

Agenda Item	4
Report No	WRSL/002/22

HIGHLAND COUNCIL

Committee: Wester Ross, Strathpeffer and Lochalsh

Date: 9 February 2022

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 Wester Ross, Strathpeffer and Lochalsh Area Committee has been awarded £347,543.75 of Crown Estates revenues for distribution within the Wester Ross, Strathpeffer and Lochalsh Area. To date ten applications for funding have been approved by the committee, including £40,000 for business support for young people through Business Gateway. Funding is distributed as the Highland Coastal Communities Fund – Wester Ross, Strathpeffer and Lochalsh (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; or
- 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

1.4 In summary the position in Wester Ross, Strathpeffer and Lochalsh at Area Committee on 9 February is as follows:-

WRSL HCCF Allocation – £347,543.75
Value of grants already awarded – £294,438.90
Balance remaining - £53,104.85

Members are asked to consider 5 applications for a total of £93,550 from HCCF towards total project costs of £635,926.

1.5 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; and
- Application form and technical assessment for each project

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; and
- ii. should Members wish to approve all the applications under consideration then Members will also need to agree to use £40,445.15 of the new HCCF allocation to cover the shortfall in the funds available to the area

3. Implications

3.1 **Resource** – Wester Ross, Strathpeffer and Lochalsh has available funding of £53,104.85. Applications under consideration total £93,550 therefore if Members wish to approve all applications the balance will need to be approved from the new HCCF allocation. 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** – 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: 19 January 2022

Author: Fiona Cameron, Programme Manager

Appendices: Appendix 1 – RAG Status Summary Sheet
Appendix 2 – Project application forms and technical assessments

EOI Ref	Applicant	Total Project Cost	Grant Requested	Project Robustness	Engagement & Support	Meeting a Need of Demand/	Legacy & Exit Strategy	Equalities issues/im pacts
209	Lochcarron Community Development Coi	£ 44,612.00	£ 18,500.00	3	3	2	2	2
212	Outdoor Access Trust For Scotland	£ 535,714.00	£ 30,000.00	2	2	3	3	3
214	An Talla Solais	£ 30,000.00	£ 27,000.00	3	3	3	3	3
215	Welcome To Ullapool	£ 8,290.00	£ 3,500.00	3	2	2	2	2
216	HighLife Highland	£ 17,310.00	£ 14,550.00	3	2	3	2	3

Total £ 93,550.00

WRS&L Budget Available £ 53,104.85

Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
3	3	2	2	3	25
3	3	1	3	3	26
3	3	3	3	3	30
2	3	3	3	2	24
2	3	2	2	2	24

Highland Coastal Communities Fund Application Form

Please refer to the **Guidance Notes** to complete the application form.

Supporting documentation must be submit with the application (see section 8.2).

Projects must not start or commit expenditure before receiving and accepting the offer of grant letter if awarded funding.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	209	
1.2 Organisation	Lochcarron Community Development Company	
1.3 Project title	Roots to Branch	
1.4 Project costs	Total cost of project	£44612
	Match funding	£26112
	Grant requested	£18500
1.5 Start date	March 2022	
1.6 End date	June 2022	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	
Community Resilience	
Mitigation of climate/ecological emergency	Yes
Rural de population	

1.8 Privacy Notice

Please confirm you have read and understood the Highland Coastal Communities Fund privacy notice: www.bit.ly/HCCF-Privacy-Notice

YES /

SECTION 2: CONTACT DETAILS

2.1	Main contact name	[REDACTED]
	Contact number	[REDACTED]
	Alternative contact number	
2.2	Position	Development Officer
2.3	Address	The Smithy Hub, Ribhuachan, Strathcarron, Wester Ross IV54 8YS
	Postcode	
2.4	Email address	[REDACTED]
2.5	Website address	http://lochcarroncommunity.wordpress.com

SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee	Yes	SC137057
	Constituted group		
	Public body		
	Private (i.e. business)		
	Charity	Yes	SC020150
	SCIO		
	Other (please specify)		

3.2	Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	/ NO
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3.3	Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the HCCF Team as this may affect the offer of grant.	YES						
3.4	If the organisation is VAT registered, please quote number.	314924607						
3.5	Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <tr> <td>Whole</td> <td>Partial</td> <td>None</td> </tr> <tr> <td>e</td> <td>l</td> <td></td> </tr> </table>	Whole	Partial	None	e	l	
Whole	Partial	None						
e	l							

	Yes		
Details: The nature of the project allows for whole recovery with no exemptions			

3.6 Project delivery team	
Name	Job title/area of work
[REDACTED]	Development Officer – Day to day running of the project, overseeing the delivery, the pulling down of grant funding, reporting as required and sourcing sufficient financial support to fully deliver the restructuring of Kirkton Woodlands
Community Woodland Association	Advisory role
Lochcarron Community	Within the community there are skilled forestry operators willing to offer support and advice
LCDC Directors	Administrative role – bio attached

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - must be within 5km of the coastline? Please include postcode.
Kirkton Community Woodland IV54 8YS
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
Ownership

4.3 The Project
(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve. Mitigate Climate Emergency
<p>For clarification;</p> <p>The full Activity Plan for the mandatory reforestation of 23.44ha of Kirkton Woodlands sets out the strategic direction for management over the next 2 years and provides details of the operations required. Our request to the Coastal Communities Fund relates to Sections 1-3 of the plan, namely the supply and construction of 2600 metres of deer fencing around the perimeter of the restocking area, a timber bridge installation over the east burn allowing access to the woodland and a contribution towards the continuation of the Development Officer post (3 months) which currently expires in March. The total cost of the reforestation project is £147783k, the costs elements relative to Sections 1-3 of the plan amount to £44612, our request to the Coastal Communities Fund is £18500</p>

Summary;

Location; Kirkton Woodlands is located to the east of Lochcarron village, in close proximity to the main settlement zone and amenities including the village store, garage, primary school and medical services.
Demographics; There are 923 residents (Source; Ferguson Medical Centre) within the catchment area, 43 children attend the primary school. Overall, the area suffers from a lack of meaningful employment, the effects of outward migration by young people, the seasonality of employment, and an ageing population, further hindered by its geographical remoteness, lack of public transport and poor road connections

The Site – The 93ha woodland, planted in the 1970's, comprises a mixture of conifers and broadleaves, with riparian sections straddling the east burn. There are two distinct sections. The lower section (63.14ha), with the exception of a retained block of 2.43ha Scots Pine and 4.56ha of established broadleaf, was harvested in 2018/2019. The top section (29.86ha) remains as standing timber future-proofing our wood fuel timber business. Taking account of the topography, the level of regeneration is thought to be sufficiently encouraging to allow the reforestation project to meet the Forestry Commission criteria

Throughout 2022/2023 the focus of our attention will be to address the following issues;

1. The mandatory obligation to replant Circa 23.44ha of Kirkton Woodlands as per the National Forest Land Scheme and Forestry Commission criteria, deadline Spring 2023, with no option to extend. The ratio of broadleaf (planted at 1,600ph) and conifer (x 2,500ph) has been determined by the Forestry Commission. An estimated 52000-60000 tree whips of mixed species will be needed, plus drainage works, scarification, mounding and the mechanical removal of gorse and heavy undergrowth from the fence line.
2. Seek funding in support of the continuation of the Development Officer post, crucial to the delivery of the project. Expires March 2022 due to a lack in funding.
3. The repair and replacement of 2,600 metres of double height rylock fencing around the lower section perimeter to exclude livestock.
4. The need to construct and maintain a bridge over the burn (east boundary) to allow pedestrian access to the site and for essential woodland maintenance – Funding Secured.
5. The need to source sufficient funding to deliver the project within the allocated time allowance with planting season options October/November 2022 and/or March/April 2023, with former being the preferred option. Plants require to be ordered 4-5 months in advance of planting
6. The need to upskill, educate and “make ready” the community to take on the responsibility of managing the woodland in a sustainable way.
7. Generate income and meet the needs of the community by selling four house plots within the woodland, including the option to transfer from a PIP to a full planning application
8. Maintain and further improve the biodiversity of the woodland.
9. Establish interest groups to focus on environmental issues and sustainable living and how project ideas can engage the principles associated with the circular economy and 20 minute neighbourhood concepts. Such projects/groups will seek to draw attention to climate change but also call for action within the community, recruiting volunteers and seeking continuation of support from Lochcarron Primary School and other local organisations. LCDC views this as an essential part of the replanting project, using the regenerated woodland as a teaching aid for people of all ages, stressing the importance of biodiversity and net zero targets and how the woodland will contribute to this, in response to the climate emergency.

(b) How will the project benefit coastal communities or the coastal/marine economy?

