To ensure you have the best opportunity to score well during the assessment, please refer to the **Assessment Criteria Matrix** (link below) when completing the application form. A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers. Supporting documentation must be submitted with the application form (see section 8.2).Projects must not incur expenditure before the project has been approved. When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence by 1st September 2024 and must be completed and the grant claimed no later than 28 February 2025.Double click the icons to download:   |
| **SECTION 1: PROJECT SUMMARY** |
| **1.1** | **Project reference number**  | CRF |
| **1.2** | **Organisation** |  |
| **1.3** | **Project title** |  |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** |  |
| **1.5** | **Project costs** | **Total project cost**  | £ |
|  |  | **Match funding** | £ |
|  |  | **CRF grant requested** | £ |
| **1.6** | **Start date *(from 1st Sept 2024)*** | Click or tap to enter a date. |
| **1.7** | **End date *(by 28th February 2025)*** | Click or tap to enter a date. |
| **1.8** | **Please confirm you have read and understood the** [**CRF privacy notice**](https://www.highland.gov.uk/directory_record/1487160/community_regeneration_funding) | Yes [ ]  No [ ]  |
| **1.9** | **Please choose ONE main strategic objective the project will meet**  |[ ]  Increasing community resilience  |
|  |  |[ ]  Tackling poverty and inequality  |
|  |  |[ ]  Addressing causes of rural depopulation  |
|  |  |[ ]  Helping economic recovery and sustaining growth  |
|  |  |[ ]  Tackling the climate emergency and working towards net zero  |

|  |
| --- |
| **SECTION 2: CONTACT AND ORGANISATION DETAILS** |
| **2.1** | **Organisation** |  |
| **2.2** | **Address and postcode** |  |
| **2.3** | **Main contact name** |  |
| **2.4** | **Position in the organisation** |  |
| **2.5** | **Contact number** |  |
| **2.6** | **Email address** |  |
| **2.7** | **Website address** |  |
| **2.8** | **Organisation type** |[ ]  Company limited by guarantee |
|  |  |[ ]  Constituted group |
|  |  |[ ]  Public body |
|  |  |[ ]  Charity |
|  |  |[ ]  SCIO |
|  |  |[ ]  Other (please specify): |
| **2.9** | **Organisation registered number** |  |
| **2.10** | **Is the organisation VAT registered?**  | **By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes [ ]  No [ ]  |
| **2.11** | **If the organisation is VAT registered, please provide the number.** |  |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** |[ ]  Whole |
|  |  |[ ]  Partial |
|  |  |[ ]  None |
| **2.13** | **Provide details of VAT exemptions.** |  |

|  |
| --- |
| **SECTION 3: PROJECT DETAILS** |
| **3.1** | **Please confirm the location of the project including post code.** |  |
| **3.2** | **Are you applying on behalf of a partnership project?**  | Yes [ ]  No [ ]  |
| **3.3** | **Is there a partnership agreement in place?**  | Yes [ ]  No [ ]  |
| **3.4** | **Is your organisation the lead applicant?**  | Yes [ ]  No [ ]  |
| **3.5** | **Do you own the land or asset?**  | Yes [ ]  No [ ]  |
| **3.6** | **Are you leasing the land or asset?**  | Yes [ ]  No [ ]  |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.**  |  |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents? Projects must have all permissions in place by 14/08/2024. Evidence of secured permissions must be emailed to the CRF team no later than 14/08/2024 otherwise the application will not be progressed.** | Yes [ ]  No [ ]  |
| **3.9** | **If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**  |  |

|  |  |
| --- | --- |
|  | **SECTION 4: THE PROJECT PROPOSAL** |
| **4.1** | **List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 28th February 2025.**  |
|

|  |  |
| --- | --- |
| **Activity name** | **Achieve by (date)**  |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |

 |
| **4.2** | **What local need or opportunity will the project address? Has this been recognised in a local plan?**  |
| Word limit 400 |
| **4.3** | **How do you know there is local support for the project? How can you evidence this?** |
| Word limit 400 |
| **4.4** | **What do you think the outcome of your project will be? Please note the outcome is the longer term change that your project will achieve.****What will be the lasting benefits and legacy?** |
| Word limit 500 |
| **4.5** | **How will the project be supported/maintained/sustained after CRF funding?** |
| Word limit 850 |
| **4.6** | **Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.**  |
| Word limit 500 |
| **4.7** | **In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?** |
| Word limit 500 |
| **4.8** | **All applicants are required to provide a statement on how the organisation is committed to advancing the** [**Fair Work First Policy**](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/) **including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the** [**Fair Work First guidance**](https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance) **for more information.** **Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** |
| **Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.** | Yes [ ]  No [ ]  |
| **Can you confirm if you have the Living Wage Accreditation or are planning to be certified?** | Yes [ ]  No [ ]  Applied [ ]   |
| **Is the Fair Work First statement on your organisation’s website?** | Yes [ ]  No [ ]  Do not have a website [ ]  |
| **How many people do you employ or how many volunteers do you have?** |  |
| **Do you currently pay the Real Living Wage hourly rate?** | Yes [ ]  No [ ]  NA [ ]  |
| **As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?** | Yes [ ]  No [ ]   |
| **How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?**  | [ ]  Line Management Relationship[ ]  Staff /Engagement Surveys[ ]  Suggestions Schemes[ ]  Intranet/Online Platforms[ ]  Staff Forums / Networks[ ]  Trade Union Recognition/Collective  Bargaining |

