

Agenda Item	3
Report No	ERA-10-21

HIGHLAND COUNCIL

Committee: Easter Ross Area Committee

Date: 7 April 2021

Report Title: Highland Coastal Communities Fund – Assessment of Applications

Report By: Executive Chief Officer: Infrastructure and Environment

1. PURPOSE/EXECUTIVE SUMMARY

- 1.1 The Highland Coastal Communities Fund is a new fund designed to support economic regeneration and sustainable development around coastal areas in Highland. The fund is derived from revenue generated by Scottish Government Crown Estate marine assets. Each year, local authorities are allocated a proportion of the profits.

Within an overall allocation to Highland of £3,034,703, the Easter Ross Area Committee has been awarded £108,107.84 of Crown Estates revenues for distribution within the Easter Ross Area. Funding will be distributed as the Highland Coastal Communities Fund – Easter Ross (HCCF).

- 1.2 Broad eligibility criteria for the scheme is as follows:

All projects are expected to be able to meet at least one of the following priorities:

- Economic recovery
- Community resilience
- Mitigating the impact of the climate/ecological emergency
- Addressing the challenges of rural depopulation.

Projects should be able to demonstrate that they are:

- Sustainable/viable
- Providing value for money
- Providing additionality
- Able to evidence local support/local benefit
- Able to evidence positive impacts for coastal communities and/or the coastal economy

- 1.3 An open call for expressions of interest was held during December 2020. Following this, a number of projects were invited to proceed to full application stage.
- 1.4 In summary the position in Easter Ross at Area Committee on 7th April is as follows:

Available HCCF Funding – £108,107.84
Number of applications for consideration – 6
Total value of grant requests - £120,792.00

This can be split as follows:

Ward 6 – 3 applications totalling £66,739.00

Ward 7 – 3 applications totalling £54,053.00

To aid Members in their decision making, the following appendices are provided to this report:

- Summary spreadsheet of applications for consideration including RAG status from technical assessment
- Project application form and technical assessment for each project under consideration

Technical assessments and the RAG status are based on the application form and supplementary information provided during the application process.

2. RECOMMENDATIONS

2.1 Members are asked to:

- i. Agree whether the area allocation is to be administered as one budget or whether the overall allocation should be split by ward;
- ii. Consider all applications presented for funding and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest; and
- iii. Agree which applications should receive a funding award from HCCF up to the value of the available area allocation.

3. IMPLICATIONS

3.1 **Resource** – Easter Ross has available funding of £108,107.84. Applications under consideration total £120,792 therefore if applications approved exceed the funds available the committee will need to undertake a prioritisation process to agree the funding awards.

3.2 **Legal/Risk** – When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back to back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

3.3 **Community (Equality, Poverty and Rural)** – Coastal communities funding is available to all Area Committees within Highland with a coastline. The focus of the funding is economic recovery and community resilience. Consideration on issues

relating to equalities, poverty and rural issues are dealt with on an individual basis for applications and covered in the technical assessments of project

3.4 **Climate Change/Carbon Clever** – Mitigation of the climate/ecological emergency is a specific aim of the HCCF funding. All applicants are required to evidence environmental sustainability as referenced in the technical assessments

3.6 **Risk** – As per 3.2 above.

3.6 **Gaelic** – Consideration given within individual project applications in line with HC policy

Designation: Executive Chief Officer – Infrastructure and Environment

Date: 23rd March 2021

Author: Fiona Cameron, Programme Manager

Appendices:

- Appendix 1 – RAG Status Summary Sheet
- Appendix 2 – Inver Bay Seating: Application
- Appendix 3 – Inver Bay Seating: Technical Assessment
- Appendix 4 – Evanton Station Reopening Feasibility: Application
- Appendix 5 – Evanton Station Reopening Feasibility: Technical Assessment
- Appendix 6 – Conveniences for All: Application
- Appendix 7 – Conveniences for All: Technical Assessment
- Appendix 8 – Ross Sutherland Rugby Football Club: Application
- Appendix 9 – Ross Sutherland Rugby Football Club: Technical Assessment
- Appendix 10 – Saltburn & Westwood Sea Defences: Application
- Appendix 11 – Saltburn & Westwood Sea Defences: Technical Assessment
- Appendix 12 – Tain Picture House Lift Works: Application
- Appendix 13 – Tain Picture House: Technical Assessment

Appendix 1

EOI Ref	Applicant	Project Name	Total Project Cost	Grant Requested	Timescale for Start	Project Robustness	Engagement & Support	Meeting a Need or Demand/ Market Demand	Legacy & Exit Strategy	Equalities Issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	
24	Inver and District CC	Inver Bay Seating	5,000.00	4,000.00	Apr-21											
25	HITRANS	Evanton Station Reopening Feasibility	19,000.00	5,000.00	Apr-21											
90	Seaboard Memorial Hall Ltd	Conveniences For All	25,480.00	23,980.00	Apr-21											
134	Ross Sutherland RFC	Clubhouse Development Project: Phase 2 – Viewing Balcony	61,137.00	48,909.00	Jun-21											
152	Saltburn & Westwood CC	Saltburn & Westwood CC: Coastal Defences	17,330.00	12,890.00	Apr-21											
168	Tain Heritage Trust	Tain Picture House – Lift Works	28,788.00	26,073.00	26/04/2021											

Easter Ross HCCF Grant Request £120,792.00
 Easter Ross Available Budget £108,107.84
 Easter Ross Balance -£12,684.16

Highland Coastal Communities Fund

- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	Inver and District Community Council
1.2 Project title	Inver Bay Seating

1.3 Total cost of project	Total cost of project	£5,000.00
	Match Funding	£1,000.00
	Grant requested	£4,000.00

1.4 Estimated Start Date	April 2021
1.5 Estimated Finish Date	August 2021

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	
Community Resilience	
Mitigation of climate/ecological emergency	Yes
Rural de copulation	

How will your project benefit coastal communities or the coastal/marine economy?

Inver has seen an increase in visitors in recent years, many come to enjoy the environment others to view and photograph wild life. Alongside this local people use the coastal walk and stop to rest and take in the benefits of the coastal area. Seating that was placed some years ago has deteriorated making it unsafe and beyond economic repair. Regeneration of the village hall is planned with a volunteer cafe and small shop to cater to the local residents and visitors, outdoor seating would benefit everyone either walkers, photographers, or those that just want to sit.

SECTION 2: CONTACT DETAILS

2.1	Main contact name	
	Contact number	
	Alternative contact number	

2.2 Position

2.3	Address	
	Postcode	

2.4	Email address	
2.5	Website address	N/A

SECTION 3: ORGANISATION DETAILS

3.1	Organisation Status	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted Group	X	
	Public Body	X	
	Private Business		
	Charity		
	SCIO		
	Other (please specify)		

3.2	Are you VAT Registered? <i>(delete as appropriate)</i>	NO		
3.3	If you are registered for VAT please quote number			
3.4	Is the VAT related to the project being reclaimed from HMRC {x}	Wholly	Partially	None
	<i>please provide any relevant details in the box below, details of exemptions etc.</i>			

Notes:

3.5	Key Project Personnel - please list personnel involved in this project detailing their skills to be involved		
	Name and position in organisation	Skills/Area of work	
	John Mitchell, Chair Inver Community Council	Project Manager	
	Kay Skinner, Treasurer Inver Community Council	Financial Manager	

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? *(Please include postcode)*

Inver Bay in the IV20 postcode area

4.2 Project summary. Please summarise your project as concisely as possible:

(a) What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?

There is an urgent need to replace the damaged and unusable seating, this has been brought to the attention of the Community Council on many occasions.

(b) Project Summary and main activities

the project summary is to purchase weather resistant seating probably recycled heavy duty benches etc that are durable and capable of lasting many years. These will be fixed to hard standing areas along the coastal path and bay area.

(c) In development of your project, please detail how you have considered the following:

- **Environmental impact:** Inver Bay is a SSSI, the placing of seating in controlled areas will help reduce the impact of using more sensitive areas.
- **Equalities impact/issues:** All seating will be open to everyone without restriction.

(d) Who will benefit from your project?

Local residents, naturalists, and with an expected increase in local tourism all visitors

(e) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

Hopefully the new seating will be durable reducing the level of maintenance required, providing the facility for many years.

(f) Please outline how your project fits with other local plans or strategies

As noted above the village hall is planning to regenerate into a facility for the modern age, providing a volunteer shop, toilet facilities, changing rooms for outdoor activities. It is expected that external seating would be well used as this moves forward.

4.3 Does your project require planning permission or any statutory regulatory requirement or consent? *(delete as appropriate)*

NO

If YES, please detail

Type	Steps Taken	Date

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if you prefer. Please delete the example below before completing this form.

Please delete the example below before completing this form.

5.1		
Budget Heading	Detailed cost	Amount
<i>Procurement</i>	<i>Recycled plastic benches</i>	<i>£4000.00</i>
	<i>Hard standing / fixings /transport</i>	<i>£500.00</i>
<i>Labour</i>	<i>Removal and disposal old seating</i>	<i>£100.00</i>
	<i>Placing and fixing of new benches</i>	<i>£500.00</i>
TOTAL PROJECT COST		£5100.00

SECTION 6 - MATCH FUNDING

6.1 Please give details of any other funders that will contribute to the project:			
Name	Confirmed Yes/No	Date (month/yr.)	Amount£
Inver Community Council	Yes	As required	£1100.00
Total £			
Please detail HCCF Grant requested £			£4,000.00
(This should total project costs section 5) Total£			£5,100.00

6.2 Will your project involve any "in kind" support?	
YES/NO	Yes
Please detail:	Volunteer support contributing towards labour costs

SECTION 7 - BUSINESS AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:	
Business Gateway	No
HIE	No
Other (please detail)	No

7.2 Have you previously received public funds for our business/or organisation	
Yes	<input checked="" type="checkbox"/> Yes
No	<input type="checkbox"/>

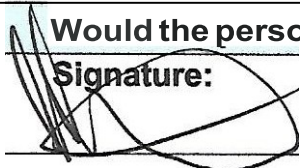
If yes, please provide further details:
Annual grant for Community Councils, discretionary grants for coastal path maintenance.

SECTION 8 - SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

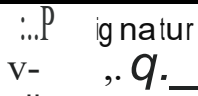
8.1 Would the person named as main contact for this application please sign below

Signature: 

Print:
Barry Brice

Date
12/01/21

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)

Signature:


Print:
John Mitchell

Date
12/01/21

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	
2	Committee Members or Directors List	X
3	Permissions - Planning etc	
4	Policies - Child, Risk , Equal Opportunities etc.	
5	Confirmation of Match Funding if available	
6	Bank Statement	
7	Research/Evidence of Need and Demand	
8	Business Plan	
9	Insurance	

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Members of Inver and District Community Council 2020

Member	Position	Email address
John Mitchell	Chair	arboll@hotmail.co.uk
Kay Skinner	Treasurer	Kay_skinner@hotmail.com
Barry Brice	Secretary	barry.brice@btinternet.com
-		
Sheryl Innes	Member	sherylinnes@hotmail.co.uk
Margaret Gordon	Member	gmargaret48@yahoo.co.uk
Kate Robertson	Member	Kate.Robertson59@yahoo.co.uk
Paul Manson	Member	paul.manson@hotmail.co.uk

Highland Coastal Communities Fund – Application Assessment

File Reference:	24	Applicant Name:	Inver & District Community Council	Organisation Type:	Public Body
Project Title:	Inver Bay Seating	Date application received:	19/01/21	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£5,100*	Total HCCF funding sought (£)	£4,000
Percentage HCCF grant intervention rate applied for (%)?	78.43%	*Note- front page of application states total costs of £5,000. Budget breakdown at section 5.1 comes to £5,100, which is correct overall total cost. This has no impact on grant request of £4,000, which is identified specifically for purchase of benches.	
Estimated Start Date	April 2021		
Estimated Finish Date	August 2021		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	See note	Technically, minimum grant is £5,000. Members have discretion to award less than this sum but should be noted in minutes.
	Has any work already started/costs been incurred prior to application?	No	
2	Does the project have to comply with any Statutory Regulatory Requirements?	No	
	Are the necessary planning consents/licences in place or applied for?	N/A	
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	No	Community Council not VAT registered.
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	

6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	https://www.highland.gov.uk/site/custom_scripts/ccemails.php
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	N/A	
8	Project fits with the following HCCF priority(ies) <ul style="list-style-type: none"> - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation 	See note	Applicant has selected "Mitigation of climate/ ecological emergency". Not clear as to where the fit is here- perhaps would be better argued that the project meets "community resilience"- e.g. via supporting community council to be proactive in improving their local surroundings and the visitor experience. Given scale of request and simplicity of project, this is not a concern, more an observation that the project can be said to fit with one of the priorities.
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?	See note	Cost of 5 benches equates to £4,415.10 per actual quote supplied. Applicants have only requested £4,000.00 of HCCF funds, with no cash match identified in application. I queried this with applicant- Response was: "Your question about the cost at £4,415 as opposed to the application figure of £4,000, is I simply didn't realise the wood effect slat option was an extra". Applicants have subsequently confirmed they could cover the difference from their own funds if required. Balance of budget is in kind contributions amounting to £1,100 in value. These are required to remove old seating, transport new benches, supply hard standings and fittings, and actually install the new benches in situ. This is indicated as confirmed and will be necessary to successfully deliver the project. Seek written confirmation that this is formally pledged for completeness of project file.
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Yes	Application submitted as signed PDF, which is fine. Converting to Word has removed one of the signatures due to a formatting glitch with the image. We have a correct signed PDF, so this is fine.

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness	A	Overall, application is straight forward in terms of scope, while delivery is dependent on a degree of in kind support to be organised once people are able to meet outside in larger numbers. It would have benefited from a little more supporting evidence, e.g. photos of seating, locations, and a clearer idea of what the replacement seating will look like, how much is proposed and cost basis. Further information on this was sought from the applicants and it has been confirmed that it is intended to purchase five benches. Applicant provided link https://uk.glasdon.com/seating/recycled-materials-seating/elwood-tm-recycled-material-seat . They note "we thought the two-tone wood effect (timberpol) versions would fit in with the beach environment". They

			also note that the benches cost individually £883.02 inc VAT, which equates to £4,415.10. On this basis, there is a small gap of £415.10 in cash funding required. This has been queried and applicants can cover from their own funds if necessary. Project is also reliant on a considerable degree of in kind support. Applicant states “we are all agreed on the application, and we are lucky that we have a large pool of volunteers in the Village who will and have come together to tackle issues”. Amber status in no way suggests grant should not be awarded- it is just that a little more supporting information in the application would have benefitted it.
12	Engagement & Support	A	Application notes the need to replace the seating “has been brought to the attention of the Community Council on many occasions”. There is no reason to doubt this, but application would have benefitted from some supporting evidence to accompany it.
13	Meeting a Need of Demand/Market Demand	G	I queried if there were any photographs of existing seating, to show poor condition. Applicant noted “The original benches design allowed for conversion from seating, to a table and bench, however the materials used steel fixings and hinges, corroded and the timber rotted, even though it was regularly oiled/painted. We don’t have any photographs as the benches had to be broken up as they became hazardous”.
14	Legacy & Exit Strategy	A	Legacy should be replacement of damaged unsafe seating in an area popular with visitors and a SSSI, improving the visitor experience. New seating in the area will also complement proposed regeneration of local village hall if that goes ahead. Clarity as to future maintenance responsibility would be welcome in terms of “exit strategy”. I followed this up with applicant, who said “One of the reasons we looked at the recycled plastic benches is that they would be more robust in the salty / windy environment, and whilst made of plastic would be better for the environment as they wouldn’t need to be painted and, or varnished regularly. In Inver we don’t have any serious vandalism issues, none of the older benches were actively damaged. That said I believe the manufacture can supply replacement parts should they be needed although we can’t see this being an issue”.
15	Consideration of equalities issues/impacts	A	Application states “all seating will be open to everyone without restriction”. Some more information on proposed locations/ photographic evidence/ nature of the coastal path would help to better assess this, though local Members may well be more familiar with the area in question.
16	Environmental sustainability	G	Proposed benches are to be made from re-cycled plastic. Application shows consideration of positive impact on a SSSI area. Also notes One of the reasons we looked at the recycled plastic benches is that they would be more robust in the salty / windy environment, and whilst made of plastic would be better for the environment as they wouldn’t need to be painted or varnished regularly. Good consideration overall, relative to scale of project.

