

Agenda Item	8
Report No	BIDS/014/21

## HIGHLAND COUNCIL

**Committee:** Black Isle, Dingwall and Seaforth Area Committee

**Date:** 26 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 Black Isle, Dingwall and Seaforth Area Committee has been awarded £22,015.82 of Crown Estates revenues for distribution within the Black Isle, Dingwall and Seaforth Area. Funding will be distributed as the Highland Coastal Communities Fund – Black Isle, Dingwall and Seaforth (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 Black Isle, Dingwall and Seaforth at Area Committee on 14<sup>th</sup> April is as follows:

Available HCCF Funding – £22,015.82  
Number of applications for consideration – 2  
Total value of grant requests - £9,450

This can be split as follows:

Ward 8 – £4,450  
Ward 9 – £5,000

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.

## 3. IMPLICATIONS

3.1 **Resource** – Black Isle, Dingwall and Seaforth has available funding of £22,015.82. Applications under consideration total £9,450 there are therefore no resource implications should members wish to approve all applications.

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: 26 March 2021

Author: Fiona Cameron, Programme Manager

Appendices:

Appendix 1 – RAG Status Summary Sheet

Appendix 2 – Maryburgh Mens Shed Application

Appendix 3 – Maryburgh Mens Shed Technical Assessment

Appendix 4 – Culbokie Village Green Application

Appendix 5 – Culbokie Village Green Technical Assessment

EOI Ref	Applicant	Total Project Cost	Grant Requested	Timescale for Start	Project Robustness	Engagement & Support	Meeting a Need of Demand/	Legacy & Exit Strategy	Equalities issues/im pacts
35	Maryburgh Mens Shed	£ 5,000.00	£ 5,000.00	Apr-21	2	3	3	3	3
80	Culbokie Community Trust	£ 7,149.00	£ 4,450.00	Aug-21	3	2	3	3	3

**Total Requested**    £ 9,450.00

**BIDS Budget Available**                    £22,015.82

**Remaining Budget If Approved**                    £12,565.82

Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
3	3	2	N/A	3	25
3	3	3	N/A	3	26

## 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

<b>1.1 Organisation/applicant name</b>	Maryburgh Men's Shed
<b>1.2 Project title</b>	MMS – Establishment Works

<b>1.3 Total cost of project</b>	<b>Total cost of project</b>	<b>£5,000</b>
	<b>Match Funding</b>	<b>£0</b>
	<b>Grant requested</b>	<b>£5,000</b>

<b>1.4 Estimated Start Date</b>	April 2021
<b>1.5 Estimated Finish Date</b>	June 2021

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

How will your project benefit coastal communities or the coastal/marine economy?
<p><i>Please provide any evidence you have of wider community support for this application?</i></p> <p>Our aim is to obtain the former Maryburgh Primary School, which has been sitting empty and deteriorating since 2013, through a Community Asset Transfer from Highland Council and to use this facility for the benefit of the Community. Our Men's Shed will allow Community members the opportunity to re-engage and meet, to become involved in Community projects for the betterment of the Community, while also improving their mental health and well being. This is particularly important in the current prevailing pandemic conditions. Meeting safely in the future in a Community building will help enormously in improving our Community. Our CAT application has been supported</p>

by more than 80 local residents from the Community and this is growing as the Community becomes more involved with our Project. We have received many letters of support from local businesses and organisations encouraging us to progress with our initiative. Some copy letters are attached to our application.

As some of our organised activities for our members it is our intention to arrange supervised walks from Maryburgh to Dingwall along the well-used coastal path and will include litter picking to improve the environment there.

Our members will also be helping retired and unemployed people regain their confidence to find work again, or be less lonely, by being involved with and making items for sale to support The Men's Shed or to give away.