- Fencing off the woodland, offers potential for employment opportunities through woodland management, reforestation, heritage and conservation reinstatement and the continuation of our wood fuel business. In the longer term, in line with our Access and Enterprise Plan, there are opportunities for various projects such as the siting of eco-pods, memorial gardens, community growing and, bridle trails, offering greater potential for economic and social activities. Regular learning journeys offer significant health/wellbeing benefits, increase the level of physical activities, create opportunities for greater social interaction and help mitigate the effects of welfare reform, climate change and isolation.
- The project will connect people across generations by doing activities together.
- The project considers future generations and the legacy created by the reforestation of Kirkton.
- The project makes use of and improves a significant area of community "green" space.
- The project creates new opportunities for people who live locally to contribute to the future of Kirkton by building skills and experience levels
- The project initiates collective action in relation to the natural world and gives more people the opportunity to care for the planet at a local level.

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

During the development of this plan, we have consulted with statutory consultees, neighbours and specific stakeholders. In addition to the community survey carried out in 2020 which underlined support for various projects which could be based in the woodland, three recent public meetings hosted by LCDC expressed strong support for refencing and restocking the woodland, as well as for establishing a community growing area – to bring people together, promote a sense of community ownership of the woodland and generate "social capital." At the open meetings we were able to illustrate draft proposals and invite comment from members, which led to very lively and constructive discussion. Following the meetings, several members have become more directly involved in the planning process for the woodland, helping to finalise the species layout plan. These meetings were advertised via social media, by posters strategically placed at access points and by adverts placed in the local monthly magazine, as well as via email to members.

As a result of this, a community growing pilot has been set up in an area of the woodland which is visible to everyone who enters the woodland and also easy to access. If successful, the project will transfer to a more suitable 0.03ha tabled site within the woodland adjacent to the new affordable housing zone. The growing area where produce will be shared will help mitigate the effects of welfare reform and provide local produce for the Cafe owned by LCDC. The project will progress in various phases. The initial stage will involve site clearance and levelling, construction of raised beds, allotments, training and the planting of hedgerow species for nature. Further investment in support of orchard creation and the construction of polytunnels/grubs will also provide employment opportunities.

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.

Activity name	Achieve by (date)
Continuation of the Development Officer Role – 3 mths	June 2022
Supply of Fencing materials	April 2022
Construction of 2600m Deer fencing	May 2022
Construction of wooden bridge over burn to allow access from the east perimeter	May 2022
Full Activity Plan attached – Elements 1-3 relevant to this application	

(e) In developing the project, please detail how you have considered the following:

Environmental impact – describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may also be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.

Guided by the 17 UN Sustainable Development Goals, in particular SG15 (Life on Land) we draw your attention to the following in mitigation to the climate emergency

1. The siting of our UNESCO- supported, Wester Ross Biosphere, sustainable “digital” gate post at the entrance to the woodland , enabling locals and visitors to access online LCDC’s plans to help mitigate the effects of deforestation, loss of habitat, and land degradation.- Scanned extract attached – U.N. Sustainable Goal 15 (Life on Land)
2. The replanting will enable the woodland to contribute to the sequestration of carbon and will provide a new habitat for wildlife. People will see first- hand how the woodland is naturally regenerating thanks to sustainable forest management.
3. Preparing the community to take responsibility for the woodland can be done by testing solutions whilst demonstrating equality and promoting inclusiveness – e.g. the community growing pilot scheme now getting underway – , by participation in woodland- based learning workshops tutored by our team of wellness/forest leader practitioners, volunteer recruitment and regular consultations with the school and local community.
4. When assessing estimates for service provision, the availability and skills level of local contractors coupled with value for money was taken into consideration

Equalities impact – explain how you have taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?

LCDC takes the issue of equality, diversity and inclusion very seriously. We believe that people should be treated fairly and equally, respecting the differences between different ethnic groups, genders, faiths and language groups. We also seek to help people feel valued and able to take part in decision making by making the process open to everyone.

We do not feel that the projects targets any specific group, with or without protected characteristics, and neither does the leadership or project delivery team self- identify within any specific group.

(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?

The physical legacy derived from the delivery will be the restructuring of the woodland. The replanting and its link to carbon sequestration will help mitigate the effects of climate change, promote biodiversity and provide new habitats for wildlife.

There will also be a significant legacy in terms of education by creating an area which highlights the importance of biodiversity and how we can address it as an organisation and as individuals. The action demonstrated by those involved in the project will seed new community involvement, encouraging people to develop new skills whilst increasing their understanding of the environment.

1. Please outline how the project fits with other relevant local plans and strategies.

Scottish Forestry & Land Strategy 2022-2025

Outcome 1; Supporting a Sustainable Economy

1. Engaging more people , communities and businesses in the creation, management and use of woodlands and forests
2. Enjoy, protect and enhance the natural environment
3. Sustainable timber production with an increase in stocks
4. The provision of recreational facilities and tourism
5. Sustainable land management, development and improvement
6. Continuing the implementation of new plant and seed supplies
7. Creating more opportunities for income generation through woodland carbon code products
8. Working proactively with woodland stakeholders to identify potential added value opportunities

Outcome 2; Looking after Scotland's Forests

- a) Ensuring that Scotland's Forests are sustainably managed
- b) Recognising wider land use objectives
- c) Increasing the adaptability and resilience of forests and woodlands
- d) Enhancing the environmental benefits provided by forests and woodlands
- e) Healthy and Active Scotland
- f) Sustainable Development Goals SDG3, SDG12, SDG 13, SDG15
- g) Respond to the Biodiversity Challenge – increasing plantations, natural habitats, and increasing minimum intervention on ancient woodland sites
- h) Collaborating with partners on integrated landscape-scale approaches to habitat management and restoration

Outcome 3 – National Forests and Land for Communities

- A. Healthy and Active Communities
- B. Outdoor Learning opportunities
- C. Well educated and skilled to be able to contribute to society
- D. Sustainable Development Goals SDG03,SDG04, SDG05, SDG10, SDG11

Scottish Biodiversity Strategy;

1. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification and halt and reverse land degradation and halt habit biodiversity loss
2. UN Sustainable Goals SG15 LIFE ON LAND - Quote "A flourishing life on land is the foundation for our life on this planet. We are all part of the planet's ecosystem and we have caused severe damage to it through deforestation, loss of natural habitat and land degradation. Promoting a sustainable use of our ecosystems and preserving biodiversity is not a cause. It is the key to our survival".
3. Within Sustainable Goals SG15 our project aims to target particularly the following;
 - Target 15.1 – Conserve and restore terrestrial and freshwater ecosystems by ensuring the conservation, restoration and sustainable inland freshwater systems within the woodland
 - Target 15.2 – End deforestation and restore degraded forests by promoting sustainable management and increasing reforestation
 - Target 15.3 – End desertification and restore degraded land by restoring degraded land and soil
 - Target 15.5 – Promote biodiversity and natural habitats by encouraging natural regeneration

Additional Strategies ;

Scotland Outlook – Responsible Tourism for a Sustainable Future
 Blue Action Plan
 Scotland's National Outcome
 Getting the Best from our Land
 Climate Ready Scotland
 Highland Council – Ward 5 Development Plan
 Highland Council – Wellbeing Plan
 Kirkton Woodland – Access & Enterprise Plan – available on request
 Kirkton Woodland Management Plan – available on request
 Lochcarron Development Survey Plan – available on request

4.4 Does the project require planning permission or statutory regulatory consents?	/ NO	
<i>If YES, please detail below - provide evidence with the application if granted.</i>		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
NA		

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount

	Relative to Elements 1-3 Activity Plan Coastal Communities	
1. Extension to Development Officer Post	3 months pro rata £35000 to cover elements 1-3 of the plan - £6k CC + £3k LCDC	9000
2. Fencing materials	2600 metres of deer fencing to secure Kirkton Woodland plantation - HIS	11062
3. Fencing contractor costs	Erection of fencing R. MacDonald	15200
4. Hire of Plant machinery and operator	Equipment required to remove heavy undergrowth and gorse from along the fence line undergrowth – Campbell Plant Hire + local operator	1850
5. Erect bridge over burn for access	Highland Council delivery	7500
	Spreadsheet attached	
	Note; Represents elements 1-3 only of the activity plan, funding in support of the remaining elements sought from elsewhere	
TOTAL PROJECT COST		£44612

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?