17	Value for Money	G	Due to information subsequently provided showing quantity of benches sought, and quote showing cost basis. Product should have a long life-span.
18	Match funding	G	Match is “in kind” contributions required to deliver and install benches. Application states this is confirmed. HCCF contribution will purchase benches themselves.
19	Meets Local Priorities	A	Application notes the need to replace the seating “has been brought to the attention of the Community Council on many occasions”. There is no reason to doubt this, but application would have benefitted from some supporting evidence to accompany it.
20	Additionality	G	HCCF funding is required for project to proceed.
	Please indicate whether HCCF funding is required to: - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project	To proceed	
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:	See note	No revenue generation- commercial loan not an option for this project.
Procurement and RoC:			
21	Are all project costs eligible/essential?	Yes	
22	Have the project costs been sufficiently broken down and itemised?	Yes	5 benches sought- Applicant provided link https://uk.glasdon.com/seating/recycled-materials-seating/elwood-tm-recycled-material-seat and notes “we thought the two-tone wood effect (timberpol) versions would fit in with the beach environment”. They also note that the benches cost individually £883.02 inc Vat
23	Have the recommended HCCF procurement requirements been met, where required? If not, what steps have been taken to judge whether costs are reasonable?	Yes	One quote sufficient for scale of grant request.
24	If the applicant is VAT registered, has VAT been removed from eligible project costs?	N/A	
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Yes	
Application technical assessment checklist	Yes	
Certified financial accounts:	See note	Uncertified accounts provided in form of detailed spreadsheet from Treasurer
Research / Evidence of need and demand	No	Per previous comments, nothing additional supplied with application. Applicant subsequently confirmed previous seating had been removed entirely due to poor condition.
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	See note-	Bank statement provided from treasurer with note as to forthcoming expenditure. Clearly shows project cannot be delivered from their own funds alone and that grant support is required to deliver the project.
Complete business plan (If relevant)	N/A	
Evidence of control/ownership of asset	See comment	Community Council purchasing benches for community use.
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	
May apply:		
Current constitution or articles and memorandum	No	
Current committee members or directors' list	Yes	
Permissions – planning, building warrant etc.	N/A	
Policies – equal opps Child protection (if relevant)	N/A	
Written confirmation/evidence of match funding (if available)	See note	In kind contribution required- requested a letter/ e-mail. Response was “ we are all agreed on the application, and we are lucky that we have a large pool of volunteers in the Village who will and have come together to tackle issues. We have a strong history of being self-sufficient coupled with taking care of things needing to be done without remuneration or cost to the community.
Insurance	TBC	
Additional:		
Letters of support	No	
Partnership Agreement	N/A	
Other	N/A	

Recommended Conditions of Grant

Pre Approval Conditions

Pre Start Conditions

Other Issues/Conditions

Assessed by:	Name:	Martin Culbertson
I can confirm that I have completed the eligibility checks as set out above.	Date:	24/03/21

Highland Coastal Communities Fund



- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	HITRANS
1.2 Project title	Evanton Station Reopening Feasibility

1.3 Total cost of project	Total cost of project	£19000
	Match Funding	£14000
	Grant requested	£5000

1.4 Estimated Start Date	April 2021
1.5 Estimated Finish Date	June 2021

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	
Community Resilience	
Mitigation of climate/ecological emergency	Y
Rural de population	

How will your project benefit coastal communities or the coastal/marine economy?
The project aims to examine the feasibility of rail connectivity for the village and its hinterland. The Community Council are contributing £4k to the project.

SECTION 2: CONTACT DETAILS

2.1	Main contact name	
	Contact number	
	Alternative contact number	
2.2	Position	
2.3	Address	
	Postcode	
2.4	Email address	
2.5	Website address	www.hitrans.org.uk

SECTION 3: ORGANISATION DETAILS

3.1	Organisation Status	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted Group		
	Public Body	X	
	Private Business		
	Charity		
	SCIO		
	Other (please specify)		

3.2	Are you VAT Registered? (delete as appropriate)	YES		
3.3	If you are registered for VAT please quote number	663 7582 03		
3.4	Is the VAT related to the project being reclaimed from HMRC (x) <i>please provide any relevant details in the box below, details of exemptions etc.</i>	Wholly	Partially	None

Notes:	
3.5	Key Project Personnel – please list personnel involved in this project detailing their skills to be involved
Name and position in organisation	Skills/Area of work
Frank Roach	Rail development

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? *(Please include postcode)*

Evanton IV16 9YP

4.2 Project summary. Please summarise your project as concisely as possible:

(a) What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?

The project has been under discussion for a number of years. It was raised by Highland Rail Partnership (subsumed into HITRANS 2008) during Deephaven's rail freight planning process in 2001. A local survey was carried out in February 2017 with 72% of the 779 respondents saying they were 'very likely' to use the service, and 65% saying they would use it for VFR, 47% for leisure and 35% for travel to/from work.

(b) Project Summary and main activities

The re-opening of Evanton Station has been under discussion for some years and comes on the back of recent Beaulieu and Conon Bridge reopenings. The community of Evanton seeks to achieve better low-carbon connectivity to its neighbouring towns, and the city of Inverness, in order to support the population as it travels for work education and leisure. This will have a positive effect on emissions, and fits well with Transport Scotland's National Transport Strategy policy on the hierarchy of transport mode, and with the Rail Decarbonisation Plan. The station re-opening is included in the Regional Transport Strategy and the Inner Moray Forth Development Plan2 draft.

This proposal is to investigate the technical feasibility of a new station, to study how it would impact on current rail services in terms of capacity, and to understand the infrastructure changes as a result of the Far North Line Enhancements programme (which follows on from the government-led Far North Line Review Team's findings). Potential journey times will be compared to existing current public transport provision.

We have twice unsuccessfully sought Local Rail Development Fund monies for a Case for Change report. It is now felt that technical feasibility will assist future decision-making processes.

Additionally, some funding is earmarked for community consultation in order to hear the views of local residents and to understand their current travel requirements.

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(c) In development of your project, please detail how you have considered the following:

- **Environmental impact:**
This project aims to shift travel to a sustainable mode, ultimately planned to be electric of alternatively-fuelled
- **Equalities impact/issues**

This project provides access to employment, goods and services for those unable to drive due to age, disability or economic status

(d) Who will benefit from your project?

The local community

(e) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

The project will inform decision-makers on the technical feasibility of and public support for the reopening of the station.

(f) Please outline how your project fits with other local plans or strategies

Strategic fit with National Transport Strategy, Regional Transport Strategy and Inner Moray Forth Development Plan2 (Draft)

4.3 Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)	NO	
If YES, please detail		
Type	Steps Taken	Date

SECTION 5: BUDGET
This can be provided in a separate excel spreadsheet if you prefer. Please delete the example below before completing this form.

5.1		
Budget Heading	Detailed cost	Amount
Technical Feasibility	Consultancy	£15000
Community consultation	Consultancy	£4000
TOTAL PROJECT COST		£19000

SECTION 6 – MATCH FUNDING

6.1 Please give details of any other funders that will contribute to the project:			
Name	Confirmed Yes/No	Date (month/yr)	Amount £
HITRANS	Yes	Feb 2021	£10000
Kiltearn Community Council	Yes	Feb 2012	£4000
Total £			14000
Please detail HCCF Grant requested £			5000
(This should total project costs section 5) Total £			19000

6.2 Will your project involve any “in kind” support?	
YES/NO	no
Please detail:	

SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:	
Business Gateway	
HIE	
Other (please detail)	

7.2 Have you previously received public funds for your business/organisation?	
Yes	
No	

If yes, please provide further details:

SECTION 8 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

8.1 Would the person named as main contact for this application please sign below		
Signature: Frank Roach	Print: Frank Roach	Date 26.02.21

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature:	Print:	Date

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	
2	Committee Members or Directors List	
3	Permissions – Planning etc	
4	Policies – Child, Risk, Equal Opportunities etc	
5	Confirmation of Match Funding if available	
6	Bank Statement	
7	Research/Evidence of Need and Demand	
8	Business Plan	
9	Insurance	

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Highland Coastal Communities Fund – Application Assessment

File Reference:	25	Applicant Name:	HITRANS	Organisation Type:	Public
Project Title:	Evanton Station Re-opening Feasibility	Date application received:	26/02/21	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£19,000	Total HCCF funding sought (£)	£5,000
Percentage HCCF grant intervention rate applied for (%)?	26.32%		
Estimated Start Date	April 2021		
Estimated Finish Date	June 2021		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	
	Has any work already started/costs been incurred prior to application?	No	
2	Does the project have to comply with any Statutory Regulatory Requirements?	No	
	Are the necessary planning consents/licences in place or applied for?	N/A	
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	Yes	https://www.tax.service.gov.uk/check-vat-number/known
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	

7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	N/A	
8	Project fits with the following HCCF priority(ies) <ul style="list-style-type: none"> - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation 	See note	Applicant has selected mitigation of climate/ ecological emergency
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?	Yes	Full package in place- written confirmation to be obtained as condition of any grant award.
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	See note	Digital submission acceptable to go forward. Request scanned copy of signature page for file.

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness	G	Full match funding package in place. No statutory permissions required to proceed. Time limited exercise with clear end result. Experienced staff leading on the project. Clear explanation of the remit of the study and the need for it.
12	Engagement & Support	G	Clear evidence of project having been under discussion for a number of years, both in application form and supplementary evidence provided. Local survey carried out in 2017 (survey results provided with application) 779 responses received- headline figure- 72.9% of respondents highly likely to use a train service. Survey asked about purposes of use, travel times, current methods of travel, demographics and other comments. Reports to Highland Council in 2016 and 2018 (also provided) detail ongoing work to try and deliver this project.
13	Meeting a Need of Demand/Market Demand	G	Clear demand for a re-opening is evidenced in survey data provided.
14	Legacy & Exit Strategy	G	Legacy is the necessary technical and feasibility data required to better inform the case for station re-opening. No exit strategy required- time limited exercise, which would be fully funded.
15	Consideration of equalities issues/impacts	G	Project will include consultation with local community to understand their current travel requirements and any accessibility issues that need to be taken into account if the station were to re-open.

16	Environmental sustainability	G	If ultimately successful in securing station re-opening, this study will have helped to reduce local carbon emissions by reducing car journeys.
17	Value for Money	G	A £5K HCCF investment has the potential to facilitate a major long term benefit for the local community via the re-opening of the rail station. The £5K investment also secures significant match funding for the proposal.
18	Match funding	G	Full match funding package in place
19	Meets Local Priorities	G	Survey data indicates the re-opening would be a local priority.
20	Additionality	G	HCCF investment levers in significant match funding.
	Please indicate whether HCCF funding is required to: - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project	To proceed	
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:	N/A	Loan finance not viable option for a feasibility study.

Procurement and RoC:

21	Are all project costs eligible/essential?	Yes	
22	Have the project costs been sufficiently broken down and itemised?	Yes	
23	Have the recommended HCCF procurement requirements been met, where required? If not, what steps have been taken to judge whether costs are reasonable?	See note	Confirm
24	If the applicant is VAT registered, has VAT been removed from eligible project costs?		
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	

Document Checklist

	Yes-No-N/A	Comments
Expression of Interest	Yes	
Application technical assessment checklist	Yes	
Certified financial accounts:	Yes	
Research / Evidence of need and demand	Yes	Survey and Council reports

Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	See note	Grant funding required to deliver project. Loan finance not an option.
Complete business plan (If relevant)	N/A	Part of purpose of study is to build business case.
Evidence of control/ownership of asset	N/A	
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	
May apply:		
Current constitution or articles and memorandum		
Current committee members or directors' list	See note	https://hitrans.org.uk/About us/Organisation
Permissions – planning, building warrant etc.	N/A	
Policies – equal opps Child protection (if relevant)	Yes	https://hitrans.org.uk/Corporate/Corporate Documents/Policies and Schemes
Written confirmation/evidence of match funding (if available)	See note	Requested- condition of any award
Insurance	See note	Appointed consultant will require to have appropriate insurance arrangements in place
Additional:		
Letters of support	Se note	No letters, but survey evidence shows support for re-opening
Partnership Agreement	N/A	
Other		

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Other Issues/Conditions

Assessed by:	Name:	Martin Culbertson
I can confirm that I have completed the eligibility checks as set out above.	Date:	18/03/21

Highland Coastal Communities Fund



- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	Seaboard Memorial Hall Ltd
1.2 Project title	EOI Reference: 90 Project Name: Conveniences For All

1.3 Total cost of project	Total cost of project	£25,480
	Match Funding	£1500
	Grant requested	£23980

1.4 Estimated Start Date	April 2021
1.5 Estimated Finish Date	June 2021

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	
Community Resilience	X
Mitigation of climate/ecological emergency	
Rural de population	

How will your project benefit coastal communities or the coastal/marine economy?
<p>Working in collaboration with many groups in the area since 2016 looking (Glasgow Caledonian University were the administrators) we embarked on a project with the aim of exploring the potential for the peninsula to be a vibrant tourist destination celebrating the history and heritage of the area and working in partnership with others.</p> <p>Our fishing heritage plays a vital role in how we are building our tourism but it is still an important factor in day to day life in the Seaboard with 8 commercial boats working out of Balintore harbour and a further 58 leisure boats berthed during the season. We engaged with local people and stakeholders ensuring a breadth</p>

of perspectives and agreeing priorities to take forward. Improving infrastructure came out strongly and with the increase in Tourism over the past three or four years infrastructure around toilets and waste provision. Unfortunately we failed to be successful in the latest round of the Rural Tourism Infrastructure Fund and this was disappointing. The community really needs these toilets to be improved - we have re-addressed the situation and chosen to apply for a lesser option to the Coastal Communities fund prioritising the toilets, which will give the community toilets which are fit for purpose which serve community, harbour users and visitors alike.

We would hope that the panel would give this project consideration even if that award is partial and with condition that we raise the match funding in a certain timescale.

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	www.seaboardcentre.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation Status	Please indicate (x)	Organisation number
Company limited by guarantee	X	
Constituted Group		
Public Body		
Private Business		
Charity	X	
SCIO		
Other (please specify)		

3.2 Are you VAT Registered? (delete as appropriate)	no		
3.3 If you are registered for VAT please quote number			
3.4 Is the VAT related to the project being reclaimed from HMRC (x)	Wholly	Partially	None

<i>please provide any relevant details in the box below, details of exemptions etc.</i>		X	
<p>Notes: We made enquiries to the VAT Office with regards VAT exemption – this is their reply -</p> <p><i>Thank you for your recent enquiry to the helpline. In accordance with paragraph 6 of our Public Notice 701/7, the supply of the installation of disabled persons WC and ramp would be eligible for zero-rating when made to a charity that will be using the building.</i></p>			

3.5 Key Project Personnel – please list personnel involved in this project detailing their skills to be involved	
Name and position in organisation	Skills/Area of work
Maureen R Ross	Project Development and Management
David Vass	Building Contractor
Debbie Oliver	Architect / planning legislation

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? (Please include postcode)
Balintore Harbour

4.2 Project summary. Please summarise your project as concisely as possible:

(a) What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?

The area already receives very complimentary comments with regards the coastline and area, but we are embarrassed at the poor condition of our public toilets at Balintore Harbour. This has been an issue for a number of years now and we have tried on several occasions to access funding for renovation. Toilets are a basic need which should be respected. The support given by the community to the proposed renovation and upgrade of the toilets was so encouraging and it was a huge disappointment when we did not get the RTIF funding. We have the support of the Balintore Harbour Users Group, Balintore & District Residents Group and the local Community Council as all are only too aware of the dire state of the current toilets.

During the research undertaken by Glasgow Caledonian University you will see within the Design Thinking Report that part of the community consultation looked at Asset Mapping and within the heading of ‘Weaknesses’ came local infrastructure which included toilets at the harbour etc.

(b) Project Summary and main activities

The existing toilets at the Harbour are not welcoming or convenient – rather they are bogging. Therefore using the footprint of the existing toilets we want to renovate to a high standard, ensuring that there is provision for disabled access (which there is none currently), baby changing – replacing sanitary fittings, water tank, redesigning layout within the building to accommodate all of this.

Ideally we would like to install a metal access ramp, however this has proved much more expensive. (quote attached). Therefore what we have chosen is the concrete ramp option which is included within the project price. If over the period of consideration by the Coastal Communities Fund and its decision we are able to source funding for the difference we will take the preferred option of the metal access ramp, the difference in price is approximately £3.5k.

We acknowledge that we have had to par back on our original plans in so many aspects. We can no longer install the chemical waste disposal unit which we believed was needed and therefore we have had to prioritise, be realistic and 'cut our cloth'.

The new layout will provide much needed disabled access and baby changing etc with 2 Unisex toilets. The new layout allows us to at a later date extend as planned using the layout which had already received planning permission without loss of any of the investment put into this current project.

(c) In development of your project, please detail how you have considered the following:

- **Environmental impact:** Providing public toilet facilities in such a busy area (in and around the Harbour) will have the obvious impact – it will give people somewhere to relieve themselves other than on the foreshore which has been happening in other communities.
- **Equalities impact/issues** – there is no disabled access or baby changing facilities in the current toilets and this is an issue which will be addressed. We are years behind with regards providing these basic access facilities.

(d) Who will benefit from your project?

We expect the whole community to benefit whether that be folks out for a casual stroll or harbour users who fish out of the harbour (currently 66 boats berthed during the season). We also have a high number of day visitors and holiday makers throughout the spring and summer and what with Covid-19 restrictions on travel we expect this to once again be a very busy year.

(e) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

The Seaboard Centre currently clean the toilets from April through to October and this will continue. We also propose installing a donations box and proceeds will go towards running costs etc. Discussions with members of the Harbour Users Group some time ago was also encouraging in that they were willing to donate each year to the running of the toilets and these

TOTAL PROJECT COST		25480

SECTION 6 – MATCH FUNDING

6.1 Please give details of any other funders that will contribute to the project:			
Name	Confirmed Yes/No	Date (month/yr)	Amount £
Seaboard Memorial Hall (covering cost of new plans, project management and administration costs)	YES		£500
NHI – infrastructure fund (copy of application attached)	No		£1000
Total £			1500
Please detail HCCF Grant requested £			23980
(This should total project costs section 5) Total £			25480

6.2 Will your project involve any “in kind” support?	
YES/NO	YES
Please detail:	<ol style="list-style-type: none"> 1. The Seaboard Memorial Hall through Community Asset Transfer now own the Balintore Harbour Toilets and area around it. This had been valued for the RTIF and valuation of £11k attached 2. Seaboard Polytunnel team are willing to be the task force along with the Seaboard Centre to undertake landscaping and welcoming presentation of toilets.

SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:	
Business Gateway	
HIE	
Other (please detail)	

7.2 Have you previously received public funds for your business/organisation?

Yes	YES
No	

If yes, please provide further details:

- HIE:**
1. Communities Recovery Fund - £10k restricted support funding around food & electricity
 2. Community Growth Fund - £17k to purchase outside catering unit + stretch tent and equipment to assist in developing a new avenue for revenue.
 3. Adapt & Thrive Fund - £4.5k – create a new office space to ensure safe social distancing to carry out the resilience work + sanitizer spray equipment.
 4. £48k from Community Asset Team to purchase church next to Seaboard Centre

- Highland Council**
1. £20k from the rates scheme due to closure of the Seaboard Centre usual business (these funds have been used for monthly direct debits etc).
 2. Covid-19 Discretionary Fund - £500 Roadside Banners asking visitors to support local and respect guidelines. £500 – printing of food labels, information leaflet drops and posters.
 3. Discretionary Fund - £1.5k (at the start of April 2020 because we received £20k through the rates scheme we did not take our usual amount from the local Discretionary Fund towards our Village Assistance Contract – the season ended up very busy with visitors and our Village Contractor was involved in much more work than anticipated therefore we asked for part of that funding to be given back)

Please note that most of the Government funds received in the 2020 have been restricted funding around Covid-19.

SECTION 8 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

8.1 Would the person named as main contact for this application please sign below		
Signature:	Print: Maureen Ross Ross	Date 27.1.21

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature:	Print: Norma C Balfour	Date 27.1.21

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	X
2	Committee Members or Directors List	X
3	Permissions – Planning etc	
4	Policies – Child, Risk, Equal Opportunities etc	X
5	Confirmation of Match Funding if available	X
6	Bank Statement	X
7	Research/Evidence of Need and Demand	X
8	Business Plan	
9	Insurance	X

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Highland Coastal Communities Fund – Application Assessment

File Reference:	90	Applicant Name:	Seaboard Memorial Hall	Organisation Type:	Community
Project Title:	Conveniences for All	Date application received:	27/01/2021	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£25,230	Total HCCF funding sought (£)	£23,980
Percentage HCCF grant intervention rate applied for (%)?	95%		
Estimated Start Date	April 21		
Estimated Finish Date	June 21		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	Project costs reduced by £250 as SMH contribution for admin will be given in kind
	Has any work already started/costs been incurred prior to application?		Query raised around cost for plans which is intended to form part of the SMH contribution – may be preference to remove plans and admin costs from budget and request higher % funding
2	Does the project have to comply with any Statutory Regulatory Requirements?	No	
	Are the necessary planning consents/licences in place or applied for?	N/A	
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	No	Non VAT registered, Accounts provided. Also advice from HMRC that the work should be zero rated for VAT
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	No	Business plan not required

8	Project fits with the following HCCF priority(ies) - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation	Yes	Community Resilience
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?	Yes	Applicant has confirmed these funds have been received and restricted. Condition of funding to provide formal confirmation
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Yes	Typed signature
Assessment Criteria			
	Application has demonstrated:	RAG Status	Comments
11	Project Robustness		Match funding is in place, no permissions required. Straightforward capital project
12	Engagement & Support		Minutes of Harbour Users Group provided. Additional evidence of support listed in the application and update sought from applicant
13	Meeting a Need of Demand/Market Demand		Clear need evidenced given the current state of the facility
14	Legacy & Exit Strategy		SMH currently have responsibility for cleaning the toilets Apr – Oct and this will continue. Intention to install donations box and resume discussion with Harbour Users Group to ensure additional support
15	Consideration of equalities issues/impacts		Project will provide disabled access facilities where currently there are none
16	Environmental sustainability		Improved facility will reduce environmental damage
17	Value for Money		Clear that for this investment there would be benefit generated for local community, significant number of fisherman etc working out of the harbour and visitors to the area. Although a high % grant is requested there is significant in kind support pledged to the project outwith the capital costs, which increases the value of the investment
18	Match funding		Confirmation from applicant that funds have been received and restricted for this project.
19	Meets Local Priorities		Applicant has identified that the project fits with wider Highland Council priorities
20	Additionality		
	Please indicate whether HCCF funding is required to: - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project		Without HCCF funding the project will not proceed
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:	No	No revenue generation and up front capital costs therefore not viable to meet the financial commitments of private finance

Procurement and RoC:			
21	Are all project costs eligible/essential?	Yes	
22	Have the project costs been sufficiently broken down and itemised?	Yes	Broad headings in application form supported by further detail in quote provided
23	Have the recommended HCCF procurement requirements been met, where required? If not what steps have been taken to judge whether costs are reasonable?	No	Costs are currently based on one quote. Should funding be awarded then further procurement process will be required
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	No	Not VAT registered. HMRC advice provided as part of the application that the facility will be zero rated for VAT
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	As detailed in the application form

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Y	
Application technical assessment checklist	Y	
Most recent bank statement	Y	
Certified financial accounts:	Y	
Research / Evidence of need and demand	Y	
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	N/A	
Complete business plan (If relevant)	N/A	
Evidence of control/ownership of asset	N	Confirmation of CAT from THC to applicant. Condition required to evidence conclusion of this
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	
May apply:		
Current constitution or articles and memorandum	Y	
Current committee members or directors' list	Y	Listed in accounts
Permissions – planning, building warrant etc.	N/A	
Policies – equal opps Child protection (if relevant)	Y	
Written confirmation/evidence of match funding (if available)	N	Applicant has confirmed funds received and bank balance supports this. Formal confirmation required
Insurance	N	Condition of funding
Additional:		

Letters of support		
Partnership Agreement		

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Evidence of the conclusion of the CAT process/alternative evidence of ownership of the asset Formal confirmation of match funding from NHI Evidence of appropriate insurance
Other Issues/Conditions

Assessed by: Fiona Cameron	Name:	Fiona Cameron
I can confirm that I have completed the eligibility checks as set out above.	Date:	25/03/21

Appendices provided with application – can be made available on request:

- The Highland Council CAT approval
- Land valuation
- Equal opportunities policy
- Bank statement
- Harbour Improvements Group Minutes
- BHCC Minutes & Agenda
- SMH Directors Report
- Toilet plans and photos
- SMH Mem & Arts
- Letter of Support NHI
- Letter of Support - BHCC

Highland Coastal Communities Fund



- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	Ref 134 – Ross Sutherland Rugby Club
1.2 Project title	Clubhouse Development Project: Phase 2 – Viewing Balcony

1.3 Total cost of project	Total cost of project	£61,137
	Match Funding	
	Rugby Club reserves	£4,514
	Rugby Club in kind contribution 10%	£6114
	Ward discretionary	£1,600
	Grant requested	£48,909

1.4 Estimated Start Date	June 2021
1.5 Estimated Finish Date	August 2021

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	Yes (and also strongly meets Community Resilience)
Community Resilience	
Mitigation of climate/ecological emergency	
Rural de population	

How will your project benefit coastal communities or the coastal/marine economy?
<p>The Ross Sutherland Rugby Club project to add a Viewing Balcony to the Clubhouse is Phase 2 of the Clubhouse Development project – Phase 1 is already funded and underway. This project will benefit the coastal community of Invergordon and aid its economic recovery as it will:</p> <ul style="list-style-type: none"> • Help the club's economic recovery post COVID-19 with knock on effect for the local community and economy • Strengthen community resilience by providing a local regeneration boost near the centre of Invergordon • Extend a new venue to increase a range of community activities in a SIMD/SEP identified area of disadvantage • Secure a facility providing outdoor activities with identified physical and mental health & well-being benefits • Unlock future project collaborations between the club and other local sporting and community groups. • Help secure the full-time club Rugby Development Officer position retaining a young person in the local area • Building on Phase 1 it will create the new part-time Community and Business Development Manager post

- Increase the potential for future club employment through development of Community Rugby and Coaching. Phase 1 of the Clubhouse Development project is fully funded (£500,000) and work is underway to transform and extend the building into a modern, inclusive and sustainable community facility with fit-for-purpose and accessible club, community and heritage spaces. Once completed there will be accessible modern changing rooms and showers and full access for all via a lift to the upper floor with expanded kitchen, bar and social areas and a new club heritage area. Already used by a number of local community and sports groups and benefitting a large area with few other similar club, school and community venues, this will make the clubhouse more attractive for events and activities helping its future sustainability and meeting increasing local community and sporting demand for the facility.

Following this work with **Phase 2: the Viewing Balcony** (this application)- now will enable club, school and community use to increase more quickly and mean the club can operate to capacity immediately once it reopens with all the work completed. It keeps costs down as the building infrastructure is in place already and means the club will not need to close again for the work in the future. This will help the club recover more quickly from the effects of COVID-19 which have delayed Phase 1 work considerably and meant the clubhouse has been out of use for much longer than expected.

The rugby club already contributes to the local economy and benefits the local community through creating employment and bringing people to the town from the wider Sutherland and Ross-shire areas with associated benefit to local businesses. This project will increase this effect and benefit Invergordon businesses as more people visit the town whilst using club facilities, visiting the clubhouse and accessing the viewing balcony. The club employs a full-time Community Rugby Development Officer whose position will be more secure with this project. Completing the Clubhouse Development Project (Phases 1 and 2) will enable the new part-time post of Community and Business Development Manager to be created to build on existing income streams and develop new ones, and on increasing sporting and community group use.

The Clubhouse Development (Phase 1 and 2) will provide benefits to Invergordon and the wider local area including:

- Doubled capacity at the clubhouse enabling increased club, school and community use
- Increased participation in rugby for huge regional area of north Highlands
- Reduced barriers to playing rugby and other sports particularly for girls and youth rugby increasing inclusivity
- Transformed club access enabling inclusivity and accessibility for all
- Improved physical and mental health and well-being benefits through the provision of a sports hub for use by sports clubs, schools and the wider community
- Provision of a community hub resource for local and regional area
- Increased community use generating club income and helping club sustainability
- Improved ability for the club to hold multiple fixtures and larger club and community events more easily and with more appropriate facilities
- Increased capacity aiding player retention, helping sustain recent club increases and securing its future.

The range of community benefits delivered by the overall project will address identified priority community issues. These include:

- Accessibility and equality
- Community development
- Increasing Girls, Ladies and Youth rugby
- Intergenerational activities.
- Participation in sport
- Physical and mental health and well-being
- Social inclusion

Please provide any evidence you have of wider community support for this application?

The overall project including the Viewing Balcony is supported by a number of stakeholders in the wider community who have provided letters to evidence their support which are attached. These include letters from:

- Invergordon Community Council
- Port of Cromarty Firth
- Highlife Highland
- Easter Ross Farmers Club

Further letters of support will be forwarded as they are received.

The Clubhouse Development Phase 1 is fully funded demonstrating wider community support for Phase 1 of the project from funders including:

- LEADER Highland
- Sport Scotland
- FCC Community Action Fund
- SRU
- Technip
- Gordon & Ena Baxter Foundation
- Highland Council Ward Discretionary Fund

The Rugby club is currently proactive in the wider community including schools and already engages closely with a wide range of local and wider community stakeholders listed in 4.2 (b). Phase 2 of the Clubhouse Development will enable the club to build on and extend wider community support which currently includes:

Scottish Rugby: Part funders of the new part-time Community and Business Development Manager post that this project will create and having contributed to Phase 1, Scottish Rugby are supportive of this application. The rugby club has been working with Scottish Rugby and local Schools and Active Schools Co-ordinators over the last 3-4 years to deliver in-curriculum and after-school rugby at primary and secondary schools across East Sutherland, Easter Ross and the Black Isle. School players are drawn from 7 High Schools on the East coast and there are intermittent numbers from 3 West coast schools. The High Schools are linked to a larger number of Primary Schools. This partnership work with schools has led to an increasing amount of use by local schools of the club and clubhouse facilities and raised awareness generally of the club within the wider community.

Highlife Highland: The rugby club is considered to be a key partner to Highlife Highland/Active Schools programme in the North Highlands and has collaborated with them regularly over the last four years. They have jointly developed a comprehensive programme of community engagement activities. Work within schools and the local communities has a positive impact on developing rugby in the club and local community. Highlife Highland are very supportive of the project and the club and current work with them includes:

- Participating as member in Community Sports Hubs (Tain and Dingwall)
- Working closely with Active Schools Coordinators based at each High School and associated Primaries
- Hosting and running High Life Highland holiday programme activities at the rugby club.

East Sutherland, Easter Ross and the Black Isle Schools: The Rugby Club Community Rugby Development Officer (DO) supports local schools to play rugby as part of the curriculum. Working closely with Highlife Highland and Active Schools Co-ordinators, school rugby development is a key component of the club's wider community engagement and this work has helped involve local schools and the local community and built wider community support for and awareness of the work at the clubhouse. The DO is establishing youth rugby inter-school competitions to generate interest that competitive matches create and his work is on-going to increase the numbers of primary and secondary schools across Ross and Sutherland involved with rugby. Supported by players and school staff this is growing rugby participation and greater numbers are coming to youth/mini/micro rugby.

Local Authority: The club maintains ongoing dialogue with local Highland Councillors and Invergordon Community Council with regards to club developments and to promote the profile of the club locally.

HIE: Discussions have been held recently with HIE who are supportive of the work being carried out by the Rugby Club.

Port of Cromarty Firth: Supporting the DO post and a club sponsor, they are supportive of club projects and activities.

Invergordon Football Club: The football club have already approached the Rugby Club about using the extended clubhouse and new viewing balcony for their own spectators and to provide their club with capacity to increase their own hospitality. The rugby club is currently in discussions with them regarding this and, given their close physical proximity, the two clubs also hope to work together going forwards on potential future joint ventures which will benefit both clubs and the local and wider community.

Community and Sport Groups: There is already support by the wider community of the club and clubhouse facilities shown through regular use from groups including: Tai Chi, Easter Ross NFU Group, Highland Wildcats American Football team (who are seeking to make it their permanent home) and occasional use from a local cycling club. At the same time with few similar community facilities nearby, there have been enquiries already from community and sport groups in the wider community wishing to use the clubhouse for community events and activities and also for private events. These show growing demand for the clubhouse and viewing balcony facilities and are evidence that wider community engagement with the project is already in place. The catchment area for community and sporting use extends well beyond Invergordon and the core base of existing users coupled with the growing and currently unmet interest from other groups demonstrates wider community support.

The future potential partnerships collaborations and opportunities which this project is already unlocking will also benefit Invergordon and are evidence of wider community support. The club is looking to develop its pitches as the next step after the clubhouse development which will involve working closely with Invergordon Football Club. As a Ross and Cromarty Sports Council member (which helps develop partnership with community sports clubs throughout our catchment) Ross Sutherland Rugby club aspires to become a key part of an Invergordon Community Sports Hub alongside Invergordon Town FC, Invergordon Academy and Invergordon Leisure Centre. As well as support from Highlife Highland, the club has developed strong links with sports teams including Highland Wildcats American Football team who played their associate year games at Invergordon and plan to make it their permanent home.

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	www.rosssutherlandrugby.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation Status	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted Group		
Public Body		
Private Business		
Charity	X	SC049155
SCIO		
Other (please specify)		
3.2 Are you VAT Registered? (delete as appropriate)		NO
3.3 If you are registered for VAT please quote number		N/A

3.4	Is the VAT related to the project being reclaimed from HMRC (x) <i>please provide any relevant details in the box below, details of exemptions etc.</i>	Wholly	Partially	None
Notes:				
3.5 Key Project Personnel – please list personnel involved in this project detailing their skills to be involved				
Name and position in organisation		Skills/Area of work		
John Scott, President		Liaising with Project Manager		
Stephan Walker, Treasurer		Financial control		
Keith Munro, Project manager		Overseeing work and project co-ordination		
Duncan MacDonald, Blueprint Architecture & Design Ltd.		Architect		
Nick Lawton, Torrance Partnership LLP		QS		
Steven Ferguson, BEng (Hons) MICE IstructE CEng. SF Structures Scotland Ltd.		Engineer		

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? (Please include postcode)
Ross Sutherland Rugby Club, Naval Grounds, Castle Avenue, Invergordon, Ross-shire, IV18 0AH
The project location is close to Invergordon town centre in a coastal community with the challenges of deprivation and disadvantage identified via SIMD and SEP indexes. This is an accessible and central location with ample parking and good links to public transport including both buses and a train station only a short walk away.
The rugby club Clubhouse Development Project Phase 1 is in the same location with construction currently delayed by COVID-19 but ongoing. It is hoped to complete Phase 1 by May 2021 and to secure funding so that Phase 2 can follow on immediately.

4.2 Project summary. Please summarise your project as concisely as possible:

<ul style="list-style-type: none"> What need or opportunity will your project address? <p>Set up in 1923 and based in Invergordon, Ross Sutherland Rugby Club was constituted as a charitable organisation in 2019 (SC049155). Its charitable purposes are:</p> <ul style="list-style-type: none"> To promote, for the benefit of the communities of Ross-shire and Sutherland, rugby and other sporting opportunities for the purpose of advancing the participation in sport and physical education for children aged 5-18, and adults regardless of race, gender, or ability To engage with our communities and develop ways to encourage more adults into sport and physical education To support, provide, and develop sporting facilities that will encourage increased participation in sport, and further to achieving the aims of 1 and 2 above. <p>The rugby club catchment is the largest of any club in the UK covering the whole of Sutherland and Ross-shire. Supporters and senior and junior players are drawn from this extensive area which presents a regional need to invest in and improve club facilities as the geography creates significant barriers to accessing rugby. The club needs facilities which address these challenges. Under normal circumstances public transport infrastructure can be unreliable and expensive and with COVID-19 it has become even more difficult. Players travel huge distances as for</p>

many, particularly children, this club is their only opportunity to play rugby. The club has sought to overcome these barriers to accessing rugby through a number of initiatives, including establishing a Community and Rugby Development Team and satellite facilities in Golspie. There are now also coaching satellites in Plockton, Tain, Dingwall and Golspie. As part of the CG2014 Legacy initiative the club helped to re-establish rugby facilities in Sutherland with the donation of rugby posts at a pitch in Golspie which the club now has access to along with access to the school/community facilities at Tain Royal Academy.