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	
<b>Contact number</b>	
<b>Alternative contact number</b>	

<b>2.2 Position</b>	
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<b>2.3 Address</b>	
<b>Postcode</b>	

<b>2.4 Email address</b>	
<b>2.5 Website address</b>	

## SECTION 3: ORGANISATION DETAILS

<b>3.1 Organisation Status</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>		
<b>Constituted Group</b>	x	Doc attached
<b>Public Body</b>		
<b>Private Business</b>		
<b>Charity</b>	x	
<b>SCIO</b>	x	SC050417
<b>Other (please specify)</b>		

<b>3.2 Are you VAT Registered? (delete as appropriate)</b>	<b>YES / NO</b>
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<b>3.3 If you are registered for VAT please quote number</b>				
<b>3.4</b>	<b>Is the VAT related to the project being reclaimed from HMRC (x)</b> <i>please provide any relevant details in the box below, details of exemptions etc.</i>	Wholly	Partially	None
<b>Notes:</b>				
<b>3.5 Key Project Personnel – please list personnel involved in this project detailing their skills to be involved</b>				
<b>Name and position in organisation</b>		<b>Skills/Area of work</b>		
Andrew Barnett - Treasurer		Organisation- Contract Engagement / Project Manager		
Ian Tolmie - Chairman		Local Knowledge, experience of negotiation / Securing Best Value Contracts		

## SECTION 4: PROJECT DETAILS

<b>4.1 Where will the project be happening? (Please include postcode)</b>
Former Primary School, Maryburgh Village, Ross Shire IV7 8EB

<b>4.2 Project summary. Please summarise your project as concisely as possible:</b>
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<p><b>(a) What need or opportunity will your project address? How do you know that there is local support for the approach you are taking?</b></p> <p>Our Project will provide a huge opportunity for our Community by improving mental health and well being amongst members. We feel such a facility is needed even more than ever, following the current pandemic, due to the mental stress and strain it has put on people, particularly those who live alone or have gone through months of shielding. When such spaces are safe to open fully again, folks who are currently unable to access social networks will be keen to become participants in our facility. Communities have shown during this pandemic just how much they can provide in the way of support and much needed services and facilities for local people. We have consulted within our Community during our CAT application process to gauge interest and have been overwhelmed with the amount of support and interest we have received. We have many letters of support from community groups as well as churches, scouts, local football clubs, businesses, the local pub, Councillors, MSP's and our MP.</p>
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<p><b>(b) Project Summary and main activities</b></p> <p>The Project will help make our new premises – the Former Maryburgh Primary School Building – a safe and welcoming place to visit, work in and enjoy the company of others.</p> <p>The existing building has been neglected for many years and although generally sound it does have maintenance work required to be done on it. This is to repair leaks in the roof space where slates have become dislodged and not replaced ; where some windows have been broken and</p>
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not replaced ; the internal decoration requires to be refreshed to make it a welcoming place to be.

These are activities required by specialist tradesmen, which will require new materials and the skills to address the issues properly and professionally. Our intention is that we will support the specialist trades with our own members where this can be done safely. This will help reduce the overall costs of repairs. We have willing volunteers who can help with this.

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

- **Environmental impact:** Once established we are intending to provide our electricity through roof mounted solar panels, making us more environmentally friendly and reducing our running costs.
- Our repair materials will be sourced from sustainable materials bought locally and for timber from local forests where possible.
  
- **Equalities impact/issues :** Our Constitution provides for all to become members of our Men's Shed, men and women and we also welcome disabled members - the new premises will be capable of providing suitable access.

**(d) Who will benefit from your project?**

The entire Community of Maryburgh, particularly elderly people who are lonely and will benefit from company and motivation to become involved with new and old friends again. Joining for a cuppa and a blether to share stories and meet up.

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

Our project will help Maryburgh Men's Shed become established and allow a strong base to let the Community spirit and energy grow into a significant additional Community asset. We have longer term plans to allow the new facility to grow with the community and our development plan lists this and describes how we intend to progress.

Lasting benefits from the Project will provide the Community with a safe, usable, focal point where members can meet, chat, work on Projects, enjoy a cup of tea with friends and reduce loneliness within the Community.

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

Our Project links closely with Scottish Government strategies for Social Isolation and Loneliness – Priorities 1, 2 and 3 see attached supporting documentation (appendices have been omitted due to file sizes but can be provided on request).

Our Project also links with Highland Council strategies included in their Corporate Plan for Outcomes 2.2 , 3.1, 5.3 and 6.7 see attached supporting documentation (appendices have been omitted due to file sizes but can be provided on request)..