1. Development Officer Costs – The LCDC Development Officer post is supported by HIE until March 2022, the full-time rate equivalent (2019-2021) being £35kpa including burdens and expenses

2. Fencing Materials – Quotes received from MacGregor Fencing £11175.84, Allan of Gillocks £12113.21 and HIS £11062.10. The latter considered the most appropriate since all items are regularly in stock, they offer free delivery, and we are account holders

3. Fencing Contractors – Quotes received from Malcolm MacMillan £15715 and Roddy MacDonald £15200, both experienced fencers with the equipment and manpower to deliver a project of this size, both reside in the Loch Alsh area. R. MacDonald has an excellent track record within the area, is well respected and works regularly with the Forestry Commission. More expensive quotes were made available by contractors based some distance away, LCDC's preference is to engage local service delivery where possible

4. The hiring of a 7.5t digger will be required, costs of £1850 are based on a £850 charge from Campbell Plant plus 2 weeks local labour, in the event that hiring of plant equipment can be made available locally then this will be considered

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

If match funding is confirmed, please provide letters of awards with the application.

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Green Shoots – £10k granted		Yes 14/10/21	10000
Lochcarron Community Fund - £5k granted - £1612 contribution towards fencing		Yes 3/12/21	1612
Highland Council – Bridge Construction		Yes 10/01/22	7500
SSE – total request £58500 including a £7k contribution towards the refencing	Applied 12/1/22		5000 10500
Total match funding			£26112
HCCF requested			£18500
Total project cost			£44612

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

As elements 1-3 (Coastal Community request) of the Activity Programme require specifically skilled operators no in-kind support will be available

As an indication of the type of supervised in-kind support we can expect during the actual replanting, local volunteers recently helped plant 1600 hedgerow tree saplings supplied FOC by the Carbon Footprint Company and Woodland Trust, the 9 participants thoroughly enjoyed the experience offering further support

LCDC works regularly with the Early Years Group (9 attendees) and Lochcarron Primary School (42 pupils) to deliver outdoor based learning, both groups wish to engage with the replanting process

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

The pandemic has severely impacted on LCDC, the income generated by Café Ceardach significantly reduced and the Development Officer post, crucial to the delivery of the Forestry Commissions replanting obligations, reduced from fte to 15hrs per week from November 2021 due to the lack of funds. As a result of this LCDC is currently operating without reserves to cover core cost activities.

Without public funding support the project will fail to reach fruition, failure to meet the Forestry Commissions obligation will result in a breach of conditions

SECTION 7 – BUSINESS AND REVENUE GENERATION PROJECTS

To be completed by **business and revenue generation projects ONLY**. If the project does not generate revenue, please go to SECTION 8.

Please submit a business plan with the application.

7.1 Will the project generate revenue? Please provide a copy of the budget forecast with the application.

NO

If yes, how will the revenue benefit the organisation? Will it be re-invested to help with the long-term sustainability – if so, how?

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

NA

7.3 Have you considered taking out a loan for the project?

YES / NO

Please state your reasons:

7.4 Have you had support from other organisations in developing the project?

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the business/organisation?

YES / NO

If yes, please provide details of awards for the last 3 fiscal years:

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

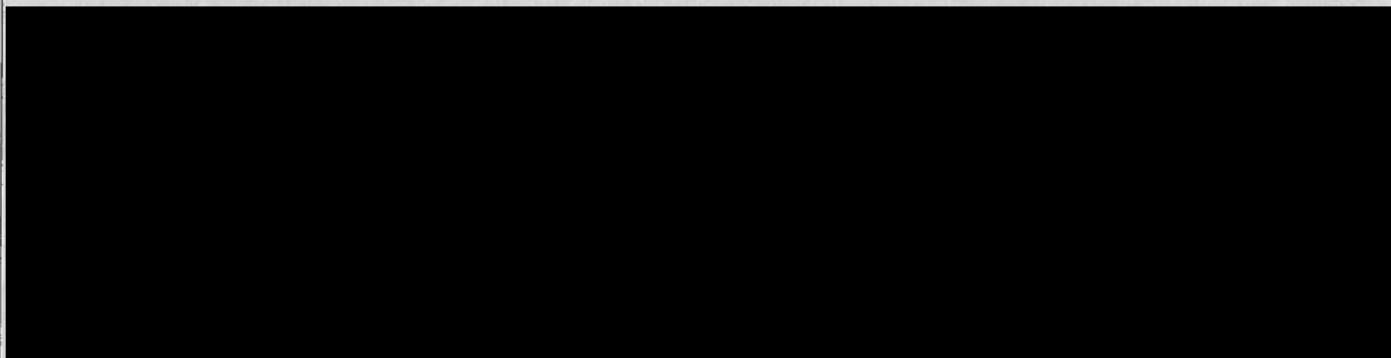
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

The data 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	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding	
Signature:	Print: [REDACTED]	Date 11/1/2022
[REDACTED]		

8.2 Supporting documents checklist.		YES / NO or Not applicable
<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why.</i>		
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	NA
4	Policies – i.e. child protection, health and safety, equal opportunities	1 an 2
5	Confirmation of match funding letters	Yes
6	Bank statement – latest statement * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Mandatory requirement
9	Business plan (revenue generation projects only)	NA
10	Relevant insurance policies	Yes
11	Job descriptions (HCCF funded posts only)	Yes
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	NA
Reason for missing documentation: We are aware for the need to update our policy documents and are actively working to resolve this at present		

Declaration what the remaining bank balances are for:



For assistance completing this form please contact: coastal.communities@highland.gov.uk

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	209	Applicant Organisation	Lochcarron Community Development Company	Area Committee	WRSL
Organisation Type:	Limited company and charity	Project Title:	Roots to Branch	Committee meeting date	9 th February 2022

Project Summary				Programme theme (delete as appropriate)
Total project costs	£44,612	Estimated start date	March 2022	Economic Recovery Community Resilience Mitigation of climate/ecological emergency Rural de-population
Total HCCF funding sought	£18,500	Estimated completion date	June 2022	
HCCF intervention rate	41%			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		Majority of match funding is confirmed (outstanding confirmation of £7,000 from SSE expected mid April). No permissions required. Project is part of a wider activity plan that sets out the strategic direction for management of the forest
Engagement & Support		Application form provides detail of numerous consultation activities including a community survey in 2020 and three recent public meeting, although evidence of these was not supplied with the application details o the events can be found online. Letter in support of the project received from Lochcarron medical partnership
Meeting a Need of Demand/Market Demand		The wider activity plan of which this is a component part sets out the need for the wider proposals that the group wish to take forward and the HCCF funded element would clearly be an essential step in this process.
Legacy & Exit Strategy		Project will provide 3 months of Development Officer funding. Given the nature of this post it is always going to be difficult to demonstrate secure forward funding without establishing revenue streams. Legacy in that the post will deliver what is possible within the timeframe and aim to secure funding beyond HCCF. Capital elements such as the fencing and the bridge will become part of the ongoing maintenance plans for the woodland overall. Project also aims to deliver legacy benefits through the restructuring of the woodland and the community involvement and education that this can realise
Consideration of equalities issues/impacts		The siting of the timber bridge over the burn will open up access to the woodland from the east, currently this route is little used due to the danger element of crossing the burn by a series of ill positioned slippery stepping stones, the speight of the burn at certain times of the year adding further danger. Reaching the proposed bridge from the road (with parking directly opposite) is by a very short

		and even path, building the bridge in this location provides direct access to the ruinous Kirkton settlement, sensory and all abilities trail, outdoor shelter and links to the old drove road joining eventually with the pathway back to the village, the latter element having been proposed and consulted upon as part of the Core Path Plan
Environmental sustainability		Project aims to create direct positive impacts around mitigating the effects of deforestation, habitat loss and land degradation along with contributing to the sequestration of carbon and creation of new habitats. This project will provide a first step towards these goals
Value for Money		Project will leverage in more than 50% match funding against HCCF grant. Essential phase in the wider plans of the organisation that are likely to realise significant benefits for the organisation themselves, the local community and visitors and more generally in terms of environmental impact
Match funding		Majority confirmed. Outstanding decision on £7,000 from SSE expected mid April
Meets Local Priorities		Project could be deemed to be meeting the priority of community infrastructure projects
Additionality 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 		Without HCCF the project would not proceed and later stages of the activity plan would also be at risk

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	Yes	
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	Yes	
B	Does the organisation address match the bank statement?	Yes	Full address not on bank statement but postcodes match. Address given on application is known to be correct through previous funding to the organisation
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place?	No	
	Is the HCCF applicant the lead organisation?	N/A	

D	Is applicant organisation VAT registered? If yes, has number been provided? Is the VAT being reclaimed from HMRC? <i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>	Yes Yes Yes	
4	Project details		
A	Is the proposed activity/project within 5km of coastline? If not, has the applicant provided a justification of project benefit to coastal communities?	Yes	
B	Does the applicant own or lease the land or building? If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	Yes	Disposition provided
C	Is the project activity plan achievable within the timeframe? Are there any notable potential delays?	Yes Yes	Project could be impacted by delays in securing match funding or delays around bad weather; however, there is limited mitigation that can be put in place by the applicant to address these
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	No	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	Yes	
B	Are project costs eligible/essential?	Yes	Applicant has noted that the bridge will be paid for and purchased by THC – project condition required to clarify whether this should remain within the eligible costs
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	Yes	Quotes provided with application.
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	