As it approaches its centenary in 2023, the Rugby Club 2018-23 Development Plan sets out planned goals, targets, activities, and investment which includes improving its facilities to make the club fit for its second 100 years. Club facilities are used by all ages for social, club, school and community events/activities: minis-seniors for rugby, schools, community groups and individuals. The rugby club holds social events, committee meetings, match analysis meetings and regular DO/Active Schools meetings in the club house drawing in people from a wide geographic area and linking in with other activities in the area. With recent increases in club numbers, increased demand for community use and the development of women and girl's rugby, the club has increasingly become acutely aware the facilities are not inclusive or accessible and are no longer fit for purpose. They restrict the club moving forwards and expanding its community use to meet increasing demand. The overall Clubhouse Development project (Phase 1 and 2) will enable the club to expand to meet demand whilst also providing a club and community resource which will ensure longer-term club sustainability.

Clubhouse Development: Phase 2: There is a strong need for Phase 2 of the Clubhouse project – this application – to go ahead as soon as funding can be secured. This is because, due to COVID-19 delaying Phase 1 construction, the rugby club has not been able to use the clubhouse for over a year for its normal club and community activities and events including fundraising. To address the need to generate income again as soon as possible, the Viewing Balcony needs to be constructed straight after the Phase 1 work completes. With the restrictions still in place and causing further delays, construction work is now more likely to finish around May 2021. If funding for Phase 2 can be in place by then, the work can just be extended as a separate but associated and much smaller contract. That means the overall Phase 2 costs are lower as contractors and most of the infrastructure needed for construction are already in place, site disturbance will be minimised and with planning permission already in place this is a 'shovel ready' project.

The catchment area for club and community use extends well beyond Invergordon and this together with the fact that several venues and local community facilities have closed recently presents an opportunity for the rugby club to meet the growing demand for fit for purpose, accessible community facilities. Without prompting, the rugby club has already had enquiries from people locally interested in using the improved space including current users so local awareness is already high. If the Viewing Balcony can be completed now too, that will add another dimension to the facility when it reopens. With an attractive backdrop, ample parking and full accessibility, it opens up new opportunities to explore such as being used for private events and larger functions such as weddings. These will then present opportunities for local businesses, caterers and accommodation providers.

Accessibility: There is a strong need for the club to become fully accessible to all and provide a more inclusive resource for everyone to benefit from. The club is limited by its current facilities which mean it cannot accommodate disabled participants or those with limited mobility as it wishes. The increase in girls/ladies rugby and demand from local community and sports groups, highlights the need for updated and improved facilities. The club is restricted in expanding use due to the limited access: there are only stairs to the upper floor where the social area, limited kitchen and bar are located. Poor accessibility prevents the club from making better use of the facilities as a club and community resource or for social activities/events, despite the identified demand for them.

Club and Community: With industry being lost to Easter Ross, there has been a gradual reduction in the number of function spaces and facilities available to the community in the area. There is at the same time an evidenced need and growing demand for a community facility which is fit for purpose and has modern and accessible facilities that is available to an increasingly wide geographical area. As fewer other venues are available locally, the club has had interest from people locally keen to use the improved spaces. This includes some of the groups currently using the clubhouse who wish to expand their use once more space is available and also approaches from new groups interested in using the improved clubhouse and viewing balcony to support and sustain their own activities.

Schools: The success of the Ross Sutherland RFC Community and Rugby Development Team enabled the club to

employ their first full-time Community and Rugby Development Officer (DO) in August 2016 supported by the club's main sponsor Port of Cromarty Firth. The rugby club therefore now has a full time Community and Development Officer working within schools and local communities giving education opportunities, increasing schools rugby participation and working with extra-curricular clubs.

Although some of his work has recently been affected by COVID-19 restrictions, the Community Rugby Development Officer (DO) is still seeing increased numbers coming to play youth, mini and micro rugby at the club. The extended facilities are needed to accommodate this growth in demand. The club project will build on the work the DO is currently doing with schools as detailed above to grow rugby into a sport that competes with football for the attention of young people throughout Ross-shire and Sutherland. This work is all generating more children coming to play at the clubhouse, enabling him to aim to set up school sessions twice a week at the club and helping build demand for rugby and rugby related activities. Having an improved clubhouse and 21st century facilities will enable the club to meet school demand in a more fit-for-purpose, accessible and inclusive way.

Women, Girls and Youth Rugby

- The club wishes to reduce the barriers to women and girls' rugby and to do that needs to accommodate them appropriately to meet the increasing demand for women and girls' and youth rugby.
- Improving its facilities and making them more inclusive and accessible will enable the club to do this.

Identified Needs for Clubhouse Development Project Phase 1 and 2

- Access to upper floor is by stairs only restricting inclusion and involvement
- Changing rooms cannot cater appropriately for the number of teams visiting, with the clubs' huge geographic area (largest in UK)
- With the focus on developing girls' rugby and youth rugby, changing privacy and better access is required
- Kitchen facilities cannot cater for large numbers of teams visiting or for increased community use and demand. Due to the large distances teams travel (30 mins to an overnight stay) clubs often bring several teams providing significant changing/catering challenge
- WCs and showers in changing rooms have no disabled access limiting us
- Female WC on ground floor caters for all non-playing/social members and visitors and was adapted to provide limited disabled access
- Limited social/community areas with no club/rugby heritage area and limited storage
- No baby change facilities
- There are no internal accessible spaces or sheltered external spectator spaces for wheelchair users or those with mobility issues which restricts participation, inclusion and involvement.

How do you know that there is local support for the approach you are taking?

In discussion with local neighbours Invergordon Football Club, the rugby club incorporated elements into the Clubhouse Development including the Viewing Balcony and window configuration. This will mean that their supporters can watch games from the comfort of the newly refurbished and extended clubhouse and enables their club to offer improved hospitality to their supporters. At the same time, this generates income for the Rugby Club and maximises use of the clubhouse. Working together and supporting each other builds resilience and helps future sustainability for both clubs. This opportunity for shared working, in turn benefits the whole community in Invergordon and the surrounding area as a venue and resource is secured which provides benefits to the whole community.

The local community is already involved with and supportive of the project. With the club being run by volunteers from local communities, the project is being driven by volunteers showing support through giving up time and offering in-kind contributions. Current and potential club members and committee members have been consulted through meetings, details on website, details circulated to members/committee/AGM discussions. All have been given opportunities to discuss options and view plans which were displayed in the clubhouse. There is on-going community fundraising and events/activities as restrictions allow to maintain engagement and initiatives such as 'Buy a Brick' and the club lottery are very popular.

Existing local community and sports group clubhouse users have been consulted and several (such as Highland

Wildcats and Easter Ross Farmers) have indicated they wish to extend their use of the facilities as a result of the project. This base of existing local community groups using the facilities is coupled with interest from other local groups and has happened without advertising. Poor accessibility and lack of space has to date has restricted the club from making better use of the facilities as a community resource and for social functions, despite the identified and increasing demand from local community and sports groups.

Rugby Development in schools is a key component of the club's local engagement with the Community and thanks to the work of the DO the local schools and communities are now much more aware of the club and already supportive of this project. These activities have all engaged the local community and built community support for and awareness of the project.

Extending existing facilities to meet this demand will provide a modern fit-for-purpose sport and community resource and provide the opportunity for the rugby club to open up and increase use of the facilities to more community groups and by other sports clubs. The club is at the very early stages of engagement to develop Community Sports Hubs and its clubhouse development and updated facilities will unlock these types of opportunities. As part of the club's Development Plan the club is keen to work with other local clubs and groups making its facilities available for all sports and community events and to contribute to building community resilience. This project unlocks future opportunities such as the clubs plans for pitch improvements which will involve collaboration with other local sporting groups.

(a) Project Summary and main activities

Phase 1 Clubhouse Development – Changing Rooms, Social Areas, Accessibility

The Ross Sutherland Rugby Club Clubhouse Development Project Phase 1 is funded and underway to provide the Rugby Club with new and extended club and community spaces and to enable a community resource to be provided which is inclusive, accessible, welcoming, friendly and a safe environment for everyone. Following completion of the approximately £500,000 Clubhouse development project there will be full access for all including a lift to the clubhouse upper floor and accessible modern changing rooms and showers. This project will double capacity in the clubhouse and expand kitchen and bar facilities opening up the clubhouse to wider community use. Currently under construction, it has been a huge effort for the largely volunteer run club.

Phase 2 – the Viewing Balcony: *this application*

The Ross Sutherland Rugby Club Clubhouse Development Project: Phase 2 will improve the outside upstairs match/pitch viewing areas by constructing a Viewing Balcony along one side of the new Rugby Club Clubhouse. Made of galvanised steel and glass, the balcony will be installed along the building overlooking the top pitch and accessed via external steps at one end or 2 doors opening into the clubhouse upper floor. There is internal access via a lift to the upper floor ensuring that the balcony is accessible to all.

The Viewing Balcony will be used during matches and training sessions by the club and will open up the clubhouse to increased use by community and sporting groups. With the club in a central Invergordon location within walking distance of trains and buses and with ample parking, the Viewing Balcony will complete the newly refurbished and extended clubhouse. The facility will be ideal for events such as weddings as there are few venues suitable for larger events locally.

It is hoped that funding can be secured for Phase 2 to take place as soon as Phase 1 is completed. This will minimise further economic effects of COVID-19 on the club and maximise its use as soon as possible. If Phase 2 can complete by August 2021, that will tie in with when rugby activities normally restart after the summer and will enable the club to re-open fully with all the clubhouse work finished. With the Viewing Balcony in place as well by that point, it will mean that all events and activities can start or resume much more quickly. Knowing there will not then need to be any further disruption to club activities and income by it having to close again for more work, will help the club's economic recovery hugely. The rugby club has not been able to use the clubhouse for over 18 months already due to COVID-19 so it will be a huge boost to club morale to feel all the work is finally completed.

Project Aims (Phase 1 and 2):

- Transform accessibility enabling inclusivity
- Increase capacity of a community hub resource for local and regional area

- Help club sustainability by maximising use of the facility
- Reduce barriers to playing rugby particularly for girls/youth rugby increasing inclusivity
- Improve health benefits through provision of improved/extended sports hub for sports groups, schools and the general community
- Improve ability to hold multiple fixtures and larger club/community events more easily with more appropriate facilities
- Increase capacity aiding player retention, sustaining recent club increases and securing its future
- Increase participation in rugby for huge regional area of north Highlands.

The clubhouse was previously a two-storey building with the layout:

Ground floor:

- 2 x changing rooms (toilets and showers with no disabled access) with space for about 25 in each; referee's changing room (shower); cleaning store; utility room (washing machine & kit store); male WC; female/accessible WC; bar cellar.

Upper floor:

- Social area, bar and kitchen area (caters for about 50)

External:

- 20' single storey shipping container converted for multi-purpose/club shop use. Adjoining single storey lean-to store for training, playing, and safety equipment. Associated car parking.

Proposed layout once Phase 1 is completed (about May 2021):

Ground floor:

- Provision for accessible and privacy changes in changing rooms (for inclusivity as developing Girls and Youth rugby are club priorities)
- Provision of double the changing facilities - four changing rooms accommodating about 90 players
- Installation of a lift allowing access to upper floor
- Improved general accessibility through the entrance and facilities general design
- Provision of dedicated Referees' spaces
- New and improved WC provision including dedicated accessible WC
- Improved and extended Storage throughout.

First-floor:

- Social/Meeting area extended by up to 60%
- Kitchen facilities expanded and improved to cater for about 100 people
- Bar facilities expanded and improved for club and community use.

(b) In development of your project, please detail how you have considered the following:

- Environmental impact:

The club has taken advice from different parties involved in working on the project on how to incorporate reducing the environmental impact into the build process for Phase 1 and will do also for Phase 2 (this application).

As the Viewing Balcony is an external extension to the clubhouse, the external environment is a priority. The club grounds are already bordered by mature trees and hedges and none will be disturbed during the construction of the Viewing Balcony. In fact more will be planted if that is possible. For the balcony itself, any use of recycled materials will be considered and included if possible and the environmental impact of the balcony taken into consideration prior to construction. If Phase 2 is able to follow on seamlessly to Phase 1 that will reduce environmental impact as site disturbance is minimised due to the required infrastructure for building work to take place already being in situ.

The provision of an improved and accessible community facility in a central location within Invergordon and close to public transport links will reduce the need to travel by car to access a similar facility and through decreased car transport, carbon emissions will be reduced. The new build in Phase 1 is being highly insulated and with that and new doors/windows throughout the building there will be a considerable reduction in current heat loss/draughts which will minimise environmental impact as well as reducing operating costs going forwards. The use of recycled

materials, use of solar panels on the roof and the use of energy efficient and water saving technology are all areas which were explored in Phase 1 in order to minimise the environmental impact of the project overall. Low energy lighting has been utilised throughout, and gas boilers installed that have a much higher energy efficiency rating than those which were in place.

Construction waste was recycled or upcycled wherever possible. For example, masonry was crushed and used as aggregate/top dressing; copper piping and other metals recycled; and the insulated roof cladding was repurposed for internal cladding in an industrial shed

- **Equalities impact/issues**

Ross Sutherland Rugby Club prides itself on being a club that is socially inclusive and responsible, friendly and welcoming with an extended network that connects families, communities and external organisations to the club. The club aims to promote increased participation in Rugby and across all age groups and of women's and girls' rugby in the Sutherland and Ross-shire areas.

The Viewing Balcony builds on the need for inclusion in sports and community facilities by providing an accessible and sheltered external area that enables everyone to watch sporting and community activities safely and securely. It reflects the current importance for facilities that enable local outdoor exercise with its associated physical and mental health and well-being benefits. Having an external area linked to the clubhouse increases club capacity and at the same time, the Viewing Balcony enables current guidelines on social distancing and numbers of people using a venue to be followed more easily should that be required. If necessary, the balcony could enable a one-way system for people to be put in place as it creates another entrance/exit route to the clubhouse.

Running the length of one side of the clubhouse, the Viewing Balcony will be accessed either via external steps or from the clubhouse upper floor to which there is lift access. Improved accessibility to ensure inclusivity and reduce inequalities is one of the main outcomes of this project and all ages and abilities will be able to use and access the Viewing Balcony.

Clubhouse use has been restricted by the lack of access and suitable facilities as changing rooms were limited and not fit for purpose and there was only access to the clubhouse upper floor via two flights of steps. The Clubhouse Development Project Phase 1 will remove these barriers and inequalities which particularly affected girls, ladies, wheelchair users and anyone with mobility issues to accessing rugby and other sports with all the health and wellbeing and social benefits that being more active provides.

The overall Clubhouse Development Project Target Groups include but are not limited to:

- **Those that would benefit from removing/minimising barriers or disadvantage**

Invergordon is identified by the Highland CPP as a priority area requiring action to address deprivation and inequality through the SIMD and SEP indexes as it includes one of the ten most deprived data zones in Highland. The club is very aware it is close to SIMD areas in Invergordon and areas of rural deprivation across the area it draws members from. The large distances people travel to reach the club with the limited public transport infrastructure leads to costs being a very real barrier to participation. Travel times of 4 hours round trip are not unusual from the West coast and even children on the East coast regularly have a 90-mile round trip to the club just for training. The club has a small Discretionary Fund to directly help families needing support which currently helps 3 families enabling them to be involved when they might not otherwise.

- **Those that have particular needs**

The club adapted the only toilet outside of the changing rooms for limited disabled access. It is currently not able to do more. Installing a lift and improving the general access which is a fundamental part of the overall project will make the club far more inclusive and mean disabled participants are fully able to use the facility which at present they cannot. It will mean that the club can comply fully with the requirements for ambulant disabled and wheelchair users which it currently cannot with the building as it is.

- **Those where under-representation or prejudice could be tackled**

A recent success in the Rugby Club has been in the steady growth of girls' rugby. The club has initiatives to continue to improve in this area as a priority including:

- Building on the small initiatives growing at a number of clubs, including Ross Sutherland, and the success of Caithness Rugby Club /Orkney RFC to improve general accessibility and reduce all barriers to inclusion
- Working with local schools to involve harder to reach groups such as teenage girls
- Working with Active Schools Co-ordinators and Highlife Highland to remove barriers to participation
- Working in partnership with other northern clubs to promote and develop girls'/women's rugby

Improving club facilities, particularly the changing rooms and shower facilities will directly help the club meet one of the main projects aims to increase women's and girl's rugby at the club, break down existing barriers to participation and increase club inclusivity. The overall Clubhouse Development project will indirectly also help promote women's and girls' rugby generally across Sutherland and Ross-shire enabling growing collaboration with other teams and clubs regionally. These are under-represented groups at present within the club and this project addresses this inequality at a time of growing demand for women's and girls' participation and involvement in rugby. At a time of increasing awareness of health and wellbeing benefits of sport this project targets harder to reach groups such as teenage girls.

The overall project to improve Clubhouse facilities and add a Viewing Balcony will enable Ross Sutherland RFC to provide a warm, welcoming, friendly and safe environment for everyone.

- **Who will benefit from your project?**

The new balcony will have outside steps but also be accessed directly from the clubhouse upper floor which has direct access to a lift. This will improve the spectator viewing experience and therefore all those visiting the club to view matches from it will benefit.