<b>4.3 Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)</b>	<b>YES / NO</b>	
If YES, please detail		
<b>Type</b>	<b>Steps Taken</b>	<b>Date</b>
Change of Use on existing Building	Initial pre checks done with local planners	04/12/20

**SECTION 5: BUDGET**

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

<b>5.1</b>		
<b>Budget Heading</b>	<b>Detailed cost</b>	<b>Amount</b>
Materials	Timber	£600
	Slates	£250
	Paint	£300
	Glass	£150
Joiner	Labour	£2,000
Roofer	Labour	£500
Glazier	Labour	£400
Painting	Labour	£800

<b>TOTAL PROJECT COST</b>		<b>£5,000</b>

## 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 £
<b>Total £</b>			
<b>Please detail HCCF Grant requested £</b>			<b>5,000</b>
<b>(This should total project costs section 5) Total £</b>			<b>5,000</b>

6.2 Will your project involve any “in kind” support?	
<b>YES/NO</b>	<b>Yes</b>
<b>Please detail:</b>	Volunteering support to trades undertaking repairs on the building. This will be provided by members who can safely undertake general labouring to support trades undertaking the repair works to help reduce costs and duration.

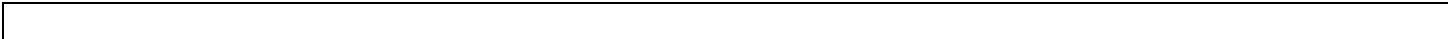
## SECTION 7 – BUSINESSES AND REVENUE GENERATION PROJECTS

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:	
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other (please detail)</b>	

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

If yes, please provide further details:
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## 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.*

<b>8.1 Would the person named as main contact for this application please sign below</b>		
<b>Signature: A Barnett</b>	<b>Print: Andrew Barnett</b>	<b>Date 23/01/21</b>

<b>8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)</b>		
<b>Signature: I Tolmie</b>	<b>Print: Ian Tolmie</b>	<b>Date 23/01/21</b>

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

**For assistance completing this form please contact:**

[coastal.communities@highland.gov.uk](mailto: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

<b>File Reference:</b>	<b>35</b>	<b>Applicant Name:</b>	<b>Maryburgh Men's Shed</b>	<b>Organisation Type:</b>	<b>Charity - SCIO</b>
<b>Project Title:</b>	<b>MMS Establishment Works</b>	<b>Date application received:</b>	<b>24/01/2021</b>	<b>Area Committee:</b>	<b>Black Isle, Dingwall &amp; Seaforth</b>

<b>Project Summary</b>			
Total eligible project costs (£)	£5,000	Total HCCF funding sought (£)	£5,000
Percentage HCCF grant intervention rate applied for (%)?	100%		
Estimated Start Date	April 2021		
Estimated Finish Date	June 2021		

<b>Application Technical Check</b>			
		<b>Yes-No-N/A</b>	<b>Comments</b>
1	Is HCCF grant requested within the Highland/local thresholds?	Y	Community benefit applications eligible for up to 100%
	Has any work already started/costs been incurred prior to application?	N	
2a	Does the project have to comply with any Statutory Regulatory Requirements?	Y	
2b	Are the necessary planning consents/licences in place or applied for?	Y	Planning permission required. Initial checks already undertaken with HC Planning.
3	Is project activity being proposed, a public sector statutory duty?	N	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	N	Applicant not VAT registered
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Y	Project to take place in Maryburgh
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Y	Applicant is registered SCIO – SC050417
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	N	It is stated that members will not be charged for use. A Development Plan has been provided

8	Project fits with the following HCCF priority(ies) - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation	Y	Application has stated '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)?	N/A	Project is requesting 100% funding from Highland Coastal Communities Fund
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Y	Typed signature given, this has been deemed acceptable under current circumstances.

### Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	<b>Project Robustness</b>	A	Premises is to be acquired by Maryburgh Mens Shed from Highland Council through a Community Asset Transfer. Applicant has updated that CAT has since been approved however formal conveyancing will take some time to conclude, they expect that the group will be allowed entry to progress with building repairs and have meetings planned to progress this – 3/3/21. Further information has been provided that the site is currently occupied by contractor, its expected the site will be vacant towards end of 2021. Taking into account this additional information it is likely that the project will have a delayed start date until the above is resolved.
12	<b>Engagement &amp; Support</b>	G	Application states CAT was supported by 80 local residents. Letters of support have been provided by Munro Sawmills Ltd, Maryburgh Football Club, Dingwall & Highland Marts Ltd, MP Ian Blackford, MPS Kate Forbes, MSP Edward Mountain, Dingwall Medical Group, Highland TSI, Maryburgh Matters, Ross County Football Club, Ian Cockburn THC, Contin Community Council, Police Scotland, Highland Woodturning Club, Maruburgh Scouts, Free Church, The Cottage Bar & Restaurant, Ferintosh Parish Church, Maryburgh Store, Maryburgh Community Council, Terri Semple.
13	<b>Meeting a Need of Demand/Market Demand</b>	G	A Development Plan has been provided that includes section on 'the need'- area has elderly population and social isolation issues. Need is also demonstrated through their current membership of over 70 local residents and the significant number of local letters of support evidenced who all mentioned the need for a space for people to socialise and support community health and wellbeing initiatives
14	<b>Legacy &amp; Exit Strategy</b>	G	Development Plan document details legacy of the 'shed' and has identified sources for future financial support/fundraising activity to cover running costs and has also identified potential funders for future project-based approach
15	<b>Consideration of equalities issues/impacts</b>	G	The application states that the new premises will have all abilities access. By the organisations constitution the facility will be open to anyone over 18 free of charge. Throughout the application and supporting documents, the premises has been referenced as 'The Men's Shed' and 'The Shed' interchangeably. Should the facility



			be called "The Men's Shed", the organisation may need to make clear through public communications that the facility is open to all as the name suggests the facility may be exclusive to male demographic. Applicant is relatively new organisation and does not have Equalities policy in place – added as Grant Condition
16	<b>Environmental sustainability</b>	G	Application states that materials for the repair works will be responsibly sourced and there is intention to install solar panels as energy source.
17	<b>Value for Money</b>	G	Small grant being applied for to repair roof of building. The facility will be a community asset which will provide a social space with the aim to improve community health and wellbeing.
18	<b>Match funding</b>	A	Applicant is applying for 100% of project costs and has not stated why match funding has not been pursued or sourced. However, it is likely due to the small amount being applied for in this instance
19	<b>Meets Local Priorities</b>	N/A	Local priorities have not been set
20	<b>Additionality</b>	G	Funding is required to allow the project to proceed
	Please indicate whether HCCF funding is required to: <ul style="list-style-type: none"> <li>- Allow the project to proceed</li> <li>- Increase the scope of quality of the project</li> <li>- Accelerate the implementation of the project</li> </ul>		Applicant has recently been awarded £12,000 developers contribution – applicant has been asked to confirm this funding will not cover any of the costs outlined in HCCF application (Email sent 24/3/2021)
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:		Due to organisation type and limited funds it would not be expected that a loan is considered
<b>Procurement and RoC:</b>			
21	Are all project costs eligible/essential?	Y	Costs include labour and materials for roof repair
22	Have the project costs been sufficiently broken down and itemised?	Y	Break down of costs of labour and materials has been 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?	N	Procurement will be discussed with the applicant during the post offer meeting. Project will need to follow appropriate procurement processes and evidence provided  Costs are deemed reasonable at application stage
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	N	Applicant is not VAT registered
25	Has the applicant received previous funding from public sources in the last three fiscal years?	N	Applicant has not received previous funding

<b>Document Checklist</b>		
	Yes-No-N/A	Comments
Expression of Interest	Y	

Most recent bank statement Current balance of account (£	Y	
Certified financial accounts:	N	
Research / Evidence of need and demand	Y	Development Plan
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)		
Complete business plan (If relevant)		
Evidence of control/ownership of asset	N	Copy of Community Asset Transfer has been requested
Job descriptions (and activity plan) for any post which funding is sought towards		
<b>May apply:</b>		
Current constitution or articles and memorandum	Y	
Current committee members or directors' list	Y	
Permissions – planning, building warrant etc.	N	To be provided as grant award condition
Policies – equal opps Child protection (if relevant)		Policies to be requested
Written confirmation/evidence of match funding (if available)	N/A	
Insurance	N	To be provided once CAT transfer complete?
<b>Additional:</b>		
Letters of support	Y	Several letters of support have been provided
Partnership Agreement		
Other		

<b>Recommended Conditions of Grant</b>	
<b>Pre Approval Conditions</b>	
<b>Pre Start Conditions</b>	
Copy of planning permission to be provided	
<b>Other Issues/Conditions</b>	
Building warrant (if required) to be provided	
Copy of Equal Opportunities Policy to be provided	
Copy of insurance to be provided	

<b>Assessed by:</b>	<b>Name:</b>	<b>Sarah Lamb</b>
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I can confirm that I have completed the eligibility checks as set out above.		
	Date:	23/3/2021