6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Partial	Outstanding amount of £7,000 which has been applied for from SSE but as yet has not been confirmed
B	Will there be in-kind support? How does this add value to the project?	No	Although none is specifically noted within this application the applicant has provided detail on the significant amounts of volunteer time that go in to supporting the organisation and the woodland development. Potential for the Highland Council bridge contribution to be counted as an in kind rather than cash contribution
C	Has any work already started/costs been incurred prior to the application?	No	
7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	No	
B	Has a business plan and budget forecast been provided?	N/A	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	No	Non revenue generating project and therefore applicant would not have the ability to meet the charges on commercial finance
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Yes	Typed signature
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	Yes	
	Constitution or articles and memorandum	Yes	
	Committee members or directors' list	Yes	
	Permissions – such as planning, building warrant, SEPA	N/A	
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Yes	
	Confirmation/evidence of match funding	Yes	Confirmation of funding from SSE will be required as a pre start condition
	Most recent bank statement provided	Yes	

	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	Yes	
	Latest annual accounts	Yes	
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	One email of support provided. Detail supplied in application form as anecdotal evidence but advertisements for meetings etc can be found online to support these statements
	Business plan (revenue generation projects only)	N/A	
	Relevant insurance policy	Yes	
	Job descriptions for any post which funding is sought towards	Yes	
	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes	
	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> • Confirmation of SSE match funding of £7,000 to be supplied • Clarification required around the arrangements for provision of a bridge through Highland Council Funds as this may be more appropriately listed as an in kind contribution outwith the project eligible costs •
Specific conditions	

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Fiona Cameron
	Date:	25th January 2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	

Highland Coastal Communities Fund Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submit with the application (see section 8.2).
Projects must not start or commit expenditure before receiving and accepting the offer of grant letter if awarded funding.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	212	
1.2 Organisation	Outdoor Access Trust for Scotland	
1.3 Project title	Stac Polly Car Park and Toilet Facility	
1.4 Project costs	Total cost of project	£535,714
	Match funding	£525,714
	Grant requested	£30,000
1.5 Start date	1 st June 2022	
1.6 End date	31 st March 2023	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	
Community Resilience	The project will meet the Theme on economic recovery through addressing economic disadvantages of blocked roads and unmanaged human waste, and providing sustainable income for improved infrastructure at Stac Pollaidh to provide better visitor experiences.
Mitigation of climate/ecological emergency	

Rural de population	
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1.8 Privacy Notice
Please confirm you have read and understood the Highland Coastal Communities Fund privacy notice: www.bit.ly/HCCF-Privacy-Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	Chief Executive
2.3 Address	Lower Floor 1 Atholl Crescent PERTH PH1 5NG
Postcode	
2.4 Email address	
2.5 Website address	www.Outdooraccesstrustforscotland.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Private (i.e. business)		
Charity	x	SC028028
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the HCCF Team as this may affect the offer of grant.	YES
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3.4 If the organisation is VAT registered, please quote number.	170513730		
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	Whole	Partial	None
	X		

Details:

3.6 Project delivery team	
Name	Job title/area of work
	OATS CEO (Project Manager)
	Arvika Ltd (Principal Designer)
TBC (appointment subject to tendering on PCS)	Prinicpal Contractor

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - must be within 5km of the coastline? Please include postcode.
Stac Polly IV26 2YP
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
<p>A lease is being negotiated with Highland Council utilising CAT mechanisms, and another with Polly Estates for the neighbouring land to provide sufficient land for the development</p> <ol style="list-style-type: none"> 1) The leases shall be for a period of twenty five years 2) The subjects shall be used by OATS for the provision of visitor facilities including car parking, toilets and any other related ancillary activity in accordance with the plans and specifications approved by the planning authority. 3) OATS shall be solely responsible for the maintenance and repair of the subjects including the car park, toilets, path, signage, ticket machines, shelters and drainage associated with the subjects of let. 4) The Landlord shall grant to OATS, for the duration of the let, a right of way leave for the laying and thereafter maintenance of works of the power supply, water supply and all other essential services 5) The Landlord shall have access to the subjects for the purposes of inspection at all reasonable times.

- 6) OATS shall hold a public liability insurance policy over the subjects throughout the period of the lease and will maintain the site in such a way as to minimise any risk to the general public.
- 7) For the avoidance of doubt, the ticket machines and other ancillary facilities are the property of OATS. At the end of the lease OATS will remove the ticket machines, signage and any other ancillary features and make good the subjects as agreed with The Landlord, and the subjects will be returned in good order. OATS will not be obliged to remove the toilets, car park or the paths
- 8) OATS will be responsible for the payment of all rates, taxes, assessments and any other charges which are levied in respect of their occupation and use of the subjects.
- 9) OATS shall be responsible for any statutory permissions which might be required in relation to their use and occupation of the subjects.
- 10) At the end of the lease, The Landlord shall not be responsible for the payment of any compensation to the OATS in relation to the improvements and facilities provided.

4.3 The Project

- (a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.

The rapid growth in popularity of the Stac Pollaidh means that the number of visitors and vehicles visiting the site has overwhelmed the existing parking provision on an almost daily basis throughout the high tourist season. This has led to visitors parking both on the verges nearby and in any available passing places. Due to a lack of public toilet facilities at the site, there has been a rise in the number of people using the surrounding land as a toilet.

After consultation with a range of community groups and Polly Estates Ltd, the Outdoor Access Trust for Scotland was invited to secure 25 year tenancy of the HC owned parking facilities, and in parallel agree a similar lease with Polly Estate for the substantial additional land required for an expansion of the facility to increase parking from by 75 spaces, to provide an off grid public toilet with processing tank and improved paths around the car park to provide improved access and to a much wider range of visitors, including all abilities access.

By providing a quality visitor experience the scheme will provide good reasons to stay longer in the Coigach area and to return. This in turn will present opportunities for employment and increased business in servicing tourism needs locally.

Removing roadside and passing place car parking will remove a major impediment to the local community and to local business.

The removal of human waste and litter will radically improve the quality of the environment. Recycling bins will be made available with regular litter collection afterwards arranged with

the council. This will improve the experience whilst recycling resources that would otherwise become pollutants.

The prime objective of the Stac Pollaidh Parking project is to tackle the ongoing problems with parking and lack of facilities at this popular tourist destination by:

1. Providing safe parking for a minimum of 75 vehicles, reducing fly parking on verges and in passing places, thereby improving access for local residents, local businesses and the emergency services;
2. Installing environmentally friendly toilets for visitors;
3. Installing suitable signage and interpretation boards;
4. Identifying and creating suitable viewing points;
5. Generating an ongoing income for maintenance of the car park, toilets and hill path

The project will deliver the following outcomes and benefits:

- Creating local employment opportunities
- Protecting the surrounding area as far as possible by providing managed facilities
- Creating volunteering opportunities
- Demonstrating an innovative partnership model that can be used elsewhere in the Highlands
- Reductions in the level of traffic congestion caused by poor parking
- Improving the lives of local residents by improving access for them
- Reductions in the amount of damage to both verges and road edges
- Reducing the environmental damage caused by vehicles and tourists
- Improving the "Visitor Experience" for tourists
- Eradication of the human waste left at the site by visitors

(b) How will the project benefit coastal communities or the coastal/marine economy?

The project will benefit the coastal communities by

- Addressing the long term problems of roadside parking on the single track road at Stac Pollaidh. This causes problems with the roadside, and obstruction to traffic on the way to Achiltibuie including locals, deliveries for business and emergency services. The car park will provide the additional car park spaces to remove roadside parking from the road.
- The site has no public toilet for miles in any direction, and so visitors often use the land around the very small existing car park as a toilet. This is a health issue, and also an appalling visitor experience for any who venture towards the shore of the adjacent Loch Lurgain.
- The Coastal Economy will benefit through provision of much improved and sustainable infrastructure to help support tourism to the area. The car park and toilets will provide much needed services for visitors, and any surplus income will be reinvested in looking after the Stac Polly mountain path and other similar projects in the area.

By providing a quality visitor experience the scheme will provide good reasons to stay longer in the Coigach area and to return. This in turn will present opportunities for employment and increased business in servicing tourism needs locally.

Removing roadside and passing place car parking will remove a major impediment to the local community and to local business.

The removal of human waste and litter will radically improve the quality of the environment. Recycling bins will be made available with regular litter collection afterwards arranged with

the council. This will improve the experience whilst recycling resources that would otherwise become pollutants.