|  |
| --- |
| **SECTION 5: PROJECT BUDGET** |
| **5.1** | **Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.**  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Heading** | **Detailed Costs** | **Revenue/Capital** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total revenue expenditure | £ |
| Total capital expenditure | £ |
| **TOTAL PROJECT COSTS** | **£** |
| **Is VAT included in these costs?** | **Yes** [ ]  **No** [ ]  |

 |
| **5.2** | **Reasonableness of cost - please explain how you have obtained the project costs listed in 5.1.** **These should be from recent price comparisons or quotations.**  | **Please note that current valid quotes must be submitted no later than 14/08/2024 otherwise your application will not be progressed.** |
| **5.3** | **Please explain how your project will achieve value for money.** |  |

|  |  |
| --- | --- |
|  | **SECTION 6 – MATCH FUNDING (if applicable)****Please note match funding for this round is not essential.** |
| **6.1** | **Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 14/08/2024. Otherwise, your application will not be progressed.** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of funder** | **Confirmed?** | **Date Confirmed or Decision Expected** | **Amount £** |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
|  | **Yes** [ ]  **No** [ ]  |  |  |
| **Total match funding**  | **£** |
| **CRF requested**  | **£** |
| **Total project cost**  | **£** |

 |
| **6.2** | **Will the project involve “in kind” support?** |  Yes [ ]  No [ ]  |
| **6.3** | **If yes, please detail.** |  |
| **6.4** | **Please explain why public funding is required to deliver the project.**  |  |
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.**  |  |
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**  |  |

|  |
| --- |
| **SECTION 7 – INCOME GENERATION** |
| **7.1** | **Will the project generate income?**  | Yes [ ]  No [ ]   |
| **7.2** | **If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.** |  |
| **7.3** | **How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?** |  |
| **7.4** | **Have you considered taking out a loan for the project?** | Yes [ ]  No [ ]   |
| **7.5** | **If not, please state why?** |  |
| **7.6** | **Have you previously received public funding?**  | Yes [ ]  No [ ]  |
| **7.7** | **If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding** | **Date**  | **Amount £** | **Public Subsidy?** |
|  | Click or tap to enter a date. | £ | Yes [ ]  No [ ]  |
|  | Click or tap to enter a date. | £ | Yes [ ]  No [ ]  |
|  | Click or tap to enter a date. | £ | Yes [ ]  No [ ]  |
|  | Click or tap to enter a date. | £ | Yes [ ]  No [ ]  |

 |

|  |
| --- |
| **SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION** |
| **8.1**  | **Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.** |
| ***I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.******The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*** |
|  | **Signature:****Print:** | **Date:**Click or tap to enter a date. |

**Please Ensure You Also Complete the Attachments Checklist Below**

|  |  |  |
| --- | --- | --- |
| **8.2**  | **You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.**  | **Yes / No /** **Not applicable** |
| **1** | **Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.**  | **Yes** [ ]  **No** [ ]  |
| **2** | **Annual financial accounts – latest available.** | **Yes** [ ]  **No** [ ]  |
| **3** | **Constitution or articles and memorandum.** | **Yes** [ ]  **No** [ ]  |
| **4** | **Committee Members or Directors List.** | **Yes** [ ]  **No** [ ]  |
| **5** | **Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.** | **Yes** [ ]  **No** [ ]  |
| **6** | **Valid organisation insurance policy.** | **Yes** [ ]  **No** [ ]  |
| **7** | **Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study** | **Yes** [ ]  **No** [ ]  |
| **8** | **Confirmation of match funding letters** | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **9** | **Permissions – i.e. planning, building warrants, marine licences** | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **10** | **Business plan (income generation projects only)** | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **11** | **Job descriptions (for CRF funded posts)**  | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **12** | **Evidence of control/ownership of asset – i.e. lease, title deeds** | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **13** | **Partnership agreement** | **Yes** [ ]  **No** [ ]  **NA** [ ]  |
| **Reason for missing documentation:** |

**Completed forms and supporting documentation should be emailed to** communityregenerationfund@highland.gov.uk **quoting your unique project reference number.**

**Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:**

The application form should follow the naming convention example:

 **(Name of organisation) final application form**

Supporting documentation should be labelled as: **document type followed with the title** – for example:

* Match funding – The Highland Council
* Match funding – National Lottery
* Insurance – Zurich 2022/23 annual policy
* Organisational policy – health and safety
* Organisational policy – Fair Work First statement
* Permissions – Planning granted July 2022
* Permissions – Building warrant granted Aug 2022
* Bank statement – Bank of Scotland Nov 2022
* Letter of support – name of Councillor
* Letter of support – community council/group
* Letter of support – name of local business