## 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

<b>1.1 Organisation/applicant name</b>	Culbokie Community Trust
<b>1.2 Project title</b>	Culbokie Village Green Volunteer Programme – EOI 80

<b>1.3 Total cost of project</b>	<b>Total cost of project</b>	<b>£7,149.00</b>
	<b>Match Funding</b>	<b>£2,699.00</b>
	<b>Grant requested</b>	<b>£4,450.00</b>

<b>1.4 Estimated Start Date</b>	August 2021
<b>1.5 Estimated Finish Date</b>	July 2023

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

How will your project benefit coastal communities or the coastal/marine economy?
<p><i>Please provide any evidence you have of wider community support for this application.</i></p> <p><b>Benefits:</b></p> <p>Culbokie is remote from services and is in the Scottish Index of Multiple Deprivation 2020 (SIMD) lowest decile for geographic access. The village stretches 2km along the B9169 and is adversely affected by noisy through traffic which is not conducive to walking or ad-hoc social interaction and chatting. The proposed new Village Green will be a gathering point which is central but away from the traffic, will promote social mixing, reduce isolation, encourage shared endeavour, provide a safe play space, and activities for adults, families, and young people (such as outdoor table tennis). It will be a greenspace with biodiversity in the heart of the village. Involving volunteers in its creation will support individuals and families by reducing isolation, enhancing skills, promoting social mixing and nurturing community spirit.</p>

*Evidence for support:*

We received inspiring community contributions to village green designs in consultations held in 2018 and enthusiastic support for the final design at an open meeting in 2019 with a lack of negative comments.

## 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.culbokiect.org

## SECTION 3: ORGANISATION DETAILS

3.1	Organisation Status	Please indicate (x)	Organisation number
	Company limited by guarantee	X	SC481094
	Constituted Group		
	Public Body		
	Private Business		
	Charity	X	SC045867
	SCIO		
	Other (please specify)		

3.2	Are you VAT Registered? <i>(delete as appropriate)</i>	<del>YES</del> / 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

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
	Richard Fyfe	Chair	Specialist in Environmental Regulation
	Alison Petch	Vice-Chair	Health & Social Care

Penny Edwards	Director	Rural Development
Paul Wadge	Director	Project Management
Mark Douglas	Director	Chartered Quantity Surveyor
Angela Morris	Director	Fund-raising, Experience in the Arts and Education
Chris Little	Associate - advisor	Building design, energy appraisal and analysis

## SECTION 4: PROJECT DETAILS

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

Culbokie. Adjacent to Spar Shop. IV7 8FP

### 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?

*Need:* The village has no obvious focal point or central outdoor space for informal social activity, recreation and the enjoyment of nature. The new Village Green will lie in the heart of the village and provide a focal point, away from the traffic, where people can safely gather, socialise and take part in community events and activities. Permanently open to everyone, the new Village Green will make a dramatic improvement to the social and visual amenity of the village.

Involving volunteers in its creation will help address the need people have to make a positive contribution to their community both for personal development and to develop meaningful relationships. It will also engender a feeling of ownership, responsibility and local capacity for the long-term care of the Village Green.

The Village Green will involve the building of an attractive 8m x 4m traditional timber shelter with a living-roof suitable for a range of community activities. This will be a tremendous asset for the community, particularly in a post-COVID-19 world where pandemics are recognised as a long-term threat. The shelter will fulfil the need for a safe venue affording some protection from the weather for community activities including training workshops (e.g., cycle repair or tool maintenance), market stalls, exhibitions and demonstrations, apple pressing, consultations, performances and general social gathering. It will also provide a space where young people can gather and hang out in a space that is well monitored and overlooked by nearby homes.

*Opportunity:* This project has taken advantage of the planning system to package a small piece of rough, abandoned agricultural land in the middle of the village into an ambitious project to create the new Village Green and to build a new Community Hub and 6 extra affordable houses. This has been achieved through a unique partnership with Tulloch Homes and Cairn Housing whose considerable investments have created the main building blocks for this project which the community now needs to assemble. It is estimated that their investment will amount to a total of around £1m by the end of the project. Without the community intervention this space would probably have continued as unloved waste land or be used for additional private housing.