The prime objective of the Stac Pollaidh Parking project is to tackle the ongoing problems with parking and lack of facilities at this popular tourist destination by:

6. Providing safe parking for a minimum of 75 vehicles, reducing fly parking on verges and in passing places, thereby improving access for local residents, local businesses and the emergency services;
7. Installing environmentally friendly toilets for visitors;
8. Installing suitable signage and interpretation boards;
9. Identifying and creating suitable viewing points;
10. Generating an ongoing income for maintenance of the car park, toilets and hill path,

The project will deliver the following outcomes and benefits:

- Creating local employment opportunities
- Protecting the surrounding area as far as possible by providing managed facilities
- Creating volunteering opportunities
- Demonstrating an innovative partnership model that can be used elsewhere in the Highlands
- Reductions in the level of traffic congestion caused by poor parking
- Improving the lives of local residents by improving access for them
- Reductions in the amount of damage to both verges and road edges
- Reducing the environmental damage caused by vehicles and tourists
- Improving the “Visitor Experience” for tourists
- Eradication of the human waste left at the site by visitors

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

The local community have long sought a solution to the lack of sufficient car parking at Stac Polly, and for toilets to be provided to improve visitor experience and remove pollution through human effluent. This project will provide for both of these basic but much needed infrastructure items.

The facility will provide the opportunity for better visitor experience and to encourage visitors to stay longer in the area.

Community groups are highly supportive and have provided letters to that effect.

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.

Activity name	Achieve by (date)
Leasing	Feb 2022
Fundraising	May 2022
Procurement	Jun 2022
Preliminaries	Jun 2022
Phase 1 Construction	Sep 2022
Services	Oct 2022
Phase 2 Construction	Feb 2023
Completion Cert	March 2023

(e) In developing the project, please detail how you have considered the following:

Environmental impact – *describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may also be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.*

The car park will be built from locally sourced materials to minimise transportation.

The building will be constructed with ethically sourced materials, timber as local as possible and FSC

certified wood used. FSC certified wood has many advantages:

- **Carbon benefits - Trees absorb CO₂ as they grow**

Every cubic meter of wood used as substitute for other materials displaces an average of 1.1 tons CO₂. If this is added to the 0.9 tons of CO₂ stored, then each cubic meter of wood can save a total of 2 tons of CO₂.

- **Energy - Trees need little more than sunlight and rainfall to grow**

Wood has the lowest embodied energy of any mainstream building material. Producing steel, for example, requires 24 times the energy needed to produce wood.

- **Performance - Wood has the best thermal insulation properties of any mainstream construction material**

Five times better than concrete, ten times better than brick and 350 times better than steel, wood is an excellent material for thermal insulation.

- **A renewable resource - Wood and paper are renewable, reusable and recyclable**

If wood is sourced from FSC certified forests, buyers and sellers can rest assured that their wood products are not only renewable, but that they come from forests that are managed responsibly. Wood is also a reusable resource and its recycling needs less energy in comparison to other materials such as steel or aluminium.

- **Beauty and utility - Wood is attractive, practical and long-lasting**

Wood is a versatile and durable material. Research has shown that in buildings and interiors it is perceived as warm, relaxing and welcoming. roughout.

The building will be heated with an air source heat pump to regenerate energy from the air and substantially reduce use of electricity on the site.

Equalities impact – *explain how you have taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?*

Currently the car park provision is far too small for demand, and there is no prospect of disabled parking, as cars are jammed in so much there is barely room for people to get in and out of their vehicles. There are no facilities for people of limited ability and the only path is up Stac Pollaidh itself and this is rugged, steep and rocky.

The design takes account of all statutory obligations including compliance with DDA. Where appropriate, design standards for features such as dropped kerbs, tactile surface, signage etc will follow good practice e.g. Roads for All: Good Practice Guide for Roads: Transport Scotland's requirements for inclusive design in the construction, operation, and maintenance of road infrastructure.

The much larger car park will have dedicated spaces for disabled users, and next to the toilets. There will also be a toilet room within the block dedicated to disabled users with suitable ramps and fixtures to provide easy access.

The toilet building will be sympathetic to the environment and designed to provide ease of access to the widest spectrum of users.

There will be an all-abilities path to a viewpoint next to the car park, to provide an experience for people who are not agile or mobile enough to go on to the Stac Pollaidh mountain path.

Interpretation will be installed to provide information for a wide spectrum of users, and there will be information in Gaelic provided in line with culture and heritage of the Coigach area.

(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?

The 'Place' is very special for landscape and natural heritage, and gives a fantastic feel for the wild land qualities of the North West Highlands, and Coigach in particular. The mountains are not the largest, but they rise out of the moorland steeply and are never far from the sea. There are very few ways to enjoy this without being prepared to get out the car and give some serious physical exertion. Nearby mountains such as Suilven are a very long walk in and quite dangerous on the tops. Stac Pollaidh is spectacular but at 500m not too high, and very close to the road. Visitors can get a great feel for the area, though still need to be reasonably agile and confident even on the lower slopes.

A bigger car park will provide parking for the many people who wish to experience the area, and an all abilities trail would provide an opportunity for a much wider spectrum of the population to experience the landscape.

The lack of toilets is a real problem, the nearest public facility is in Ullapool, about 40 minutes drive away. There really is nowhere to go and so people resort to using the countryside.

Design

The environment has been carefully considered at this site and will be designed to be sympathetic to the special qualities of the landscape.

- The topography of the site and a bedrock ridge will be used to disguise the car park from a distance.
- The surface will be unbound and made of rock sympathetic to the local geological characteristics of the area.
- Materials will be sources as local as possible to reduce carbon miles

- Close partnership working with NatureScot to ensure there is minimal disturbance to wildlife and flora during Build
- The sewage system will utilise a Klargester processing tank to ensure that water released will be

Potable. Any septic tank or composting system would certainly be overwhelmed with the Visitor numbers, and so whilst expensive the Klargester processing tank will ensure an effective

Sewage treatment that offers maximum protection to the surrounding environment. It will be

Tested regularly by SEPA, and licenced annually by SEPA for discharge

- The car park itself will reduce the damage being caused by parking along the edge of the road, and

There will be a modest charge for parking, and this will be reinvested into the site as well as supporting employment of staff to manage the facility, thus providing long term sustainability of the scheme.

(g) Please outline how the project fits with other relevant local plans and strategies.

The project fits with the following strategic plans:

Local

OATS Business Plan 2020-25 aims to help address these issues at key countryside access points by improving and making sustainable basic 'trailhead' infrastructure such as car parks and toilets

Local Trust Strategies?

Regional

The Council has also been undertaking work to produce a Tourism Infrastructure Plan for the whole of Highland. This was delayed by the need to focus on additional Covid-19 related work but is again under way. This plan provides an audit of the types of tourism infrastructure that would typically be publicly provided by the Council, partners, or communities rather than facilities or services that are more commonly provided on a commercial basis by the private sector. The plan goes on to use these findings alongside details of projects under way to define where gaps still exist with a view to these gaps being filled by future projects. Many of these gaps are site specific such as a car park for a specific attraction but in other cases the priority is to provide a sufficient network of facilities around Highland where the precise locations are less important and can be influenced by practical considerations or greater local interest in providing the facility.

In considering parking provision where the current offer does not meet current demand, Stac Pollaidh was highlighted as an area where parking exists but is not adequate for the demand experienced and therefore this project brings an

opportunity for the capacity issues to be addressed. While the toilet provision as not addressed in the first Infrastructure draft it was subsequently highlighted as an issue during the consultation period by ward Members and community groups and will be added to the updated plan as a gap in provision.

More generally the project also fits well with the Highland Wide Development Plan that is looking to “enable growth in high quality tourism development” across Highland. In particular, the Highland Council supports tourism development where “the proposal will safeguard, promote responsible access, interpretation and effective management or enhancement of natural, built and cultural heritage features.” of which this project addresses.

National

The project will support the aims of Scotland Outlook 2030 – Scotland’s Tourism Strategy – which seeks to grow and positively enhance the benefits of tourism by delivering the very best for our visitors, our businesses, our people, our communities & our environment, by making sure our natural assets – our landscape, scenery, natural and built heritage will be cared for, protected and invested in for our current and future generations to experience and enjoy.

The project also supports the ambitions of the (STERG) National Action Plan 2021 by supporting tourism recovery from the Covid-19 crisis by providing strategic infrastructure that helps locals and visitors to coexist in busy rural areas and create a better visitor experience, aligning with the priorities of the Scotland Outlook 2030.

4.4 Does the project require planning permission or statutory regulatory consents?		YES
If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Planning Permission	Yes 9 th Sept 2021	Not Yet

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Project Management Costs	(10% of construction cost limit)	25307
Design Fees		20000
Preliminaries		20000

Construction (please provide detailed breakdown as an attachment)		420,100
Signposting		2500
Interpretation panels		7500
Landscaping		15000
Contingencies %		25307
TOTAL PROJECT COST	£	£535,714

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?

