

Agenda Item	12
Report No	DSA/015/21

HIGHLAND COUNCIL

Committee: Dingwall and Seaforth

Date: 9 November 2021

Report Title: Highland Coastal Communities Fund – Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment and Economy

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 Dingwall and Seaforth Area Committee has been awarded £11,007.91 of Crown Estates revenues for distribution within the Dingwall and Seaforth Area. Funding will be distributed as the Highland Coastal Communities Fund – 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; and
- 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 with expressions of interest accepted on a rolling basis. Following this, a number of projects were invited to proceed to full application stage.

1.4 In summary the position in Dingwall and Seaforth at Area Committee on 9 November is as follows:-

Available HCCF Funding – £6,007.91
Number of applications for consideration – 1
Total value of grant requests - £5,000.00

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

- **Appendix 1** - Project application form and technical assessment for the project under consideration; and
- **Appendix 2** - 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. 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** – Dingwall and Seaforth Area Committee has available funding of £6,007.91. Applications under consideration total £5,000.00. There are therefore no resource implications should Members wish to approve the application.

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

- 3.5 **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.
- 3.6 **Gaelic** – Consideration given within individual project applications in line with HC policy

Designation: Executive Chief Officer Infrastructure, Environment and Economy

Date: 27 October 2021

Author: Fiona Cameron, Programme Manager

Appendices: **Appendix 1** – Dingwall and District Men's Shed Application
Appendix 2 – Dingwall and District Men's Shed Technical Assessment

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	Dingwall & District Men's Shed
1.2 Project title	<u>Laying foundations for Social Unit & Workshop</u> This is just a small part of the overall project i.e. the completion of a Community Craft Village.

1.3 Total cost of project	Total cost of project	£ 13,500
	Match Funding	£Donations have been received to help with the completion of the whole project, these funds will be used for any shortfall.
	Grant requested	£ 5,000 we would be claiming the whole of the amount required (above) if your funds allowed.

1.4 Estimated Start Date	As soon as possible when funds allow, hopefully by December 2021
1.5 Estimated Finish Date	January 2022

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

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

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

As stated, before this application is to fund just a small part of the overall project, to complete the Community Village.

When completed the Village will be a place where all members of the community will be able to come and take part in all sorts of activities. This will benefit the needs of an aging population and reduce social isolation. It will support and help people to lead more independent lives and be a gateway for them back into the community for those who've been excluded.

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Mary Foley
Contact number	
Alternative contact number	

2.2 Position	Treasurer
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2.3 Address	
Postcode	

2.4 Email address	
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2.5 Website address	
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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	X	
SCIO		SC047255
Other (please specify)		

3.2 Are you VAT Registered? (delete as appropriate)	NO
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3.3 If you are registered for VAT please quote number	
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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: NO

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
Steve Dovey (Secretary)	Project Manager/Professional Engineer
Mary Foley (Treasurer)	Finance/Budget Control

SECTION 4: PROJECT DETAILS

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

Dingwall & District Men’s Shed site
Off Jubilee Park Road
Dingwall
IV15 9QZ
(Postal address being applied for)

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?** Once completed the Craft Village will fulfil the need for a facility where members of the community will be able to come and learn new skills and meet and make new friends and feel that they are valued members of society. Many members of the community are, for a variety of reasons, physical and/or mentally isolated. The original ethos of the Men’s Shed movement was to reduce the number of isolated men who found it difficult to socialise. We want to open our facility to help anyone who needs social interaction and companionship. We have received letters from Highlife Highland, The Mid-Ross Community Mental Health Team and the Dingwall Medical Group supporting the work we do and our need for a permanent and more practical base from which to work.

(b) Project Summary and main activities

Foundations to be prepared as instructed by Structural Engineer to gain a building warrant for wooden constructions of a social unit and workshop which will constitute part of the overall Community Village.
To remove existing tarmac and to excavate to a depth of 4”
To apply shuttering and reinforced concrete and 2 layers of insulation.
Quote received for this work to include hire of machinery and labour, materials, and disposal of removed tarmac.

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

- Environmental impact:

- Where the foundations are concerned: suitable layers of insulation will be part of the structure as directed by Structural Engineer.
- Where the Community Village as a whole is concerned: Advice has been given by the Structural Engineer and an energy survey has been carried out. The area will be planted with wildflower seeds to encourage insects etc and bird feeders/bug hotels will be placed in the trees. A rockery and water/bog garden are also planned.

- Equalities impact/issues

- The Community Village will be open to all in the community covered by the Equality Act.
- This is the main aim of the Village, to include all and to be a benefit to all.

(d) Who will benefit from your project?

The Craft Village will be open to all in the community.

All members must be over the age of 18 for insurance purposes but we hope that the children from local schools will be able to attend with the support and supervision of their teachers. Local groups will be able to use our facilities: we already have a singing group who come once a week and a woman's craft group will be joining us next week.

The main aim of the Village is to provide a safe place for people who maybe find it difficult to socialise to come to make new friends, learn new skills or just to chill out and enjoy the company.

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

The HCCF funding will help towards the cost of the foundations for just two of the buildings on site at the Craft Village.

Other funding sources have and will be explored. Generous donations have been received but it has always been our belief that the annual revenue required to remain operational should be earned through the sale of goods and services rather than reliance solely on grants. Before COVID the Men's Shed had an income of £2,300pa from the sale of items made. Our income target will be £5,000pa. Our projected net annual revenue expenditure is £1500. This covers rent, insurance, and energy on current usage. Energy costs of course will increase along with usage.