*Evidence of local support:* In the full postal ballot that was required for the land purchase under 'community right to buy' we achieved 81% in favour of the project. We received

inspiring community contributions to village green designs in consultations held in 2018 and enthusiastic support for the final design at an open meeting in 2019 with a lack of negative comments. Over 25% of the population are members of the Culbokie Community Trust (CCT).

**(b) Project Summary and main activities**

Tulloch Homes is creating the basic 'canvas' for the development of the Village Green. They will prepare and grade the land, sow it with a seed mixture according to our specification and establish the main path. CCT will convert this basic space into a resource for local gatherings, learning and skill sharing, volunteer activities, 'hanging out' and socialising, with opportunities for people from many different backgrounds to benefit.

To keep the work as affordable as possible in the current climate of very restricted grant availability, we have opted to focus volunteer work on those elements where we have confidence that we can provide the support needed from within our own volunteer resources. This cuts out the significant extra costs of supervisory staff and some other elements of external volunteer support previously envisaged. Our volunteer programme, which is the subject of this application) will therefore focus on overground work: particularly the planting and establishment of the community orchards, planting native trees and shrubs, the creation of willow structures, the relocation of the Community Sharing Shed to the Village Green, the raising of the traditional timber shelter structure under the supervision of the craftsman builder that we've selected and other value-add tasks. We will involve the local school, other community groups and individual volunteers from all walks of life in the volunteer programme who will be supported by our existing team of exceptionally skilled and dedicated volunteers. The corollary is that we now intend that all the more complex, heavier or underground work will be undertaken by contractors – so this cost will be increased. This includes path creation, installation of solar lighting, creation of the natural play area, installation of timber signs and benches and construction of drystone walls. This amended plan, resulting in the same physical outcomes, represents a saving of approximately £32,000 over our original proposal and will bring forward completion by around 1 year.

It should be noted that this project, to involve volunteers in eating the village green, stands completely separate to contractor work and can go ahead independently.

Future phases of the project will deliver a Community Café and Toilet Block with provision for further phases which are envisaged to include a Community Hub for business use and a health room.

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

**- Environmental impact:**

- Biodiversity will be enhanced through wildflower meadow establishment, creation of a pollinator bed and native tree planting,
- The community orchard will provide locally sourced food and an opportunity for education around a good diet and healthy eating,
- When all phases of the project are complete, Culbokie will have a well-designed, sustainable place where we are able to access the amenities and services we need,
- Travel to access services will be reduced by 10% overall, reducing travel miles and carbon footprint.

**- Equalities impact/issues:**

- The Village Green will be open to all people at all times,
- All elements including the paths and shelter have been designed to accommodate



wheelchair access,

- The completed project will strengthen the social and support networks for parents with young children, young people and older adults.

**(d) Who will benefit from your project?**

- People who want to contribute to village life and meet people,
- People who are isolated and lonely – often older people,
- People with mental and physical health issues,
- Families looking for affordable family friendly activities,
- Community groups such as scouts and guides and school groups,
- All residents of the village and its hinterland and beyond.

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

The Village Green will be maintained by volunteers with some contractor assistance for volunteer-unfriendly work.

Lasting Benefits:

- Capacity of the community to look after the Village Green,
- Communal amenity and gathering space including community orchard, wildflower meadows, herb garden, shelter with living roof, play area, seating and paths,
- Ongoing volunteering and personal development opportunities for people from different backgrounds,
- Community cohesion as volunteers work together.

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

- The project takes place on land zoned for community facilities in the Local Plan and has been given outline planning consent.
- The Village Green lies adjacent to a proposed new active travel route through the village. This is being designed with support from Sustrans and work is ongoing to integrate the design of these two projects.

<b>4.3 Does your project require planning permission or any statutory regulatory requirement or consent? (delete as appropriate)</b>		<b>YES / <del>NO</del></b>
If YES, please detail		
<b>Type</b>	<b>Steps Taken</b>	<b>Date</b>
Planning permission in principle	Planning permission in principle received. Ref: 18/05806/PIP.	7 January 2020