Costs have been extrapolated from actual costs for a similar recent scheme at Fairy Pools on the Isle of Skye successfully delivered by the Outdoor Access Trust for Scotland. Those unit costs have been adjusted to allow for market forces and inflation.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

If match funding is confirmed, please provide letters of awards with the application.

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Outdoor Access Trust for Scotland	Yes	Yes	130,714
RTIF	YES	No	375,000
Total match funding			£525,714
HCCF requested			£30,000
Total project cost			£535,714

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

NO

Please detail:

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

The project is essentially providing much needed public benefits in terms of basic infrastructure to support visitors and locals, and in addressing the adverse effects of tourism on the local community caused by not having adequate infrastructure to support the numbers of people visiting the site. As part of the solution a modest amount of income can be raised from the facility to help sustain the legacy of the project and look after the paths on Stac Pollaidh and the surrounding hills. In so doing it helps sustain tourism and visitor experience to the Coigach area without adverse effect on community or landscape. The economic benefits are not direct, but will be felt by the increased resilience of the area to provide sustainable tourism and all the benefits that come to associated business, including accommodation, entertainment and facilitation. As a purely commercial proposition it would not in itself stack up, but as a public benefit with long term sustainability it certainly does. It cannot happen therefore without public and charitable capital investment to get the scheme up and running

SECTION 7 – BUSINESS AND REVENUE GENERATION PROJECTS

*To be completed by **business and revenue generation** projects ONLY. If the project does not generate revenue, please go to SECTION 8.*

Please submit a business plan with the application.

7.1 Will the project generate revenue? Please provide a copy of the budget forecast with the application.

YES

The tables below show an income and expenditure projection, and what is anticipated will be left over to reinvest in the site

Income	2021/22	2022/23	2023/24	2024/25	2025/26	Total
80% compliance total	£90,000	£90,000	£90,000	£90,000	£90,000	£450,000.0

The table below shows a 5-year budget for operating costs, based on the following assumptions:

- Nominal rent to HC and Pollaidh Estates

- Seasonal Staff, with Management and Cash Collection
- VAT is paid on all income
- SEPA licensing annually, insurance, IPS systems Annual Maintenance

Operating cost	2021/22	2022/23	2023/24	2024/25	2025/26	Total
2 x part time staff	£21,504	£21,934	£22,373	£22,820	£23,277	£111,908
Management costs / travel / liaison / insurance costs/Cash Collection	£15,000	£15,375	£15,759	£16,153	£16,557	£78,844
Site running costs (utilities, licensing rates and supplies	£5,000	£5,500	£6,000	£6,500	£7,000	£30,000
Annual inspection, maintenance and repairs	£3,000	£3,500	£4,000	£4,500	£5,000	£20,000
VAT at 20% of income	18000	18000	18000	18000	18000	£18,000
TOTAL	£62,504.00	£64,309.00	£66,132.00	£67,973.00	£69,834.00	£330,752.00
Net surplus to be reinvested in looking after the paths and habitat	£27,496	£25,691	£23,868	£22,027	£20,166	£119,248

If yes, how will the revenue benefit the organisation? Will it be re-invested to help with the long-term sustainability – if so, how?

The income will be used to help staff the facility providing local employment, and to maintain the facility to ensure long term effectiveness. Any surplus will be reinvested into access related projects to help further improve and upgrade the sustainability of the hills to absorb tourism without adverse impact on the special qualities of the landscape.

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

The scheme provides a much better visitor experience allowing more visitors to stay longer, and this will be of great benefit to local business. There is no displacement of local business in that no other organisation is able or wishes to provide better car parking and public toilets at Stac Polly.

7.3 Have you considered taking out a loan for the project?

YES

Please state your reasons:

OATS will need to borrow to help towards providing its contribution, as working capital will be required from OATS reserve to service the breadth of charitable activity. Capital is needed now to develop the scheme and a small amount of borrowing can be justified to help the scheme happen now.

7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	
HIE	
Other	Highland Council and the local community have been heavily involved in development of the project

SECTION 8 – SIGNATURE

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

The data 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	Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>	
	Signature:	Print:
		Date 13.01.2022

8.2	Supporting documents checklist.	YES / NO or Not applicable
	<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why.</i>	
1	Constitution or articles and memorandum	
2	Committee Members or Directors List	
3	Permissions – i.e. planning, building warrants, marine licences	
4	Policies – i.e. child protection, health and safety, equal opportunities	
5	Confirmation of match funding letters	
6	Bank statement – latest statement * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	
7	Annual financial accounts – latest available	
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	
9	Business plan (revenue generation projects only)	
10	Relevant insurance policies	
11	Job descriptions (HCCF funded posts only)	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	
13	Partnership agreement	
Reason for missing documentation:		

Declaration what the remaining bank balances are for:

For assistance completing this form please contact: coastal.communities@highland.gov.uk

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	212	Applicant Organisation	Outdoor Access Trust for Scotland	Area Committee	WRSL
Organisation Type:	Charity	Project Title:	Stac Polly Car Park and Toilet Facility	Committee meeting date	9 th February 2022

Project Summary				Programme theme (delete as appropriate)
Total project costs	£535,714	Estimated start date	June 2022	Economic Recovery Community Resilience Mitigation of climate/ecological emergency Rural de-population
Total HCCF funding sought	£30,000	Estimated completion date	March 2023	
HCCF intervention rate	6%			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		Full and detailed business plan supplied and planning application in process; however, significant match funding to be secured (application to RTIF for £375,000, anticipated decision May/June) and additional permissions such as building warrant and SEPA licences not yet in progress. Leases also outstanding but at the stage of having heads of terms agreed
Engagement & Support		Letter of support received from Coigach Community Council. Further anecdotal evidence supplied within application of wider consultation with local community groups and Polly Estates
Meeting a Need of Demand/Market Demand		Issues of road congestion and environmental impacts as a result of a lack of visitor infrastructure are described in the application form and business plan and have been more widely documented especially over the last two years
Legacy & Exit Strategy		Business plan supplied to show how the profits generated through parking charges can be invested back into the site and also provide some surplus for employment of staff/improving access locally
Consideration of equalities issues/impacts		Project will take account of all DDA requirements and will also provide specific facilities for disabled users. Intention to provide an all abilities access trail as part of the reinvestment of funds
Environmental sustainability		Project directly aims to alleviate current environmental pressures at the site as well as positively addressing environmental sustainability through choice of materials, design and choice of heating system
Value for Money		Relatively low investment of HCCF funding to leverage in significant other funds to the area. Potential for ongoing reinvestment of profits into area and potential for significant impacts on widely documented issues at the site

Match funding		Significant match funding yet to be secured through an application to RTIF, although it is expected that the outcome of this will be known by May/June 2022
Meets Local Priorities		Project directly aims to alleviate visitor pressures in the area
Additionality 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 in order for the project to proceed. Although a relatively small component of the overall funding package the applicant has noted that loan finance and OATS own reserves are already being put towards the capital cost of the project. There is a high initial cost to provide the improved facilities and the modest income that will be generated does not allow for this to be taken forward as a purely commercial proposal therefore public investment is required.

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	Yes	
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	Yes	
B	Does the organisation address match the bank statement?		Bank statement requested from applicant
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place?	No	
	Is the HCCF applicant the lead organisation?	Yes	
D	Is applicant organisation VAT registered?	Yes	
	If yes, has number been provided?	Yes	
	Is the VAT being reclaimed from HMRC?	Yes	
	<i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>		
4	Project details		

A	Is the proposed activity/project within 5km of coastline? If not, has the applicant provided a justification of project benefit to coastal communities?	Yes	
B	Does the applicant own or lease the land or building? If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	No	Applicant has provided evidence of the approval of the asset transfer process from THC. Signed copy of lease from THC and from Polly Estates will be required as pre start conditions
C	Is the project activity plan achievable within the timeframe? Are there any notable potential delays?	Yes Yes	Significant match funding still to be secured. Planning application in process and applicant requested to provide further detail. Leases still to be concluded
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	Yes	Several statutory requirements still to be met as noted above
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	No	More detailed breakdown of costs has been requested from the applicant
B	Are project costs eligible/essential?	Yes	
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	No Yes	Costs generated on the basis of the costs incurred at Fairy Pools in Skye and adjusted to reflected market forces//inflation.
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	No	Applicant funds are confirmed; however, significant match funding required from RTIF – decision expected May/June 2022
B	Will there be in-kind support? How does this add value to the project?	No	
C	Has any work already started/costs been incurred prior to the application?	No	

7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	Yes	
B	Has a business plan and budget forecast been provided?	Yes	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	Yes	Part of the contribution that OATS makes to the project will involve loan finance. The project has the wider objective of any profit being reinvested in access initiatives in the area and the level of loan finance cannot be increased without risking the viability of this. Further comments in additionality section above
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Yes	
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	Yes	
	Constitution or articles and memorandum	Yes	
	Committee members or directors' list		
	Permissions – such as planning, building warrant, SEPA	No	Not yet secured
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)		
	Confirmation/evidence of match funding		
	Most recent bank statement provided		
	Statement demonstrating why public funding is required		
	Statement declaring what the remaining bank balances are for		
	Latest annual accounts		
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos		
	Business plan (revenue generation projects only)	Yes	
	Relevant insurance policy		
	Job descriptions for any post which funding is sought towards	N/A	

	Evidence of control/ownership of asset – i.e. lease, title deeds		Condition of funding
	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> - Evidence of fully confirmed funding package - Evidence of signed leases in place - Evidence of planning permission, building warrant and SEPA consents - More detailed breakdown of costs required - Confirmation that procurement will meet HCCF guidelines - Documents not yet received as noted above should be supplied prior to project start
Specific conditions	

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Fiona Cameron
	Date:	25 th January 2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	

Highland Coastal Communities Fund Application Form

Please refer to the **Guidance Notes** to complete the application form.