The Physical Outcomes of Phase 1 and Phase 2 will benefit the club and the local community:

- The social/spectator areas will be increased by upwards of 60%
- There will be improved access for spectators and new internal and external match viewing areas
- There will be inclusive access for all including a lift to the upper floors and accessible showers and WCs.
- The changing rooms capacity will nearly double from approximately 50 people to about 90
- The kitchen will be able to easily cater for 100 people rather than the current 50
- There will be a new club history/rugby heritage area

As the project helps to sustain and increase much valued and needed local services and activities which in turn creates stronger and more resilient communities this project will directly benefit those who live or work in Invergordon as well as those that visit.

Footfall of the site (each visit, so if 1 person visits 10 times, the footfall is 10):

Pre-project start: 12,672, (1,000+ monthly). 529 per week.

Predicted when Phase 1 and Phase 2 are completed: 28,123. 1172 per week.

Beneficiaries of the overall project will include but not be limited to:

- Invergordon residents
- Club members
- Members of local sporting and/or community groups
- Visitors to the clubhouse for matches or to take part in events or activities
- Young people
- Girls and Ladies
- Those with mobility issues

- All ages and abilities
- Residents from across Ross-shire and Sutherland
- All socio-economic backgrounds.

Schools: The clubs Community Rugby and Development Officer (DO) works within schools and the local community giving education opportunities, increasing schools involved with rugby and working with extra-curricular clubs. In the Invergordon area in 2017 the club delivered 48 primary school sessions and 9 secondary school sessions and 3 Tag Rugby Festivals. Over 250 pupils participated in these taster sessions and festivals and all will benefit directly from this project. Working in partnership with HighLife Highland Active Schools Coordinators, 2017-18 activities at the club included: Winter Running Series XCcountry (150+pupils from 12 schools); 3 Tag Rugby Festivals (100+ from 4 schools); Ross-shire Football (200+ from 10 schools); Ross-shire Girls Football (80+ from 7 schools).

Indirectly many more will benefit such as the 500+ secondary age children that the DO currently works with in 10 secondary schools across Ross and Sutherland and all those he works with in primary schools and at after-school clubs. Many in this area otherwise have very limited access to rugby. There are huge health and social benefits from playing and participating in sport, particularly for hard to reach groups such as teenage girls.

Local Businesses: The club enjoys excellent relations with many local businesses including over 50 club sponsors. Some make significant contributions to rugby development by supporting the funding of the DO, running the club and the teams. Others benefit through increased spend as the club draws people into Invergordon – not least from parents/carers using local shops while their children train or play at the club.

Those in vulnerable groups: The club has been limited by its current facilities which meant that it was not able to provide as well for disabled participants as it would like to. Poor accessibility restricted the club from making better use of the facilities as a community resource and for social functions, despite the demand being there. This project is enabling the rugby club to meet demand by making the clubhouse and viewing balcony accessible to all as a club and community facility. This means a growing number of individuals and businesses within Invergordon will benefit as a more inclusive resource is created that is more suitable for local clubs and community groups to access. The redevelopment will benefit Invergordon boosting a coastal community in an area of deprivation and disadvantage.

Club members and visitors: Ross Sutherland RFC is located in Invergordon but has the largest catchment area of the UK covering all of Ross-shire and Sutherland. The Club runs one senior team and junior teams at age groups from Under 18 down to minis (P4-5 age 8-9 and P6-7 age 10-11) typically 6 Junior Teams. This is a total of 187 playing members and the club has 51 social members. The Club Development Plan sets out the goals, targets, activities, and investment planned for the period 2018-23 to make the club fit for its second 100 years. Developing youth/girls/women's rugby is a priority. All members and visitors will benefit from the Clubhouse Development Phase 1 and Phase 2.

Community Groups: Currently the clubhouse gets regular use from community groups including Tai Chi, Easter Ross NFU, Highland Wildcats American Football team and a local cycling club. The club generally uses the clubhouse when matches are on (Saturday and Sunday 10-4) but that is not every week. It is already used by several community groups/other sports on a regular basis at certain times but could be used a lot more.

On completion, the Clubhouse Development project will enable the club to meet demand, make the facility fully accessible and provide an inclusive resource suitable for other clubs, community and sports groups to access.

(c) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

Full cost and income projections for the Clubhouse Development Project Phases 1 and 2 are in the club Development Plan which is attached. This demonstrates the sustainability of this project.

Once complete, Ross Sutherland Rugby Club will operate the facility and maintain it using income from memberships, donations, fundraising and corporate sponsorship as well as increased revenue from Community

Use and from expanded areas such as the Bar and Kitchen.

The transformed clubhouse access together with the new Viewing Balcony will enable the club to increasingly generate community income over and above current streams. Extending existing facilities to meet demand will provide a modern fit-for-purpose and sustainable sport and community resource and open up the clubhouse for substantially increased community use. It will be offered to community groups for a small fee with potential use of catering/bar facilities. This will increase club revenue again helping project sustainability.

Examples of these types of charges are as follows:

- Use by another club: e.g. when hosting Stornoway Youth vs. Orkney: £60
- Parties: free to members, approx. £50 to non-members depending on numbers
- Meetings: £20-40 depending on numbers (includes set up, teas, coffee etc)

Projected income first year: £18,520:

Bar Sales (£13,000), Hires, Functions and Events (£4,000), Catering (Senior) £120, (Junior) £1,400. Also membership fees (projections in *attached* business plan). Income will rise due to the increased capacity and use:

- The number of people using the changing rooms will nearly double to approx. 90 people
- The kitchen will be able to cater for 120 people rather than 50
- The social area will be increased by upwards of 70%
- There will be improved access for spectators to watch games.

All Income generated by the project will be used to ensure the club's longer-term sustainability. It will be reinvested into the club and used to fund the Club's aims and objectives as outlined in the Club Development Plan and which include:

- **Increased participation at all levels:** more kids, more rugby, more of the time
- **Coach and referee development:** investing in our volunteers
- **Player development:** developing our players through rugby skills and values, providing them with life skills
- **Community engagement:** getting to know our community better and working to common aims
- **Improved facilities:** investing in our clubhouse and pitches to make Ross Sutherland a warm, welcoming, friendly and safe environment for everyone.

A robust monitoring and evaluation programme will assess the project's success against stated aims and outcomes and 5 year aims set out in the Club Development Plan. This will include:

- Regular progress reports: club, coach and referee numbers, community use, schools' involvement, young people, girls, ladies rugby numbers
- End of project report
- Statements and evidence of income and expenditure
- Accepting site visits from funders as required
- Complying with inspections by SRU as required
- Evaluation questionnaires, surveys and feedback (written and verbal) from club members, community users and visitors.

The lasting benefits of adding the Viewing Balcony to the Clubhouse Development project will be to provide increased economic, social, community and physical benefit to Invergordon and the surrounding area as it:

- Increases the amount the clubhouse can be opened up to the community as a resource and facility
- Strengthens and diversifies the club's economic contribution to the local area
- Benefits the club helping its own sustainability
- Benefits other local community and sporting groups for their activities
- Provides individuals looking for a venue for events with increased choice.
- Brings increased people into the area with associated spend in local businesses
- Is available for those living locally to access and use.

In the longer term, the club expansion plans will be enabled by the overall Clubhouse Development project, as detailed in the attached Club Development Plan. These will increase club income helping long-term project

sustainability.

Lasting benefits of the overall clubhouse development project include enabling the rugby club to:

- Expand generally into the future and particularly youth, women and girls rugby
- Unlock future potential for partnership work with other sporting and community groups
- Meet the strong sport and community demand locally for community facilities as others have closed
- Encourage new users to use the improved and accessible modern facilities
- Install a lift and improve general access to enable everyone to enjoy full use the clubhouse
- Enable Highland Wildcats American Football team to make the club their permanent home
- Future proof the club

The club is expanding to meet demand over the next 5 years, particularly for youth, girls' and women's rugby, aiming for 305 playing members and increasing non-playing members. Detailed in the Development Plan the five year plan for the club is to expand to 305 players by 2023: 2 adult male teams, 5 youth teams, 3 mini/micro teams and 1 female team. Qualified coaches will increase to 23 and referees to 12. Increased members and visitors will increase club income overall and help long-term club sustainability.

Figures put together by the committee for club, community, school and social uses are based on current use and known and anticipated future demand. They show that following completion, the overall project will lead to an increase in use of over 50% in two years from approx. 529 uses weekly (all ages) up to approx. 1172 uses per week. Usage by U18 girls will increase from approx. 5 to approx. 130 uses per week in the next two years. If each person uses the club twice a week, that equates to approx. 12,672 people annually (48 weeks) rising to approx. 28,123 annually. These numbers of people have been worked out from the future use usage details which show the likely weekly uses by both club and community based on analysis of current use to forecast potential future use.

Work by the Club DO will be on-going to increase the numbers of primary and secondary schools across Ross and Sutherland involved with rugby. This will be more straightforward with the clubhouse development project completed as he aims to increase numbers playing at club/school level at secondary schools, do more work with primary schools and build his work with existing extra-curricular clubs.

(d) Please outline how your project fits with other local plans or strategies

The project aligns with several of the Highland Council **Local Voices, Highland Choices (2017-2022)** strategy themes by contributing towards Invergordon becoming

- A more welcoming place
- A place to thrive
- Through 'raising awareness around sustaining and improving our natural, built and cultural environment'.

The project fits with the **Highland CPP – Highland Outcome Improvement Plan (2017-2022)** in the following ways:

- Purpose: 'To Work together to reduce inequality within Highland communities'
- Vision: 'Together Creating Better Outcomes for our Communities'
- Outcome: People in Highland will benefit from living in stronger, safer and more resilient communities.

Also, with its Cross-cutting themes:

- Community Investment and Development
- Advancing Equality.

The project aligns with the **Highland Wide Local Development Plan (HwLDP - 2018)** through:

- Helping to create a network of strong communities.

The project also fits with National Strategies:

National Outcomes:

- We are healthy and active
- We live in communities that are inclusive, empowered, resilient and safe

- We tackle poverty by sharing opportunities, wealth and power more equally
- We grow up loved, safe and respected, so that we realise our full potential.

Scotland's Economic Strategy:

- Inequalities
- Sustainable growth

The redevelopment and expansion of Ross Sutherland Rugby Club will contribute to unlocking Invergordon's considerable economic potential and fits with the **Scottish Government's Regeneration Strategy**: "To support communities to be sustainable we must identify the assets that exist - economic, physical and social - and use these assets to deliver sustainable, positive change... In simple terms we should ask 'what makes this place good and where do the opportunities lie' and 'what expertise and skills do local people have' instead of labelling particular areas and people as 'a problem'."

So far the club has been limited by its current facilities which mean that it is not at present able to provide as well for all as it would like to. Poor accessibility restricts the club from making better use of the facilities as a community resource and for social functions, despite the demand being there. The Viewing Balcony project will enable the club to meet demand by making the facility accessible to all and providing a more inclusive resource for other clubs and community groups to access.

4.3 Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)		YES
If YES, please detail		
Type	Steps Taken	Date
Planning Permission. Link: https://wam.highland.gov.uk/wam/applicationDetails.do?keyVal=PBT5MWHJ4F00&activeTab=summary	Planning Permission has been applied for and granted by Highland Council Ref: 18/03271/FUL The Decision Notice is attached.	22nd October 2018
Building Warrant. Link: https://wam.highland.gov.uk/wam/simpleSearchResults.do?action=firstPage	Building Warrant has been applied for and granted by Highland Council Ref: 18/02140/NDOM6 The Decision Notice is attached	4th March 2019

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if you prefer. Please delete the example below before completing this form.

5.1	
------------	--

Total Estimated Costs: £61,137

Breakdown of Costs

Fabricate and Install Balcony Steelwork	£23,500	
Fabricate and Install Balustrade		£18,226
<i>Sub Total</i>		<i>£41,726</i>
Prelims @ 6% £41,726		£2,504
Professional fees @ 5%		£2,086
<i>Sub Total</i>		<i>£46,316</i>
VAT @ 20% on above figures		£9,263
<i>Sub Total</i> £55,579		
Contingency @ 10% £		£5,558
TOTAL Project costs £61,137		

SECTION 6 – MATCH FUNDING

Funding Plan: March 2021

Highland Coastal Communities Fund		£48,909
Highland Council Ward Discretionary Fund	£1,600	
Club Contribution (difference from £1,600 to 10%)	£4,514	
Club Contribution in kind @ 10%		£6,114
Total:		£61,137

6.2 Will your project involve any “in kind” support?

YES/NO	Yes
Please detail:	The Rugby Club will contribute 10% in kind in addition to funds from their reserves.

	Confirmation of this can be provided if required.
--	---

SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:

Business Gateway	No
HIE	No
Other (please detail)	No

7.2 Have you previously received public funds for your business/organisation?

Yes	X
No	

If yes, please provide further details:

Ross Sutherland Rugby Club has received the following public funds in the last 5 years. Further detail of historic support can be provided if required:

Highlife Highland	£544	Coaching Grant towards UKCC qualifications	14/07/16
Highlife Highland	£252	Coaching Grant towards UKCC qualifications	19/09/16
Highlife Highland	£100	Coaching Grant towards UKCC qualifications	30/11/16
LEADER	£110,000	Clubhouse Development Project Phase 1	2020/2021
Ross and Cromarty Sports Council	£250	Coaching Grant towards UKCC qualifications	15/01/16
Ross and Cromarty Sports Council	£200	Equipment Grant	08/08/17
Sport Scotland	£100,000	Clubhouse Development Project Phase 1	2019/2021
Ward Discretionary Fund	£500	Clubhouse Development Project Phase 1	2019/2020
Ward Discretionary Fund	£500	Clubhouse Development Project Phase 1	2018/2019

SECTION 8 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

8.1 Would the person named as main contact for this application please sign below		
Signature:	Print: John Scott	Date

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature:	Print:	Date

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	X
2	Committee Members or Directors List	X
3	Permissions – Planning etc	X
4	Policies – Child, Risk, Equal Opportunities etc	X
5	Confirmation of Match Funding if available	N/A
6	Bank Statement	X
7	Research/Evidence of Need and Demand (letters/emails of support)	X
8	Business Plan	X
9	Insurance	X
10	Additional documents: Latest Accounts and Annual Report	X
11	Additional documents: Photographs at 15/01/21 showing Phase 1 under construction	X
12	Additional documents: Plans	X

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Highland Coastal Communities Fund – Application Assessment

File Reference:	134	Applicant Name:	Ross Sutherland Rugby Football Club	Organisation Type:	Community
Project Title:	Clubhouse Development Phase 2 – Viewing Balcony	Date application received:	27/2/2021	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£61,137	Total HCCF funding sought (£)	£48,909
Percentage HCCF grant intervention rate applied for (%)?	80%		
Estimated Start Date	June 21		
Estimated Finish Date	August 21		

Application Technical Check			
		Yes-No- N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	
	Has any work already started/costs been incurred prior to application?	No	
2	Does the project have to comply with any Statutory Regulatory Requirements?	Yes	Planning and building warrant secured
	Are the necessary planning consents/licences in place or applied for?	Yes	
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	No	Accounts provided
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	Yes	

8	Project fits with the following HCCF priority(ies) - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation	Yes	Economic Recovery and Community Resilience
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?	Yes	Bank account supplied to evidence own contribution. Clarification provided on in kind contribution. Ward discretionary funding unconfirmed but applicant has committed to cover this sum from their reserves if required
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	No	Requested from applicant

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness		Well developed project with comprehensive detail on delivery phase and ongoing sustainability. Although confirmation of match funding from the ward discretionary budget has not been given, the club have committed to cover this sum from their own reserves if required
12	Engagement & Support		Letters of support provided from Invergordon Community Council, Easter Ross Farmers Club, Port Authority, High life Highland. Application form also references extensive support through commitments to use the facilities
13	Meeting a Need of Demand/Market Demand		Phase 2 of project. Overall need for wider project evidenced. Due to CV19 closures there is an economic case to be made to deliver phase 2 of the project as quickly as possible
14	Legacy & Exit Strategy		Evidenced through business plan and financial projections
15	Consideration of equalities issues/impacts		Excellent consideration of equalities issues overall and the wider project mainly is aimed at improving accessibility. Difficult to assess specifically for phase 2 but this development has been planned to be fully accessible and contribute to wider aims of improving access to facility
16	Environmental sustainability		Commitment to take an approach that minimises negative environmental impacts
17	Value for Money		As phase 2 of the project this will see the conclusion of significant work to benefit the facility and with the potential to offer much wider benefit to the local community
18	Match funding		Ward discretionary funds not confirmed; however, applicant has committed to cover this sum from their own reserves if required.
19	Meets Local Priorities		Good links made to wider strategies
20	Additionality		

	Please indicate whether HCCF funding is required to: <ul style="list-style-type: none"> - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project 		HCCF funding is required for the project to proceed at this time. Potentially the club could continue to fund raise and deliver the phase 2 project at a later stage; however, the implication is that the club will require further closures at a later date to allow works to take place. Undertaking the work as soon as possible allows the economic recovery to proceed more quickly
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option	No	High up front capital costs without sufficient revenue generation to service commercial finance would not make this a viable option
Procurement and RoC:			
21	Are all project costs eligible/essential?	Yes	
22	Have the project costs been sufficiently broken down and itemised?	Yes	Sufficient for application stage. Further detail sought on a couple of cost headings
23	Have the recommended HCCF procurement requirements been met, where required? If not what steps have been taken to judge whether costs are reasonable?	Yes	Application costs based on one valid quote. Applicant has confirmed intention to seek a further two quotes for the work
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	N/A	Non VAT registered and costs inclusive of VAT in budget
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	As per application form