## SECTION 5: BUDGET

*This can be provided in a separate excel spreadsheet if you prefer.*

5.1		
Budget Heading	Detailed cost	Amount
Wildflower seeds	Source: Mushroom Trust. Species rich seed mixes.	£1,560.00
Phase 1 Planning Application	Source: Port of Cromarty Firth, Phase 1 Planning Application	£1,139.00
<b>HCCF</b>		
Volunteer training	Tree planting and planting willow sets	£1,000.00
PR	Printing and social media costs to keep the community updated on progress	£100.00
Consumables	Tea and coffee, spares	£100.00
Native trees and guards	£25 per tree. Bare root with stake, guard, ties and mulch mat, quantity 18.	£450.00
Fruit trees and guards	£30 per tree. Bare root with stake, guard, ties and mulch mat, quantity 20.	£600.00
Hedge Plants	Hedge plants, no protection or mulch, quantity 800.	£1,000.00
Willow sets	Some can be sourced from existing planting but additional plants will be required	£50.00
Tools	Tools for volunteers to maintain landscaped area	£150.00
Storage	Transportation of a shipping container for temporary tool/material storage	£500.00
Relocation of Sharing Shed	Dismantle and move to Village Green from its temporary location. Rebuild including re-felting of roof & make electrical connection	£500.00
<b>TOTAL PROJECT COST</b>		<b>£7,149.00</b>

## 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 £
Mushroom Trust	Yes	Dec/20	1,560.00
Port of Cromarty Firth	Yes	Dec/20	1,139.00
<b>Total £</b>			<b>2,699.00</b>
<b>Please detail HCCF Grant requested £</b>			<b>4,450.00</b>
<b>(This should total project costs section 5) Total £</b>			<b>7,149.00</b>

6.2 Will your project involve any “in kind” support?	
<b>YES/NO</b>	
<b>Please detail:</b>	Volunteers’ time, a donation of land from Tulloch Homes as part of the excambion for the land owned by CCT. Tulloch have paid all CCT’s legal fees for the project and are contributing in kind to the servicing of the site.

## 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:	
<b>HIE</b>	Grant for Feasibility Study
<b>Scottish Land Fund</b>	Purchase of Glascairn land under Community Right to Buy
<b>The Highland Council</b>	Grant for Feasibility Study
<b>Big Lottery</b>	Grant for Feasibility Study
<b>The Mushroom trust</b>	Grant for Species rich seed mixes
<b>Port of Cromarty Firth</b>	Grant for Phase 1 Planning Application

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


CCT received a grant of £96,691 from the Scottish Land Fund which, with donations from local business, individuals and other local fundraising activities, funded the purchase of 0.5ha of land at Glascairn, Culbokie in May 2015.

## 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: Paul Wadge	Date 28/01/20

8.2 To be completed by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature: 	Print: Richard Fyfe	Date 28/01/20

Attachment 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	X
8	Business Plan	X
9	Insurance	X

For assistance completing this form please contact:

[coastal.communities@highland.gov.uk](mailto: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

<b>File Reference:</b>	80	<b>Applicant Name:</b>	Culbokie Community Trust	<b>Organisation Type:</b>	Charity/Limited Company
<b>Project Title:</b>	Culbokie Village Green Volunteer Programme	<b>Date application received:</b>	29/01/2021	<b>Area Committee:</b>	Black Isle, Dingwall and Seaforth

Project Summary			
Total eligible project costs (£)	£7,149	Total HCCF funding sought (£)	£4,450
Percentage HCCF grant intervention rate applied for (%)?	62%		
Estimated Start Date	August 2021		
Estimated Finish Date	July 2023		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Y	Applying for 62% funding support from HCCF
	Has any work already started/costs been incurred prior to application?	N	
2	Does the project have to comply with any Statutory Regulatory Requirements?	Y	
	Are the necessary planning consents/licences in place or applied for?	Y	Planning in Principle has been received. Dated 7/1/2020
	Has confirmation of land/building ownership be provided?	Y	Culbokie Community Trust have confirmed ownership within application
3	Is project activity being proposed, a public sector statutory duty?	N	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	N	Applicant is not VAT registered
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Y	Development to take place in Culbokie Village
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Y	Registered Charity and Limited Company
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	Y	Business Plan has been provided. Income will be generated through market stall trader fees and general community hire for events.