Supporting documentation must be submit with the application (see section 8.2).

Projects must not start or commit expenditure before receiving and accepting the offer of grant letter if awarded funding.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	214	
1.2 Organisation	An Talla Solais	
1.3 Project title	Our Arts Hub	
1.4 Project costs	Total cost of project	£30000
	Match funding	£3000
	Grant requested	£27000
1.5 Start date	4 th April 2022	
1.6 End date	1 st August 2022	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	
Community Resilience	Yes
Mitigation of climate/ecological emergency	
Rural de population	

1.8 Privacy Notice
Please confirm you have read and understood the Highland Coastal Communities Fund privacy notice: www.bit.ly/HCCF-Privacy-Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	██████████
Contact number	██████████
Alternative contact number	
2.2 Position	Volunteer Funding Admin / Director
2.3 Address	An Talla Solais Market Street Ullapool
Postcode	IV26 2XE
2.4 Email address	██████████@██████████
2.5 Website address	www.antallasolais.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC346470
Constituted group		
Public body		
Private (i.e. business)		
Charity	x	SC040348
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the HCCF Team as this may affect the offer of grant.	NO
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3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1" style="width: 100%;"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">x</td> </tr> </tbody> </table>	Whole	Partial	None			x
Whole	Partial	None					
		x					

Details:	
----------	--

3.6 Project delivery team	
Name	Job title/area of work
██████████	Chair of An Talla Solais / retired business man /Volunteer
██████████	Director / Artist / volunteer maintenance person
██████████	Volunteer Treasurer/retired Manager HIE /volunteer project planning
██████████	An Talla Solais, Development Manager (employed)

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - must be within 5km of the coastline? Please include postcode.
Market Street, Ullapool.IV26 2XE
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
ATS has a lease agreement with the Highland Council. The lease continues to run until the end of January 2033

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>An Talla Solais has continued to deliver throughout the pandemic, providing online exhibitions and art activities for all, when it wasn't possible to meet in person. 166 people took part in online activities. The benefits of creativity on mental health are well known and many people have told us of the positive impact our digital creative workshops had over lockdown, while they were self-isolating and alone. These services are vital in a small, rural, coastal community like ours and we will continue to offer them.</p> <p>The Caledonian Hotel, that hosted our gallery space, asked us to vacate at the end of September 2021. Our gallery is a space where we bring world class art to our community and visitors. Exhibitions inspire the theme of many of our other wellbeing art events. We share and show art in person, alongside our series of hybrid online exhibitions and community workshops. We were able to open the gallery during 2020 and 2021 when restrictions allowed, holding 3 exhibitions in 2020 and 11 exhibitions in 2021, 3 of these online. ATS continues to have a good relationship with the hotel and our "On The Street" exhibition programme for 2022 will run using the windows of the old gallery so people can continue to view art as they walk along Argyle Street. We also run the Dolphin Arts project, specifically for people living with the impact of dementia. Adapting the Market Street building into an Art Hub for all, incorporating a gallery space, artist studios, ceramics room and a community art room and office is now key to our continued success.</p> <p>Our Art Hub will allow ATS to continue to bring art activities to young and old, improve mental wellbeing, increase social interaction and ensure people experience international artists in our coastal community without having to travel to larger cities. Prior to the pandemic we welcomed around 17.5K visitors each year to our exhibitions and would expect to host that number in our newly created gallery space in Our Art Hub.</p> <p>This Coastal Community project will complement the internal changes planned with funds raised through a recent Crowdfunder campaign. Coastal Community funds will allow us to implement</p>

measures to reduce running costs and further increase ATS resilience. Implementing measures to make the Market Street building far more energy efficient will not only reduce costs but will also reduce carbon emissions. The funding will pay for:

- Solar panels to reduce electricity use. With costs escalating for energy we will be able to reduce costs and our carbon footprint
- Added efficiency on the oil heating system; install thermostatic controls on all radiators and replace some radiators with those that will heat the space more effectively and reduce oil consumption.
- Internal insulation on the external walls of the large studio space will reduce the amount of heat that is currently required in that room, again reducing carbon emissions and energy consumption.
- All ability access on the main door through a retrofit electric push button opener with an air curtain heater above the entrance. This will ensure everyone will have access to our events. At the same time drafts reducing drafts further reducing carbon emissions.
- The guttering, fascias and soffits have deteriorated significantly in the 12 years since we took on the lease. This is in spite of regular checks and ongoing maintenance. Replacing these now will protect the building and continue to keep it wind and watertight for many years to come.

(b) How will the project benefit coastal communities or the coastal/marine economy?

This project will help to retain 4 part time jobs for our staff, create opportunities for local artists to exhibit and sell their work, engage up to 8 local tradesmen, reduce carbon emissions, continue to provide wellbeing activities through art and learning for all age groups about various aspects of the creative industries.

Our Art Hub will also provide a vibrant and interesting programme of exhibitions during the summer months to attract tourists and locals alike. For example, during 2022 we have planned, several exhibitions on the hotel windows for On The Street project, the availability of other empty windows around the village is being explored to expand the project. Whilst the building is closed for works, ATS will hold outdoor events like At Home in the Forest a mindful photography course in Leckmelm woods funded by IKEA. A members exhibition is planned as our first exhibition to launch the new Art Hub space in September. We are also planning a weekend art Symposium in Ullapool this year leading towards an Arts Festival across several venues in the area in 2023. Dolphin Arts will continue throughout through the generosity of Ullapool Harbour Trust providing a space for them to meet and create art.

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

We recently hosted a hugely successful Crowdfunder campaign, raising over £22K (with grant aid) to cover costs of internal changes to the building. The Crowdfunder will allow us to refurbish the disabled toilet, reconfigure and improve the look of the internal spaces to provide a better experience for the public, upgrade furniture, etc. We are also planning a sculpture trail, or similar arts experience, within the centre of the village to guide people to Our Art Hub for exhibitions.

ATS was aware of the threat to our occupancy of the gallery in 2020 and carried out a full community survey at that time. We had over 400 responses to the online questionnaire. An Talla Solais is hugely supported by the local community as well as our wider membership from across Highland, Scotland and the UK. Although carried out in 2020, the hotel chose to let us stay for another two summers. The results of the survey are still valid, arguably more so with the increased need for social integration and wellbeing activities to assist people in overcoming the effects of the pandemic and social restrictions.

We know that the strong support demonstrated in the survey is still there because of the response we had to our Crowdfunder. 228 people directly contributed to the fundraising and local artists

gave their art or time in kind to the value over £5000 as rewards. Along with the huge support locally the campaign also attracted donations from far and wide because of visits to the gallery on holiday and through participation in art classes.

Below are some quotes taken from the 2020 survey:

“To have creative opportunities for all ages and abilities to mix has been rewarding... It is also a chance to meet other people from the village that are sometimes not involved with the arts. The discussions are also good as there is no specific outcome... To do this around the theme of art enriches the soul”

“Geographically it makes sense to have a support structure with access to talks, peers, exhibitions, professional development etc.”

“I hope that ATS will prove itself ready to be changed by circumstances and opportunity whilst sticking to its principles of dialogue/connection/conversation.”

“We’ve seen some amazing exhibitions and collaborations on our frequent visits every holiday. The presence of the gallery underlines that this is a vibrant community, not just a pretty postcard tourist spot.”

And from the Crowdfunder:

“Always a friendly inspirational gallery space, that provides creativity for all. All of which is important for all communities. Good luck.”

“A fantastic organisation which is deserving of support”

“It’s so important for contemporary art to exist in the Highlands of Scotland and An Talla Solais have always supported this in such an amazing way!”