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Y	
Application technical assessment checklist	Y	
Most recent bank statement Current balance of account	Y	
Certified financial accounts:	Y	
Research / Evidence of need and demand	Y	
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	N/A	
Complete business plan (If relevant)	Y	
Evidence of control/ownership of asset	Y	
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	
May apply:		
Current constitution or articles and memorandum	Y	
Current committee members or directors' list	Y	

Permissions – planning, building warrant etc.	Y	
Policies – equal opps Child protection (if relevant)	Y	
Written confirmation/evidence of match funding (if available)	N	Bank statement supplied. In kind contribution clarified. Outstanding confirmation of ward discretionary match; however applicant has committed to cover this from within their own reserves if required
Insurance	Y	
Additional:		
Letters of support	Y	
Partnership Agreement	N/A	
Other		

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Formal confirmation of all match funding
Other Issues/Conditions

Assessed by: Fiona Cameron	Name:	Fiona Cameron
I can confirm that I have completed the eligibility checks as set out above.	Date:	25/3/21

The following appendices to the application were provided and can be made available on request:

Quotes for works

Photographs

Lease and letter of comfort from THC

Bank statement

Match funding confirmation
Cost breakdown and funding plan
Letters of support
Constitution
Trustees list
Building warrant
Planning permission
Child protection policy
Equality & diversity policy
Health & safety policy
Insurance
Accounts
Plans
Business development plan

Highland Coastal Communities Fund



- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	Saltburn & Westwood Community Council
1.2 Project title	Saltburn & Westwood Coastal Defences, EIO Reference 152

1.3 Total cost of project	Total cost of project	£17330
	Match Funding	£4500
	Grant requested	£12830

1.4 Estimated Start Date	1 April 2021
1.5 Estimated Finish Date	31 August 2021

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	
Community Resilience	Yes
Mitigation of climate/ecological emergency	Yes
Rural de population	

How will your project benefit coastal communities or the coastal/marine economy?
<p>The coastal defences protecting our community are subject to ongoing erosion and without regular maintenance will ultimately fail, endangering community infrastructure, housing and roads. Crumbling sea defences are dangerous in themselves with loose rock and trip hazards.</p> <p>The sea front in Saltburn has been subject to considerable investment in the past with many owners giving over their beach gardens to allow the development of car parking for residential and visitor use, communal open space and safe access to the beach. The areas in most need of repair are immediately adjacent to the most useable sand and most heavily used by families.</p>

Storms in Winter 2020 caused significant damage to this infrastructure and timely repairs are required to avoid much more significant and costly repairs.

The beach infrastructure is heavily used by the whole community, residents of Invergordon and beyond. We have sought to improve the environs by adding additional seating along these sections as resting points for those taking in the sea air and families.

The slipway is a well-used community resource, allowing local people a safe point from which to launch a variety of craft, most commonly small pleasure craft from within the village. This facility increases inclusion and reduces carbon emissions by avoiding wider travel, helping maintain a 20 minute community.

Four beach gardens have recently been signed over to the community for the Saltburn & Westwood Community Growing Project which has been supported in our bid to the Community Climate Action Fund. This project aims to grow food within the community, for community benefit, reducing food miles and involving the community in active gardening. One of the community gardens (No. 78) will be protected for the long term by this project.

All beach using residents are aware of and concerned about the deterioration of the coastal defences and the slipway as a community resource. The broader community are keen to be involved in the Saltburn & Westwood Community Growing Project. The beach garden at Rockfield house will be the key focus of food growing as the garden here has been made ready in the past 12 months. *Please provide any evidence you have of wider community support for this application?*

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	

SECTION 3: ORGANISATION DETAILS

3.1 Organisation Status	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted Group	X	
Public Body		
Private Business		

Charity		
SCIO		
Other (please specify)		

3.2 Are you VAT Registered? (delete as appropriate)	NO		
3.3 If you are registered for VAT please quote number			
3.4 Is the VAT related to the project being reclaimed from HMRC (x) <i>please provide any relevant details in the box below, details of exemptions etc.</i>	Wholly	Partially	None
			X

Notes:
The contractor is not VAT registered

3.5 Key Project Personnel – please list personnel involved in this project detailing their skills to be involved								
<table border="1"> <thead> <tr> <th>Name and position in organisation</th> <th>Skills/Area of work</th> </tr> </thead> <tbody> <tr> <td>Sinclair Coghill, CC member</td> <td>Project Management/ Community Liaison</td> </tr> <tr> <td>Kevin Rostock, Building Contractor</td> <td>Experienced builder</td> </tr> <tr> <td>Neil Reid, HC Engineer</td> <td>Specifying and sanctioning engineering works</td> </tr> </tbody> </table>	Name and position in organisation	Skills/Area of work	Sinclair Coghill, CC member	Project Management/ Community Liaison	Kevin Rostock, Building Contractor	Experienced builder	Neil Reid, HC Engineer	Specifying and sanctioning engineering works
Name and position in organisation	Skills/Area of work							
Sinclair Coghill, CC member	Project Management/ Community Liaison							
Kevin Rostock, Building Contractor	Experienced builder							
Neil Reid, HC Engineer	Specifying and sanctioning engineering works							

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? (Please include postcode)
Saltburn sea defences, IV18 0JZ

4.2 Project summary. Please summarise your project as concisely as possible:

(a) **What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?**
 The coastal defences have been severely damaged over the last 12 months and many community members have raised their concern about the impact on the long term security of this infrastructure and the real dangers already presented by loose masonry and rock.
 The slipway is used as a safe walkway to the beach as well as for launching a range of small pleasure craft. This resource has a number of damaged sections and is becoming hazardous to use. Many community members have highlighted the damage and the risks these present.
 No 78 Saltburn is one of four gardens the community have secured for the Saltburn and Westwood Community Growing Project, an initiative to grow fresh produce within the community and involving a wide range of community volunteers to improve community resilience, reduce food miles and eliminate packaging. This garden has damaged sea defences and needs rock armour to secure the garden for long term community benefit. The growing project enjoys wide community support and we expect a range of abilities will become involved.

(b) Project Summary and main activities

The project has three main elements:

Repair Sea Wall: remove loose concrete and rock and reuse rock with fresh concrete to secure and make safe all sections of sea wall. This method maintains the most heavily used areas of sand, heavily used by children and families.

Repair Slipway: Remove damaged sections of crumbling concrete and replace with fresh to provide an even, safe surface to access the beach safely by pedestrians and boat users

Rock Armour: Remove damaged sections of concrete sea defences, dig down to a firm base and place rock armour at No 78, Make good.

(c) In development of your project, please detail how you have considered the following:

- Environmental impact:

The methods chosen are the lowest impact methods we could have used. We considered more use of rock armour instead of repairing with concrete but this would have come at a higher environmental cost of importing more rock and would have removed significant areas of the best sand from use.

- Equalities impact/issues

These works will ensure that all users will have long term access to the beach and the beach side infrastructure such as walkways and benches will remain safe and accessible. Maintaining this infrastructure reduces the need to travel to access this quality of resource. It will increase the use of these facilities and build community involvement by developing a pride in place.

(d) Who will benefit from your project?

The whole community and wider users will benefit from this project. The value of opportunities to engage with nature on our doorsteps as an aid to our physical and mental wellbeing is essential for the long term resilience of our community.

The beach is used by walkers and runners. Families particularly enjoy the useable sand for healthy play and outdoor learning and engagement with nature. The beach side infrastructure of safe paths and seating is well used by those with more limited mobility while still being able to view nature and the views and the sea air.

Importantly, this quality of resource would be out of reach for many in our community were it to fall into disrepair.

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(e) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

It is expected that the good quality repairs will last at least a generation in which time we as a community will instigate a process of regular inspection and small scale repairs as any damage is detected. We view these as ours to maintain for ourselves and future generations.

(f) Please outline how your project fits with other local plans or strategies

As already mentioned, we have our Growing Project which will encourage more people to enjoy the outdoors, engage with each other and grow local, good quality food for our own community.

We aim to encourage more people to make use of our beach and environs as the main area for recreation and quiet enjoyment right on our doorstep, staying local, 20 minute community.

4.3	Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)	NO
If YES, please detail		
Type	Steps Taken	Date

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if you prefer. Please delete the example below before completing this form.

5.1		
Budget Heading	Detailed cost	Amount
Sea Wall Repairs	Concrete, reincorporate stone to make as original	£4500
Slipway	Cut out damaged concrete and replace	£1200
Rock Armour	Dig out to provide firm base, place rock armour and make good	£11630

TOTAL PROJECT COST		£17330

SECTION 6 – MATCH FUNDING

6.1 Please give details of any other funders that will contribute to the project:			
Name	Confirmed Yes/No	Date (month/yr)	Amount £
Highland Council	Yes	Dec 2020	4500
Total £			4500
Please detail HCCF Grant requested £			12830
(This should total project costs section 5) Total £			17330

6.2 Will your project involve any “in kind” support?	
YES	
Please detail:	<p>The community have already provided significant input through identifying the damaged sections at an early stage, highlighting the need for action, obtaining expert advice, obtaining costs and pursuing and completing application forms.</p> <p>Sinclair Coghill will project manage the work, liaising with the builder on the state of tides and the best opportunities to complete each element of the work and providing a check on quality control</p> <p>Donna Smith, our vice-chair will consult with and provide information to the community about what works will be happening, timescale and their part in ensuring it is done safely, on time and within budget.</p> <p>Sandra Munro, our Treasurer, will make payments as they become due, making staged payments as necessary.</p>

SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:	
Business Gateway	
HIE	
Other (please detail)	Highland Council Roads Engineers

7.2 Have you previously received public funds for your business/organisation?	
Yes	X
No	

If yes, please provide further details:

We are in receipt of annual support from Highland Council in support of our running costs, flower baskets and Christmas lights

We are in receipt of £9252.48 from the Community Climate Asset Fund, the main aim of which is to support our Community Food growing project. We have ordered much of the materials and will have spent the sum well before the deadline of 31 March 2021.

SECTION 8 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

8.1 Would the person named as main contact for this application please sign below		
Signature:	Print: Sinclair Coghill	Date

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature:	Print: Helen Williamson	Date

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	X
2	Committee Members or Directors List	X
3	Permissions – Planning etc	
4	Policies – Child, Risk, Equal Opportunities etc	
5	Confirmation of Match Funding if available	X
6	Bank Statement	X
7	Research/Evidence of Need and Demand	
8	Business Plan	
9	Insurance	

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Highland Coastal Communities Fund – Application Assessment

File Reference:	152	Applicant Name:	Saltburn & Westwood Community Council	Organisation Type:	Public Body
Project Title:	Saltburn & Westwood Coastal Defences	Date application received:	21/02/21	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£17,330	Total HCCF funding sought (£)	£12,830
Percentage HCCF grant intervention rate applied for (%)?	74.03%		
Estimated Start Date	01/04/21		
Estimated Finish Date	31/08/21		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	
	Has any work already started/costs been incurred prior to application?	See note	Although presented as part of the overall application, the £4,500.00 seawall repair element is being fully covered by Highland Council funds. A contract has been let for this element and work is due to start imminently. As no HCCF funds cover this element, and the other aspects of the project can be delivered separately, this is acceptable.
2	Does the project have to comply with any Statutory Regulatory Requirements?	No	
	Are the necessary planning consents/licences in place or applied for?	N/A	
3	Is project activity being proposed, a public sector statutory duty?	No	Rock armour sea defence works are to protect a garden area, to be used for a community growing project. Highland Council have confirmed they are only obliged to protect dwellings- this does not include a garden, or a domestic garage associated with a dwelling

4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	No	Community Council- not VAT registered.
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	N/A	
8	Project fits with the following HCCF priority(ies) <ul style="list-style-type: none"> - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation 	See note	<ul style="list-style-type: none"> - Community Resilience - Mitigation of climate/ecological emergency
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?	Yes	Highland Council covering the £4,500 sea wall repair element and contract has been let. Other elements of the project are subject of 100% request to HCCF.
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Yes	Separate scanned signature page provided.

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness	A	<p>Two elements of the project seek HCCF support- slipway repairs and installation of rock armour. There are no concerns around the slipway works. There are significant concerns around the request for rock armour, to protect a garden that is to be used for a community growing project- "Saltburn & Westwood Community Growing Project". This has been the subject of a grant award of £9,252 from the Community Climate Asset Fund, which supported a range of tools and materials to set up the project.</p> <p>The application notes: the growing project enjoys wide community support". However, on seeking further evidence of this, as there was no supporting evidence with the application, it was noted: "<i>The Community Climate Action Fund application process was very tight and we did not have time to undertake a community survey. We did, however, talk to many individuals within the village about our thoughts on an informal basis</i>". Some further detail was provided as set out in the "engagement and support box below".</p>

			<p>Concern has been raised, via two formal e-mails to the Coastal Communities mailbox, about the fact that the rock armour will protect the garden of a private householder, who will therefore benefit from public funding that is not available to other householders in the area. The garden and property belong to the applicant. There is also evidence of disquiet about this on the Community Council’s Facebook page.</p> <p>In terms of technical delivery, the project would be fairly simple. There are concerns however about suitability of public funding for the request, community support, accessibility of the site and duration of the growing project. A lease is in place for 6 years (unless the homeowner dies or sells the property) and the growing project is intended to run for that length of time. In terms of sustainability for the growing project, it has been noted in response to a query, that <i>“Ongoing costs will largely revolve around the purchase of any new seeds and compost, etc each year however, it is intended to become self-funding from the sale of produce and rely on voluntary support to sustain the effort required”</i>.</p> <p>It is difficult to gauge whether the project will have the support and momentum to run for that length of time. Legacy could easily be compromised if homeowner decided to sell their property in the short- medium term.</p> <p>To fully assess this application, it has been necessary to obtain additional information beyond that in the form. Further external information has also had a bearing on the review, as concerns have been raised.</p>
12	Engagement & Support	R	<p>Application notes “the growing project enjoys wide community support”. However, no supporting evidence was provided with the application to back this up. A Community Council newsletter concedes there was no prior consultation on the Community Growing Project but argues this was due to a tight deadline for the fund they applied to in order to set it up. Applicants subsequently provided the following additional information with regard to the Growing Project to be indirectly supported by this application.</p> <p>“The Community Climate Action Fund application process was very tight and we did not have time to undertake a community survey. We did, however, talk to many individuals within the village about our thoughts on an informal basis. There are also a range of things already happening in the community that we considered:</p> <ul style="list-style-type: none"> • We instigated a village tidying initiative in the Spring/Summer of 2020 which was very well supported by the village and built a sense of community through

			<p>shared endeavour. Many in the community commented favourably on the difference we had collectively made to our shared environment and many asked how we could maintain the momentum and maintain this sense of community.</p> <ul style="list-style-type: none"> • A number of people in the village grow fruit and veg in their own gardens. One owner has, for the last few years, run a charity table where he puts out surplus produce with an honesty box for any contributions which go to a range of charities. By agreement, a number of other gardeners also add their surplus produce and the collective effort means there is a steady supply of locally grown, fresh fruit and vegetables available which is in great demand from those who have found out it is there. • A market was started by the Invergordon Community Development which has won strong local support. The organisers have commented that they would benefit from a local fruit and veg producer as demand always outstrips available supply. • A number of gardeners distributed some of their surplus fruit and veg to neighbours who commented on how good it was to have home grown veg and they would pay for the quality of produce. <p>The Community Council's Facebook page shows particular concern about a lack of consultation over a tree planting element of the community growing project and some concern that one property would benefit from rock armour as a result of this HCCF application, despite there being allegedly five local houses that need it for their gardens. Two separate complaints have been received, arguing that the property at no 78 alone benefits from this potential investment of public funds.</p> <p>In terms of engagement, a Community Council newsletter and their Facebook page show commitment to future engagement and to involving the local community as far as possible. While not referred to in the application, Facebook appears to show local support for slipway and seawall repair elements. These do not appear to be in doubt.</p>
13	Meeting a Need or Demand/Market Demand	A	Clear need for seawall and slipway repairs- less clear for the rock armour for the garden which will support the growing project, as no real evidence provided with application. Evidence of local demand for the growing project is limited
14	Legacy & Exit Strategy	A	Good legacy in terms of seawall and slipway repairs. Not clear in terms of growing project. There are no guarantees as to how long the volunteer dependent garden would be able to operate for. Lease can be terminated in event of homeowner deciding to sell, so there is no guarantee as to duration the project can operate on that site.