8	Project fits with the following HCCF priority(ies) - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation	Y	Applicant has stated 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)?	Y	Match funding in place and written confirmation provided
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Y	

### Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	<b>Project Robustness/viability</b>	G	Development has received in principle planning permission January 2020 (as part of a larger development plan for the area that includes 6 affordable homes). Applicant has provided a detailed application and supporting documents indicating the delivery and outcome of the project has been well planned
12	<b>Engagement &amp; Support</b>	A	Community Right To Buy ballot took place in 2015 – 54% return with 81% in favour (457 in favour votes). Community consultation took place in 2018 - 15 feedback responses were received. Report compiling feedback has been provided.  While the above evidence demonstrates previous community support for the right to buy and consultation on potential development, it does not demonstrate support directly for this application
13	<b>Meeting a Need of Demand/Market Demand</b>	G	Application states there is currently no focal point to the village, and the project will create an attractive area for people to socialise outdoors while building community capacity through volunteer work. Encouraging people to grow and sell local produce contributes to a low carbon economy and lifestyle. Business plan provided gives further detail on need.
14	<b>Legacy &amp; Exit Strategy</b>	G	Project will be revenue generating through market trader fees and community hire. Income generated will go towards maintenance and upkeep of the area. Lasting benefits through increasing volunteer and community capacity
15	<b>Consideration of equalities issues/impacts</b>	G	Applicant states that “The Village Green will be open to all people at all times. All elements including the paths and shelter have been designed to accommodate wheelchair access. The completed project will strengthen the social and support networks for parents with young children, young people and older adults”. Vulnerable Adult and Child Protection Policies have been provided
16	<b>Environmental sustainability</b>	G	Development will have positive biodiversity impact with planting of various flower habitats and application has acknowledge pollinator beds. Solar lighting and sustainable materials are to be used. Applicant anticipated that there will be reduced

			travel given the location of the development.
17	<b>Value for Money</b>	G	Project costs at Expression of Interest stage were £61,650 which included a part time community gardener for 2 years. This has since been removed from the application which will now rely on volunteer contribution for gardening works. This has significantly reduced the costs of delivery. Applicant has stated the positives of using volunteer contribution, which will increase community capacity, and reinforce sentiment and responsibility of community ownership.
18	<b>Match funding</b>	G	Match funding has been secured through The Mushroom Trust and Cromarty Port Authority
19	<b>Meets Local Priorities</b>	N/A	Local priorities for the fund not set
20	<b>Additionality</b>	G	Funding is required to allow the project to increase the scope of quality of the project and accelerate the implementation of the project
	Please indicate whether HCCF funding is required to: <ul style="list-style-type: none"> <li>- Allow the project to proceed</li> <li>- Increase the scope of quality of the project</li> <li>- Accelerate the implementation of the project</li> </ul>		
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option	N	Due to nature of organisation and project it would not be expected that loan financing be considered.
<b>Procurement and RoC:</b>			
21	Are all project costs eligible/essential?	Y	
22	Have the project costs been sufficiently broken down and itemised?	Y	
23	Have the recommended HCCF procurement requirements been met, where required?  If not what steps have been taken to judge whether costs are reasonable?	N	Procurement will be discussed with the applicant during the post offer meeting. Project will need to follow appropriate procurement processes and evidence provided  Costs are deemed reasonable at application stage
24	Is the applicant is VAT registered, has VAT been removed from eligible project costs?	N	Applicant not VAT registered
25	Has the applicant received previous funding from public sources in the last three fiscal years?	N	

<b>Document Checklist</b>		
	Yes-No-N/A	Comments
Expression of Interest	Y	
Most recent bank statement Current balance of account	Y	

Certified financial accounts:	Y	
Research / Evidence of need and demand	Y	Business Plan has been provided
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	
<b>May apply:</b>		
Current constitution or articles and memorandum	Y	
Current committee members or directors' list	Y	
Permissions – planning, building warrant etc.	Y	Copy of in principle planning permission provided
Policies – equal opps Child protection (if relevant)	Y	Vulnerable Adults Policy and Child Protection Policy has been provided
Written confirmation/evidence of match funding (if available)	Y	Confirmation from The Mushroom Trust and Port of Cromarty Firth have been provided. Date on email deleted on POCF confirmation
Insurance	Y	
<b>Additional:</b>		
Letters of support		
Partnership Agreement		
Other	Y	Community Right to Buy Ballot sheet, Community Consultation report

Recommended Conditions of Grant
<b>Pre Approval Conditions</b>
<b>Pre Start Conditions</b>
Copy of planning permission to be provided
<b>Other Issues/Conditions</b>

<b>Assessed by:</b>	<b>Name:</b>	<b>Sarah Lamb</b>
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I can confirm that I have completed the eligibility checks as set out above.

Date:

23/3/2021