We anticipate that 20 people will use the facility each session: with two sessions per day. We are currently open two days per week whilst constructing the craft village. We intend to open 5 days per week when the work is completed. Currently 12 people attend on Wednesday and 20+ on Friday.

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

Our project meets many of the criteria established through Highland Councils and NHS Highlands partnership criteria. Namely- people are healthy and have a good quality of life, people are supported to maximise their independence, people are supported to realise their potential, people are socially and geographically connected and have a sense of belonging.

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
<i>Cost of Foundations</i>	<i>Hire of machinery and labour</i>	<i>£5,800</i>
	<i>Materials</i>	<i>£6,900</i>
	<i>Disposal of tar to licenced tip</i>	<i>£800</i>
TOTAL PROJECT COST		£13,500

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 £
Dingwall and District Men's Shed will contribute through money already obtained via donations, grants, and generated income	yes	2021	£8500
Total £			8500
Please detail HCCF Grant requested £			5000
(This should total project costs section 5) Total £			13500

6.2 Will your project involve any "in kind" support?	
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)	

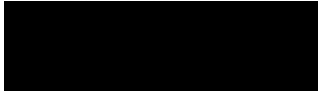
7.2 Have you previously received public funds for your business/organisation?	
Yes	✓
No	


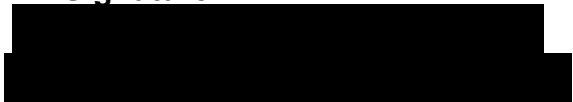
<p>If yes, please provide further details:</p> <p>Participatory budget process £2000</p>

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: M B Foley	Date 18/10/2021

8.2 To be  by the Chairperson or equivalent of your group or organisation (if different from above)		
Signature: 	Print: Brian Liddle	Date 18/10/2021

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	
4	Policies – Child, Risk, Equal Opportunities etc	
5	Confirmation of Match Funding if available	
6	Bank Statement	X
7	Research/Evidence of Need and Demand	X
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:	210	Applicant Name:	Dingwall & District Men's Shed	Organisation Type:	Charity
Project Title:	Laying Foundations for Social Unit & Workshop	Date application received:	20/10/2021	Area Committee:	Dingwall & Seaforth

Project Summary			
Total eligible project costs (£)	£13,500.00	Total HCCF funding sought (£)	£5,000
Percentage HCCF grant intervention rate applied for (%)?	37%		
Estimated Start Date	December 2021		
Estimated Finish Date	January 2022		

Application Technical Check			
		Yes-No-N/A	Comments
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	Planning permission requirement to be confirmed by applicant
2b	Are the necessary planning consents/licences in place or applied for?	Y	To be confirmed by applicant
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 Dingwall
6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	Y	Applicant is a registered charity

7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	N/A	Organisation is a charity, income made from sale of items made contributes towards running costs
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	Applicant to match fund the remaining shortfall of £8,500.00
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)	Y	Application has been signed
Assessment Criteria			
	Application has demonstrated:	RAG Status	Comments
11	Project Robustness	G	The request for funding support to lay the foundations that will house two wooden buildings to carry out community activities forms part of a wider development in the Craft Village being establish by Dingwall & District Mens Shed. The need for foundations was unforeseen and therefore not included within their original fundraising activities.
12	Engagement & Support	G	Letters of support have been provided from Highlife Highland, The Mid-Ross Community Mental Health Team and the Dingwall Medical Group.
13	Meeting a Need of Demand/Market Demand	G	Application states 'We anticipate that 20 people will use the facility each session: with two sessions per day. We are currently open two days per week whilst constructing the craft village. We intend to open 5 days per week when the work is completed. Currently 12 people attend on Wednesday and 20+ on Friday.
14	Legacy & Exit Strategy	G	Established Craft Village will provide a social space for people to meet and become involved in the activities of interest.
15	Consideration of equalities issues/impacts	G	By the organisations constitution the facility will be open to anyone over 18 free of charge. 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. Request equal opportunities policy as grant condition
16	Environmental sustainability	G	Consideration has been given towards insulation and energy efficiency. Planting of wildflower seeds and installation of bird boxes to support local biodiversity in the Craft Village area
17	Value for Money	G	Small grant being applied for to lay foundations to house a social unit and workshop wooden building. The facility will be a community asset which will provide a social space with the aim to improve community health and wellbeing.

18	Match funding	G	Match funding to be provided by applicant themselves
19	Meets Local Priorities	N/A	Local priorities have not been set by Dingwall & Seaforth Area Committee
20	Additionality	G	Funding is required to allow 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:	N	Due to organisation type and limited funds it would not be expected that a loan is considered
Procurement and RoC:			
21	Are all project costs eligible/essential?	Y	Costs include labour and materials
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?	Y	Application states £2,000 from Participatory Budget Process

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Y	
Most recent bank statement	Y	
Certified financial accounts:	N	Requested
Research / Evidence of need and demand	N	
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	Y	
Complete business plan (If relevant)	N	
Evidence of control/ownership of asset	N	To be requested
Job descriptions (and activity plan) for any post which funding is sought towards	N/A	

May apply:		
Current constitution or articles and memorandum	Y	Copy of constitution has been provided
Current committee members or directors' list	Y	Committee list provided
Permissions – planning, building warrant etc.	N	Queried if applied for
Policies – equal opps Child protection (if relevant)	N	Requested
Written confirmation/evidence of match funding (if available)	N/A	Applicant themselves match funding remaining shortfall
Insurance	N	Requested
Additional:		
Letters of support	Y	3 letters of support provided
Partnership Agreement	N	
Other	N	

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

Assessed by:	Name:	Sarah Lamb
I can confirm that I have completed the eligibility checks as set out above.	Date:	28/10/2021