15	Consideration of equalities issues/impacts	A	<p>Some significant concerns have been raised externally to this application about the physical accessibility of the garden which is to be protected by rock armour. I have not seen photographs, nor been able to undertake a site visit. External concern has noted that <i>“access will require crossing a busy road, then entering the site via a narrow gate onto ground below road level. This poses a safety risk to pedestrians and excludes many elderly or disabled residents. Consideration is even being given by the CC to accessing the site via the beach which is completely impractical and would be reliant on the tides”</i>.</p> <p>Applicants themselves have noted in response to further query: “None of the gardens are accessible for all abilities due to site constraints at present. We have purchased a number of sleepers from which to construct raised beds in areas which are accessible to all”.</p>
16	Environmental sustainability	G	<p>Growing project, if supported, has some scope to reduce food miles and food packaging locally and raise awareness of environmental sustainability. Application shows evidence of environmental consideration when choosing materials for sea wall and slipway repairs.</p>
17	Value for Money	A	<p>Investment in the slipway repairs and seawall will deliver a long term benefit for the community, for a relatively low sum. However, the main requested use of HCCF funds is for protection of the garden at no.78 Saltburn. Longer term benefit from this is uncertain due to the project being dependent on volunteers and the fact the lease can be terminated at short notice, leaving an individual private garden that has benefitted from public funds, but which many not be accessible for any further public use.</p>
18	Match funding	G	<p>Highland council funding in place for sea wall aspect. Remaining elements are 100% HCCF request, so no match funding concerns for those.</p>
19	Meets Local Priorities	A	<p>Members have not set any specific priorities for HCCF funding in this round and will judge each application on its individual merits. In terms of any other local priorities identified in application, the seawall and slipway repairs are clearly priorities. The need for a garden for the growing project is less evident obvious in terms of evidence supplied.</p>
20	Additionality	G	<p>Required for project to proceed</p>
	<p>Please indicate whether HCCF funding is required to:</p> <ul style="list-style-type: none"> - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project 		<p>Required for project to proceed</p>
	<p>Has loan finance been considered? Please explain why loan finance has not be considered a viable option:</p>	See note	<p>No revenue generation- commercial loan not viable option.</p>

Procurement and RoC:			
21	Are all project costs eligible/essential?		Eligible if convinced as to satisfactory community benefit. I have queried with Tech Services as to whether the rock armour is required. Reply said <i>"There is erosion at the end of the garden and the wall had collapsed. The owner had tried to shore up the damage with rubble and stones etc"</i> .
22	Have the project costs been sufficiently broken down and itemised?	Yes	Detailed quote provided which has informed application costs.
23	Have the recommended HCCF procurement requirements been met, where required? If not what steps have been taken to judge whether costs are reasonable?	See note	Detailed quote provided which has informed application costs. If funding was approved, recommend evidence of three quotes for rock armour work be sought/obtained.
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	N/A	
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	Detail provided at section 7.2 of application.

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Yes	
Application technical assessment checklist	Yes	
Certified financial accounts:	No	
Research / Evidence of need and demand	See note	See comments in RAG assessment above.
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	See note	No revenue generation- commercial loan not viable option. Project would require grant funding in order to proceed.
Complete business plan (If relevant)	N/A	
Evidence of control/ownership of asset		Require confirmation of slipway ownership and consent to works. Lease provided showing owner consent for Growing Project.
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	

May apply:		
Current constitution or articles and memorandum	Yes	
Current committee members or directors' list	Yes	
Permissions – planning, building warrant etc.	N/A	
Policies – equal opps Child protection (if relevant)	See note	Not provided- recommend be obtained as main purpose of grant relates to putting infrastructure in place to support a community growing project. More detail on what that entails and who is responsible for any child protection considerations should be obtained.
Written confirmation/evidence of match funding (if available)	See note	e-mail on file stating that contract has been awarded for sea wall repairs element, being covered by Highland Council. For completeness of trail, seek formal confirmation of award/ amount.
Insurance	No	Recommend evidence of appropriate insurance arrangements for Community Growing Project be obtained.
Additional:		
Letters of support	No	
Partnership Agreement	N/A	
Other	See Note	Lease, confirmation HC have let contract for sea wall repairs.

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Other Issues/Conditions

Assessed by:	Name:	Martin Culbertson
I can confirm that I have completed the eligibility checks as set out above.	Date:	25/03/21

Highland Coastal Communities Fund



- Please read the Application Form and the Guidance Notes completely before completion
- **No project should start or commit expenditure before receiving approval of grant**

SECTION 1: PROJECT SUMMARY

1.1 Organisation/applicant name	Tain Heritage Trust
1.2 Project title	Tain Picture House – Lift Works

1.3 Total cost of project	Total cost of project	£28,788.00
	Match Funding	£2,715.00
	Grant requested	£26,073.00

1.4 Estimated Start Date	26 th April 2021.
1.5 Estimated Finish Date	30 th September 2021.

1.6 Which of the following programme themes will your project meet?	
Economic Recovery	X
Community Resilience	
Mitigation of climate/ecological emergency	
Rural de population	

How will your project benefit coastal communities or the coastal/marine economy?
<p>We have received letters of support from the Tarbat Community Council, Balintore Hilton Community Council, Seaboard Memorial Hall and we have an email from the Nigg Community Council to say “We are happy to support the efforts to the resorting of the picture house. Will send letter later today”. This covers a wide geographic area of our coastal peninsula in Ward 7 and demonstrates evidence of wider community support for this application.</p> <p>Chair of the Balintore Hilton Community Council, states that “The Seaboard communities are fairly isolated when it comes to facilities. It takes more than a 70-mile round trip to the cinema in Inverness and it would be such a boost to have this facility closer to home. A cinema in Tain would</p>

be far more accessible to our communities and especially those on low incomes who do not easily have access to transport. Along with this, a cinema would offer a great social space for the community to come together and gives a sense in investment in our area.”

Other letters of support further highlight the project benefits to coastal communities with the Secretary of Tarbat Community Council stating that “It will reintroduce cinema to the town, wider district, and surrounding villages. This will provide more local access to a cinema, instead of having to drive long distances, which can be unsafe, particularly in dark and wintery conditions.” further to this the letter says that “The redeveloped creative hub facilities will provide a meet and greet place for local people, where they can get together for an event or activity, providing social benefit. The impact of the arts on the mental health and wellbeing of the local people who interact with it will also provide a significant social benefit.”

Further to the clear social benefits, coastal communities will also benefit economically from the project. One of the Directors of the Seaboard Memorial Hall states that “Economically it will create new employment opportunities and introduce new creative prospects and activities. It will also increase the footfall within Tain thus increasing the likelihood of having a positive impact on other local businesses, raising the profile of the area as an arts destination and a place to stop on the NC500 route.”

The project will have clear economic and social benefits to coastal communities. More footfall in Tain town centre will lead to a knock-on effect of more people exploring and staying in the area and as part of the Tain & District Development Trust Tourism Project, people will be encouraged to visit our beautiful Easter Ross Peninsula. Our coastal community supporters say that they have no doubt that this project will be of benefit to the area and their communities.

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	

2.2 Position	
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2.3 Address	
Postcode	

2.4 Email address	
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2.5 Website address	N/A
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SECTION 3: ORGANISATION DETAILS

3.1 Organisation Status	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC184712

Constituted Group		
Public Body		
Private Business		
Charity	x	SC026678
SCIO		
Other (please specify)		

3.2 Are you VAT Registered? (delete as appropriate)	NO		
3.3 If you are registered for VAT please quote number	N/A		
3.4 Is the VAT related to the project being reclaimed from HMRC (x) please provide any relevant details in the box below, details of exemptions etc.	Wholly	Partially	None

Notes: N/A

3.5 Key Project Personnel – please list personnel involved in this project detailing their skills to be involved	
Name and position in organisation	Skills/Area of work
Nick Lawton, Quantity Surveyor	Chartered Surveyor
Lachlan Stewart, Architect	Architecture & Restoration and Conservation of Historic Buildings
Natalie Sutherland, Project & Funds Manager	Entrepreneurship, Finance & Management
Cllr Derek Loudon, Treasurer	Economist & Local Councillor
David Macrae, Community Liaison Officer	Community Engagement & Consultation
Rachel Cunningham, Marketing Officer	Marketing & Content Writing

SECTION 4: PROJECT DETAILS

4.1 Where will the project be happening? (Please include postcode)
Tain Picture House, Tower Street, Tain, IV19 1DY

4.2 Project summary. Please summarise your project as concisely as possible:

(a) What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?

The need for our project has never been greater due to the Coronavirus pandemic. As stated in the Inner Moray Firth Development Plan (2021), "The role of town centres will continue to form a fundamental part of the sustainability of our communities and this is only reinforced by the COVID-19 crisis.". There is an urgent need to respond, recover, progress and transition. The Picture House regeneration project will aid the recovery of our local economy and act as a catalyst for community-wide social and economic regeneration.

The Scottish Index of Multiple Deprivation (SIMD), 2020, highlights that out of the 11 wards across our district, 8 of them fall into the bottom 50% most deprived areas. Income, employment, and crime are highlighted as key issues and looking overtime, from 2012 to 2020 these issues are getting worse. As a result of the Coronavirus Pandemic, these issues are expected to

worsen even further. Already, The Impact of Covid-19 on the Highlands and Islands by HIE, September 2020, shows an increase in unemployment rates in the Inner Moray Firth from 2.3% in July 2019 to 5.5% in July 2020.

As we already know, “Mental health problems are not equally distributed across the population. Socially disadvantaged people have an increased risk of developing mental health issues to the extent that adults living in the most deprived areas are approximately twice as likely to have common mental health problems as those in the least deprived areas (22% versus 11%)” (Public Health Scotland, 2017). The Rapid Review of the Impact of COVID-19 on Mental Health, by Public Health Scotland, June 2020, also states that “there is an increase in poor mental health in Scotland, particularly among those with pre-existing mental illness, healthcare workers, people who have had exposure to COVID19 and females.”.

The need this project will address is the economic recovery of Tain town centre from the Coronavirus Pandemic, the rapidly increasing unemployment rates and the increasing amount of people in the most deprived areas facing mental health issues.

Local support can be seen through the high engagement on social media posts (Tain & District Development Trusts Facebook page) regarding the project, letters of support from community councils and organisations, volunteer support, community consultations, community surveys, feasibility studies and local management, development, and action plans.

Letters of support from community councils say that it will reintroduce cinema to the town, wider district, and surrounding villages. This will provide more local access to a cinema, instead of having to drive long distances, which can be unsafe, particularly in dark and wintery conditions. Further to this it has been said that the redeveloped creative hub facilities will provide a meet and greet place for local people, where they can get together for an event or activity, providing social benefit. The impact of the arts on the mental health and wellbeing of the local people who interact with it will also provide a significant social benefit. Further to the clear social benefits, the area will also benefit economically from the project. Economically it will create new employment opportunities and introduce new creative prospects and activities. It will also increase the footfall within Tain thus increasing the likelihood of having a positive impact on other local businesses, raising the profile of the area as an arts destination and a place to stop on the NC500 route.

A letter of support for the project from the Chair of Balintore Hilton Community Council states that “The Seaboard communities are fairly isolated when it comes to facilities. It takes more than a 70-mile round trip to the cinema in Inverness and it would be such a boost to have this facility closer to home. A cinema in Tain would be far more accessible to our communities and especially those on low incomes who do not easily have access to transport. Along with this, a cinema would offer a great social space for the community to come together and gives a sense in investment in our area.”

From the consultations carried out and within the Feasibility Study (First section of the business plan attached) there is overwhelming local support and evidence of need for bringing cinema and films back to Tain. However, offering films/cinema only will not sustain a redeveloped old building. The partnership has therefore sought community views and support on what other complimentary uses the redeveloped building could accommodate and have concluded that local evidence supports the establishment of a Creative Hub.

The key findings from consultations show;

- 74% of those surveyed support the project to redevelop the Old Picture House
- The majority of those wanted the cinema as one possible future function

- 100% of those attending the creative workshop agreed it should be a key visitor attraction
- Anecdotal evidence from similar projects show these can be sustainable future uses
- Businesses on NC500 route have reported 15-20% increases in visitor numbers

Respondents to the Tain & District Development Trusts most recent community survey completed in December 2020 highlighted that the building is very important to people, it is of historical significance to the town, it is a beautiful building that needs opened and used, it will provide jobs, it will revive the high street and it would act as a nucleus for Tain and Easter Ross Peninsula. Respondents have an emotional connection to the building and there is also a lot of nostalgia for people who have used the building in the past.

Local support is further demonstrated in question (f) where the Tain Conservation Area Management Plan (2020) states that its aim is to: "Support the owners of the former Town Hall, Tower Street in finding a new use for this fine building.", the Inner Moray Firth Local Development Plan (2021) highlights that two Placemaking Priorities for Tain are to "Ensure the historical core of the town is protected" and to "Develop new uses for redundant space and buildings, including The Grove and Tain Picture House." And finally, the Tain Town Centre Action Plan (2015), developed through public consultation, states under "Theme 3: Develop new uses for redundant space buildings" a proposal is to "Promote redevelopment of the Old Picture House as an arts hub that can support a range of arts and crafts endeavours (including theatre/cinema)". There is unquestionable local support for this project and has been for many years.

(b) Project Summary and main activities

The purpose of Tain Heritage Trust is the preservation of buildings of historical or architectural importance within the town of Tain. The activities of the Trust are in raising finance to maintain and restore the Old Town Hall/Picture House in Tain. A partnership has formed to bring new life and a fresh outlook to the project in line with current community demand. The partnership has been formed between Tain Heritage Trust, The Tain and Easter Ross Civic Trust who have a vested interest in the history and heritage of the building and will advise on conservation, and Tain and District Development Trust who are a local Development Trust who have an interest in providing a more sustainable social, economic, and environmental future for the District and they will lead in operational aspects of project delivery. This collective partnership brings together a wide range of skills and professional expertise with the shared aim of bringing the Old Picture House back into community use. The building is owned by Tain Heritage Trust.

The project's aim is to regenerate the Old Tain Picture House. The former cinema is not just any old cinema, but an important part of Tain's heritage, designed by the Maitland family of architects between 1848 and 1912. The former Picture House, now a grade B listed building, was designed and built as the Tain Public Hall. Built in a distinctive French Renaissance style, it was the venue for concerts, bazaars and important events in the history of Tain and District.

Main activities of the full regeneration project include the following:

Capital works across the basement, ground floor and balcony:

- Substructure Works
- Superstructure Works
- Internal Finishes
- Fittings, Furnishing & Equipment
- Services

- Works to Existing Building
- External Works

Non-Capital works include:

- Community Engagement and Consultation
- Fundraising
- Surveys – Drainage, Asbestos
- Architectural Drawings
- Scaffolding Design
- Health & Safety Advice
- VAT Advice
- Legal Advice
- Business Planning
- Quantity Surveyor Advice
- Marketing
- Administration
- Project Management

Alongside works, weekly Design Team meetings, monthly Subgroup meetings and ongoing community consultation are also essential activities.

Referring to the requested funding within this application, the main activity includes the part of the services package of capital works, specifically, the supply and installation of an Eco Vimec E10 Cabin Platform Lift.

We are currently 'shovel ready', with a main contractor appointed to manage Phase 1A Works (explained in detail in Section 7.2), the addition of this funding would allow us to also include the supply and installation of the lift as part of this works, this would bring the building much closer to being accessible to the public at the end of Phase 1A. We have budgeted for the lift structural preparation works to be completed as part of the Phase 1A budget.

(c) In development of your project, please detail how you have considered the following:

- Environmental impact:

The plans for the project focus on constructing a sustainable building. Plans demonstrate conservation and care for the environment, which in turn will assist in keeping operating costs as low as possible. In terms of heating the building, the replacement boiler will be smaller and more efficient. We did consider a biomass boiler, but external space is insufficient. The insulation standards in the building will also be improved as part of the next phase. In terms of light, the energy efficiency of the replacement lighting will also be improved as we progress through the building. Regarding repairs to the building, we are re-using as much of the materials there are possible. Existing window sashes are being repaired, existing light fittings will be used, cornices etc. We will look to reuse rather than replace in every way that is possible. Where replacement materials are needed, we aim to use as much locally sourced materials as possible and we also aim to use as many local contractors as possible, lowering our carbon footprint.

In the final stages of the project, we will look to optimise the use of the projection equipment so that it is much more energy efficient and providing local access to a cinema and creative hub will mean less cars having to travel long distances (to Inverness/Thurso and back) thus reducing

carbon emissions and traffic congestion.

- **Equalities impact/issues**

The community have been involved in this project at the earliest opportunity, with community involvement key to the success of this project the partnership has involved the widest spectrum of the community from the start. All open face to face consultations have been held in centres with disabled access and equality policies in place and have been widely advertised. Informal face to face consultation also takes place at our Community Markets based in the Rose Garden which also has disabled access via the bottom gate. We have also held focus groups with schools, day care centres, care homes, dementia friendly groups and we have provided electronic surveys, creative workshops, social media polls and online video conferencing as further options for community engagement. We value all opinions, including minority and opposing views and feel that taking on board constructive comments is highly important to the end success of the project.

We will strive to ensure that no one is excluded from benefitting from our project, first by ensuring that the building complies with the Disability Discrimination Act (DDA) and also with all local and national equality legislation. We also have an Equal Opportunities Policy (Equality, Diversity, and Inclusion) in place at TDDT (attached).

In terms of the development of our Picture House website we will ensure that the electronic information produced is accessible to the widest possible audience. We aim to ensure that presentation of content is flexible so that users can change to suit their own needs so that any screen reading software, magnifying software, braille printers, keyboard only software, switches and other assistive devices are compatible.

Regarding engaging communities, we will continue to involve people and groups in the ongoing design and use of the Picture House putting in place measures to involve groups with protected characteristics and we will make a conscious effort to involve people who might feel excluded from participating due to disadvantage. And we will continue to use a variety of online and offline options to engage and invite our community to give us feedback on how we can improve our engagement.

We will continue to ensure that all public events are accessible to the full diversity of people that exist within our community. This will take into consideration the potential impacts on disability, gender, race, age, sexual orientation and religion/faith. We will also introduce an Equality Impact Assessment and we will ensure that our audience are asked whether they have any special access or dietary requirements' where relevant.

When producing publications and printed materials we will ensure that we consider simple font types, normal weights and sizes between 12 and 16. We will also look to implement 1.5 line spacing, text alignment justified left and ensure that content is clear and uses plain English. Images used will reflect diversity and will not be behind or overlapping text. Use of bold, increased font size, generous blank spaces and tick boxes in form designs, clear illustrations, plain high-quality paper and a strong contrast of dark font against a light background will be encouraged. We will also look to include the statement "To request this information in an alternative format, e.g. large print, Braille, or audio, please contact".

(d) Who will benefit from your project?

The regenerated Picture House as a Creative Hub will benefit residents of the Ward 7 district, surrounding Ward residents and visitors to the area from a far.

The benefits will be intergenerational, with activities and cinema showings targeting young children, teens and young adults, families, older generations and tourists. It will also specifically target those struggling with mental health issues and look to use creative arts as a source of wellbeing.

We also expect other businesses on the high street to benefit from the regenerated facility, experiencing increased footfall to Tain town centre and the possible creation of an evening economy. We also hope that the Creative Hub will raise the profile of the town as an arts destination and a place to stop on the NC500 route.

(e) How will your project be continued after HCCF funding and/or what will the lasting benefits of the project be?

Please refer to the Funding section in the Business Plan attached and please also see the table below. We have reviewed hundreds of funding options and continue to review any new relevant funding streams that become available. Based on this review, our current funding plan details the below 13 potential grant streams alongside a crowdfunding community share scheme which we are currently discussing with Community Shares Scotland. We have built relationships and taken advice from funding managers at the majority of the funding agencies detailed below and we are hopeful that these are the most likely bids to be successful. We are also hopeful that once the Tain Area Conservation Plan is completed, the Conservation Area Fund will provide funding opportunities suited to the project.

However, as grant funding is extremely competitive currently and pots are getting spread quite thin, another option we are investigating is loan financing through Triodos or Social Investment Scotland. As Voluntary Action Angus and Point and Sandwick Development Trust have been very successful using loan finance, loans have up to 25-year repayment terms and we have a building the loan could be secured against, we feel that this could be a good option to see the Picture House over the finish line whilst still allowing it to be profitable once open. Please see the second table below for detail on this alternative approach. This is a new approach we are exploring and does not yet feature in the business plan.

Funder	Secured	Potential	
Town Centre Regeneration Fund	£110,000.00		
Architectural Heritage Fund	£24,841.00	£16,000.00	
Tain Heritage Trust Asset Sale + Sound Horn Sale	£36,100.00		
SSE Sustainable Development Fund		£50,000.00	
Bank of Scotland Foundation		£25,000.00	
Historic Environment Scotland		£50,000.00	
HIE Community Assets		£30,000.00	
Garfield Weston Foundation		£30,000.00	
Regional Screen Scotland – A Cinema Near You		£20,000.00	
Scottish Government - Regeneration Capital Fund (Average)		£380,421.67	
National Lottery Community Fund – Community Led Activity		£100,000.00	
Highland Coastal Communities Fund		£26,073.00	

Robert Barr's Charitable Trust (Average)		£16,667.00	
The Turtleton Charitable Trust		£25,000.00	
Gamma Trust (Average)		£1,029.00	
Crowdfunding – Community Shares		£94,784.33	Total
	£170,941.00	£864,975.00	£1,035,916.00

Adding in the option of loan finance:

	Secured	High Potential	Total
Grant funding (40%)	£170,941.00	£261,073.00	£432,014.00
Loan funding (35%)			£ 344,923.00
Crowdfunding (final 25%)			£ 258,979.00
			£1,035,916.00

(f) Please outline how your project fits with other local plans or strategies

The Tain Picture House project aligns with aims of the Tain Conservation Area Management Plan, The Inner Moray Firth Local Development Plan and the Tain Town Centre Action Plan.

The Tain Conservation Area Management Plan (2020) states that its aim is to: “Support the owners of the former Town Hall, Tower Street in finding a new use for this fine building.”. Tower Street is described as “an important gateway into the heart of the town from the west”. Building elements and details such as the local source of good quality sandstone, high level details such as finials that outline the skyline of Tain and elevational details are noted as important features. The plan discusses redundant buildings and its aim to actively seek new uses for Tain’s redundant buildings. As also encouraged in the plan, we are taking advice from Scotland’s Towns Partnership and we have adopted a partnership approach between three Trusts and we are continually involving a wide range of stakeholders including community groups, Council services, Council members, Highlands and Islands Enterprise and others. We hope to also Promote heritage awareness of Tain in the local community and beyond through our partnership with Tain and Easter Ross Civic Trust and by supporting Tain and District Museum, specifically targeting schools and Tain Royal Academy bringing to attention Tain’s historic significance in the context of Easter Ross and the greater region. Further to this, through partnership with the Tain & District Development Trust, we will actively seek to promote Tain’s visitor offering using all means possible, including online, through their extensive Tourism Project.

In line with Tain Conservation Area Management Plan, our aim is to preserve and enhance the conservation area, specifically, the former Town Hall, Town Street of the original town and pilgrimage setting, in line with primary legislation governing listed buildings and conservation areas – Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, The Historic Environment Policy for Scotland (2019), Our Place in Time - The Historic Environment Strategy for Scotland (2014) and the Highland Council Historic Environment Strategy (Supplementary Guidance). Specifically looking to protect, conserve, preserve, interpret and promote the historic environment, particularly those aspects that are characteristic of Highland and lend distinctiveness to the character of the local landscapes and townscapes. Our aim is also in line with the Highland-wide Local Development Plan, Policy 57 on Natural, Built and Cultural Heritage requires that “future developments take account of the historic environment and that they are of a design and quality to enhance the historic environment bringing both economic and social benefits”.

In further alignment with the Tain Conservation Area Management Plan, we plan to carry out repairs on a like-for-like basis and re-instate historic materials where possible. We also want to encourage communal effort and sharing of costs for hire and will look to collaborate with other town centre projects and celebrate good civic outcomes.

The Inner Moray Firth Local Development Plan (2021) looks to “safeguard and bolster town centres.” Stating that: “Town centres are at the heart of communities and are best placed to be hubs for a wide range of activities. Appropriate development within our town centres has the potential to improve their vitality and viability. This can also ensure that investment in our communities is directed in a way that is most beneficial to residents, employees and visitors to our towns. The new Town Centre First Policy will direct all development which generates significant footfall to be located, in the first instance, within the main town centres of the Plan area. The aim is to provide greater support for town centre living and attract a mix of uses which are active throughout the day and evening.” The Picture House reopening aligns with the new Town Centre First Policy and will undoubtedly support a more active evening economy.

The Inner Moray Firth Local Development Plan aims to protect the vitality and viability of town centres such as Tain. Tain is also included as part of the Ross-shire Growth Area but notwithstanding this ‘the historic core of Tain is key to its character’. The plan states that The Inner Moray Firth's built, cultural and natural assets will be safeguarded and appropriately managed. It also looks to address the climate and ecological emergency through the efficient use of heat, in order to achieve low or zero carbon status, this is another aim that the Picture House Regeneration project aligns with.

The plan discusses “The role of town centres will continue to form a fundamental part of the sustainability of our communities and this is only reinforced by the COVID-19 crisis.” and the need to respond, recover, progress and transition. The Picture House Regeneration project will do exactly that and aid the recovery of our local economy whilst also acting as a catalyst for community-wide social, economic and cultural regeneration.

The plan also highlights that Easter Ross is generally considered underdeveloped from a tourism point of view. We hope that the Picture House Regeneration would raise the town's profile and encourage growth in sustainable tourism. We also want to actively partner with the Tain & District Development Trusts extensive Tourism Project to resolve the current underdevelopment in our area and we hope that the reopened Picture House would run as a subsidiary of the Development Trust with profits being reinvested into the Tourism Project. As mentioned previously, we hope that having local access to a cinema and creative arts hub will help to tackle congestion and we also hope that the Tourism Project will enable more electric vehicles, this aligns with the plan's aim of creating a more healthy, sustainable transport network.

The plan goes on to state that “The historic core of Tain and its Conservation Area are key components of the character of the town.” And it highlights that two Placemaking Priorities for Tain are to “Ensure the historical core of the town is protected” and to “Develop new uses for redundant space and buildings, including The Grove and Tain Picture House.” This project will also align with Seaboard Villages Placemaking Priorities such as key infrastructure improvements.

Finally, the Tain Town Centre Action Plan (2015), developed through a public consultation event, states under “Theme 3: Develop new uses for redundant space buildings” the proposal to “Promote redevelopment of the Old Picture House as an arts hub that can support a range of arts and crafts endeavours (including theatre/cinema)”. It states that “this redundant building is

an important part of Tain's build and cultural heritage and has considerable potential to serve as a venue for film, performance and exhibitions. Substantial investment is required to undertake necessary repair and restoration including bringing the building up to current access standards." Further to this, it states "The public consultation event on the Draft TCAP in March 2015 confirmed strong community support for adaptive re-use, while acknowledging a need for sensitive conservation of the historic fabric, and a viable economic use. Suggested uses included: Cinema/arts centre – e.g. Strathpeffer Pavilion, Accommodation for Tain Museum, venue to promote community based products – whisky, cheese and Glasstorm, Creative industry hub, Low-rent workshop – combining working/selling space.

This demonstrates the strong alignment between our project and other local plans and strategies.

4.3 Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)	YES
If YES, please detail	
Type	Steps Taken
Planning Permission	Alterations to building to form DDA-compliant disabled access - Former Cinema, Tower Street, Tain - Granted
Listed Building Consent	Internal and external alterations to building to form disabled access and facilities - Former Cinema, Tower Street, Tain - Granted
	Date
	12th February
	12th February

SECTION 5: BUDGET

5.1	
Budget Heading	Detailed cost
Services	Supply and conveyor installation of a Eco Vimen E10 Cabin Platform Lift (£23,990.00 + VAT)
TOTAL PROJECT COST	£28,788.00
	Amount
	£28,788.00

SECTION 6 – MATCH FUNDING

6.1 Please give details of any other funders that will contribute to the project:			
Name	Confirmed Yes/No	Date (month/yr)	Amount £
Highland Council - Town Centre Fund	Yes	19/03/2020	2,715.00
Total £			2,715.00
Please detail HCCF Grant requested £			26,073.00
(This should total project costs section 5) Total £			28,788.00

6.2 Will your project involve any "in kind" support?	
YES/NO	YES
Please detail:	Several of the project team are volunteers and all board members of all

	three trusts are volunteers. Further to this there are many volunteers of each of the three Trusts who are not on boards or project teams but are deeply passionate about this project and willing to help with any clear up activities or anything that is not specialist works and safe for them to do so.
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SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

For all business applications or projects that will generate revenue you **MUST** submit a business plan to accompany your application. Please also complete the following:

7.1 Have you had any support from other organisations in developing your project:	
Business Gateway	Training and webinars have been used to build team capability.
HIE	Tain & District Development Trust are Account Managed by HIE and fund their Development Manager (Natalie) – Project and Funds Manager on the project. HIE also have a keen interest in helping the project to progress and are actively discussing further funding opportunities as they become available.
Other (please detail)	Alan Jones – Produced the Feasibility Study and Business Plan.

7.2 Have you previously received public funds for your business/organisation?	
Yes	X
No	

If yes, please provide further details:

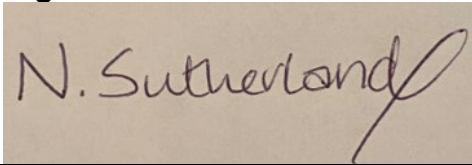
£110,000 award from the Highland Council Town Centre Regeneration Fund awarded on the 19th of March 2020. Only £2,715.00 of this award will go towards the cost of the lift. Of the remaining £107,285.00, £14,648.99 has been spent and claimed on works, surveys, fees and utilities and £92,636.01 will be spent on the remaining works including replacing rotting floor joists, and flooring, repairing broken windows, doors and external pillars at the entrance, removing vegetation and growth from balcony and stonework and improving the visual image of the front of the building which forms part of the Tain town centre streetscape.

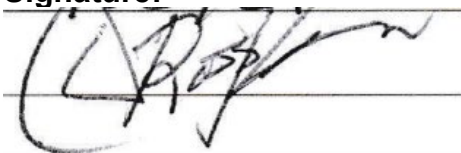
There have been many challenges in spending this money in the past year due to the Coronavirus pandemic and its ongoing restrictions. The Development Trust felt it was right to put a lot of project activity on hold and shift their focus to delivering essential services to the community such as meals on wheels, wellbeing packs and lots more. The restriction of only one contractor being allowed on site at any one time, has also slowed down all works. We have also faced the challenge of contractors being on furlough and in isolation thus unable to work.

SECTION 8 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data you have 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.

8.1 Would the person named as main contact for this application please sign below		
Signature: 	Print: NATALIE SUTHERLAND	Date 27/02/2021

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature: 	Print: DAVID ROBERTSON	Date 27/02/2021

Attachments checklist. Please ensure you enclose copies of the following where appropriate.		Please Indicate (x)
1	Constitution or Articles and Memorandum	X
2	Committee Members or Directors List	X
3	Permissions – Planning etc	X
4	Policies – Child, Risk, Equal Opportunities etc	X
5	Confirmation of Match Funding if available	X
6	Bank Statement	X
7	Research/Evidence of Need and Demand – Feasibility + Letters of Sp	X
8	Business Plan	X
9	Insurance	X

For assistance completing this form please contact:

coastal.communities@highland.gov.uk

Please ensure you include your EOI reference number that was supplied to you with your application pack.

Highland Coastal Communities Fund – Application Assessment

File Reference:	168	Applicant Name:	Tain Heritage Trust	Organisation Type:	Community
Project Title:	Tain Picture house – Lift Works	Date application received:	27/2/2021	Area Committee:	Easter Ross

Project Summary			
Total eligible project costs (£)	£28,788	Total HCCF funding sought (£)	£26,073
Percentage HCCF grant intervention rate applied for (%)?	90%		
Estimated Start Date	April 21		
Estimated Finish Date	September 21		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	
	Has any work already started/costs been incurred prior to application?	No	
2	Does the project have to comply with any Statutory Regulatory Requirements?	Yes	
	Are the necessary planning consents/licences in place or applied for?	Yes	Listed Building Consent and planning permission in place
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	No	Costs inclusive of VAT
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Yes	
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	No	No revenue generation at this stage; however, in terms of evidencing ongoing viability/sustainability a business plan for the full development has been provided
8	Project fits with the following HCCF priority(ies)	Yes	Economic Recovery

	<ul style="list-style-type: none"> - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation 		
9	<p>Is a full match funding package in place or applied for pending decision (written evidence provided)?</p> <p>If a match funding decision(s) is pending, what is the expected date of decision(s)?</p>	Yes	
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Yes	

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness		As a stand alone phase of a wider development, all requirements are in place to allow this phase to proceed immediately
12	Engagement & Support		Letters of support submitted with the application. Business plan contains a feasibility study which includes comprehensive details of engagement and support
13	Meeting a Need of Demand/Market Demand		As per information within the business plan
14	Legacy & Exit Strategy		Credible plans in place to take forward the next phase of development however can only award amber given the current level of outstanding funding to be confirmed for the follow on phases
15	Consideration of equalities issues/impacts		Comprehensive detail on how equalities has been considered as part of the original scoping of the project right through to the proposal capital plans. Specifically this project will install a lift that will enable full accessibility of the eventual facility
16	Environmental sustainability		Bringing a listed building back in to use. Good consideration of mitigating negative impacts
17	Value for Money		As a stand alone project this is a high percentage of HCCF funding against total costs. In consideration of the wider project, the value of funding this will bring to the area and the eventual positive impacts that the project aims to achieve this would lead to a higher score
18	Match funding		Confirmation of match funding supplied
19	Meets Local Priorities		Good identification with wider plans/strategies
20	Additionality		Specifically in terms of this project it could be argued that other funding could be used for delivery; however, in consideration of the overall costs of the wider project and taking into account all the phases required to deliver the eventual aims it is clear that HCCF funding is required in order for the project to proceed

	Please indicate whether HCCF funding is required to: <ul style="list-style-type: none"> - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project 		
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:	No	Loan finance is a consideration for follow on phases. Given this stage alone will not enable revenue generation and requires upfront capital costs to be met, commercial finance would not be viable.
Procurement and RoC:			
21	Are all project costs eligible/essential?	Yes	
22	Have the project costs been sufficiently broken down and itemised?	Yes	
23	Have the recommended HCCF procurement requirements been met, where required? If not what steps have been taken to judge whether costs are reasonable?	Yes	
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	N/A	Not VAT registered
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	As per application form

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Y	
Application technical assessment checklist	Y	
Most recent bank statement Current balance of account	Y	
Certified financial accounts:	Y	
Research / Evidence of need and demand	Y	
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	N/A	
Complete business plan (If relevant)	Y	
Evidence of control/ownership of asset	Y	
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	
May apply:		
Current constitution or articles and memorandum	Y	
Current committee members or directors' list	Y	

Permissions – planning, building warrant etc.	Y	
Policies – equal opps Child protection (if relevant)	Y	
Written confirmation/evidence of match funding (if available)	Y	
Insurance	Y	
Additional:		
Letters of support	Y	
Partnership Agreement	N	Unclear whether this is necessary or not. If considered to be necessary it should be attached as a condition of funding
Other		

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Other Issues/Conditions

Assessed by: Fiona Cameron	Name:	Fiona Cameron
I can confirm that I have completed the eligibility checks as set out above.	Date:	25/03/21

The following documents were provided as appendices to the application and are available on request:

- Evidence of control of the asset
- THT Accounts
- Lift quotes
- Tender information

Listed building consent
Planning permission
Letter of support – Tarbat CC
Letter of support Balintore & Hilton CC
THT Mem & Arts
Directors list
Full business plan
TCF Confirmation of funding
Bank statement
Insurance