“It’s incredible that a small village like Ullapool has such a fantastic resource for the community, It has to stay alive

Ullapool needs An Talla Solais - it is unthinkable to imagine the village without it”

“A fantastic community resource. You don’t need to be an artist, craftist or even creator to appreciate the importance of An Talla in our community.” All 82 comments can be found here <https://www.avivacommunityfund.co.uk/p/help-secure-the-future-of-an-talla-solais>

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.

Activity name	Achieve by (date)
Funding in place and detailed refurbishment plan in place	4 th April 2022
Tradesmen engaged contracts signed timescales agreed with each- work begins	1 st May 2022
Works completed and signed off – relevant guarantees in place	1 st August 2022
ATS returns to building / office re-established	1 st August 2022
New exhibitions, community art events programme begins	15 th August 2022

(e) In developing the project, please detail how you have considered the following:

Environmental impact – describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may also be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.

In 2018 ATS replaced the old windows for double glazed, more efficient ones and insulated the loft area using an Energy Savings Trust interest free loan. We always carry out recycling measures in our day to day operations and reduce costs as much as possible using energy savings measures. The upgrade of the heating system and solar panels installed will further reduce our carbon footprint saving up to 3 tonnes of carbon per annum.

All the tradesmen employed will be expected to mitigate against negative environmental impacts during their work with us.

Equalities impact – *explain how you have taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?*

Our plans for the front door push button opening system will ensure the building is fully accessible allowing us to develop projects where we can welcome everyone.

We endeavour to include everyone in everything we do. We work with all the local schools from nursery to high school and provide events in care homes. We also cater for other vulnerable groups and individuals in our community who may have specific and private needs but feel comfortable that they will be looked after by ATS to enjoy the fun and creativity provided through art and art practice. We run the Dolphin Arts project for those affected by dementia. Once relative normality returns, ATS intends to continue with our plans to develop similar projects, working with the relevant public services, to create more events for other vulnerable groups, such as those with mental and physical health issues.

We work closely with other organisations in the area and develop projects in partnership and on themes that complement other activities happening around us. We have a close relationship with Ullapool Harbour Trust who provide a huge amount of in kind support to the Dolphin Arts Project helping them throughout the pandemic with premises large enough to allow social distancing for this very vulnerable group when people were allowed to meet again.

(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?

The use of the building in recent years has been limited to office and studio rental. With exhibitions and events now running from our art hub there will be constant use, during the day, evenings and at weekends. ATS covers the cost of running the building including maintenance and repairs, communications cleaning, etc. Costs are covered from, studio/space rentals, membership fees, donations, small grants for events and commission on art sales. When the internal refurbishment is complete we will continue to generate income from exhibitions, hold more community events and ensure all studio space is let. It is expected that more people will engage with Our Art Hub and this will lead to increased membership, increased donations, increased sales and the ability to do much more through funding for events.

The solar system will be built to allow additional panels to be added should funds allow. It will also be built to allow us to retrofit a battery for more control over the power output should grants for battery power be available in future. The solar panels will save around £800 per year in energy costs and 1.2 tonnes of carbon

Fitting thermostats on all of the radiators will help reduce heating oil use, saving up to £800 per year and cutting carbon emissions by around 2 tonnes per year and internal insulation will also reduce heating costs.

Fitting a push button opener on the main door will allow access for all. Including a warm air curtain heater will allow us to reduce heat loss when the door is in use ensuring the rest of the heating system continues to work to maximum effect.

Replacing the guttering will stop money being regularly used to keep the gutters functioning and the wood on the facias from deteriorating further, keeping the building wind and water tight and saving funds for delivery of our essential work.

All building work and equipment installed will be guaranteed. The solar panel elements will be guaranteed for at least 10 years and some parts of the system for up to 25 years.

(g) Please outline how the project fits with other relevant local plans and strategies.

Our Art Hub fits with the following taken from:

Highland Wide Local DP,

Vision

We will have supported a Competitive, Sustainable and Adaptable Highland Economy by:

providing opportunities which encourage economic development and create new employment across the area focusing on the key sectors of life sciences, energy, tourism, food and drink, higher education, inward investment, financial and business services, **creative industries**, aquaculture and **renewable energy**, whilst at the same time improving the strategic infrastructure necessary to allow the economy to grow over the long term;

This project will contribute, continuing to provide and improve on our services to the creative industries supporting artists in their practice and in our implementation of renewable energy through installation of solar panels.

We will have provided better opportunities for all and a fairer Highland by:

promoting opportunities that allow for **investment in services and infrastructure**, and opportunities for investment and **diversification in the economy**, in our deprived areas and areas at risk of long term unemployment as a result of changes in the wider economy.

Specific to our Community:

By reducing our costs to run the building this funding will invest in the future of An Talla Solais and upgrade the Market Street building. Supporting Our Art Hub will ensure exhibitions continue, artists are supported and the community can engage with art practice helping ATS to not only survive but to thrive.

Ullapool will **be a place of outstanding natural and cultural heritage** - heritage assets including the landscape and wildlife will have been safeguarded and enhanced. **The high quality of life and economic opportunities associated with these assets will be helping to increase and maintain population levels.**

Much of what we do is linked to the heritage of the area and particularly Marine environments. Last year for example we held the Susie Reade exhibition which was about her mother's journey on the Arctic Convoys to Russia. We also supported the Isle Martin Seaweed Festival with an exhibition of local art on seaweeds during the same week. Our staff are all based in the Highlands and our new manager, taking up post in early March, is returning to Ullapool after 20 years working in the creative industries in London.

have a more diverse economy - particularly via **renewable energy** developments that deliver genuine and **proportionate benefits** to local communities

Our proposal for a small solar system on the building contributes to this outcome.

have re-established and promoted its unique identity - as a centre for Gaelic culture and language and as having a **high quality tourism product providing high quality facilities**

Our Art Hub is completely focussed on providing a high quality facility, not only for our community but for our visitors too.

From the **West Highlands and Islands LDP** Optimisation of Ullapool's profile as a **leisure and tourism destination by providing new facilities at the harbour and elsewhere**

The Art Hub will be a new facility where art in Ullapool happens. At present the Market Street

building is used by only a few. When the refurbishment is complete this will become a vibrant and exciting place for all to experience with increased visitors guided to the facility following a new art trail from the harbour to Market Street.

4.4 Does the project require planning permission or statutory regulatory consents?	NO
---	-----------

If YES, please detail below - provide evidence with the application if granted.

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Solar Panels	Quotation for 6.6 Kw system from Onsite Generation	£10992
Plumbing/Heating	Quotation from Pagent Property Services	£2240
Push button door opening and heater	Verbal quote from RW Electrical for labour plus internet research on opener and heater costs	£2000
Joinery work	Quotation Scott Irvine Joiner Gutters and facias/soffits	£11372
	Internal insulation Scott Irvine Joiner	£3396
TOTAL PROJECT COST		£30000

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?

We have approached local tradesmen for reasonable quotes. For equipment costs like the automatic closer and curtain heater we researched online for costs which were around £600 and £300 respectively.

Although quotes are current, we are aware that by the time we are able to appoint tradesmen material costs may increase. To mitigate against this a portion of the remaining funds from the

Crowdfunder will be held to cover contingency in case costs are higher than funds awarded.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

If match funding is confirmed, please provide letters of awards with the application.

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
An Talla Solais – Crowdfunder		yes	3000
Total match funding			£3000
HCCF requested			£27000
Total project cost			£30000

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

YES

Please detail: The new ATS manager, starting early March 2022, will be responsible for managing the contractors with the help of the volunteer project team. Salary costs are expected to be around £2000 for time that will be put towards managing contractors during the build. Volunteer hours are estimated at about £5500 - £15 per hour for 3 skilled people working 7 hours per week each, over 4 months. Volunteers will meet with contractors, attend meetings and support the manager with project development meetings. The volunteers will also do labouring jobs where appropriate such as clearing areas to allow workmen access and small decorating jobs as the build progresses.

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

Crowdfunder contributors expect their funds to be used to refurbish the areas that will enhance the experience of people coming to the hub. This includes fitting a new suite and grab rails in the all abilities toilet, flooring, furniture, décor, external painting, etc.

If we don't secure the Coastal Community funds we will need to remove the plans for solar panels, replacement guttering and internal insulation from the overall refurbishment. Removing these items from the plan will result in higher running costs, higher carbon emissions and far lower resilience for An Talla Solais to survive longer term. This could lead to loss of jobs for our staff team and loss of the huge benefits we bring to our community.

Funds from the Crowdfunder will have to be used cover essential costs such as front door disabled access and improved heating system impacting on spend in other areas.

SECTION 7 – BUSINESS AND REVENUE GENERATION PROJECTS

To be completed by business and revenue generation projects ONLY. If the project does not generate revenue, please go to SECTION 8.

Please submit a business plan with the application.

7.1 Will the project generate revenue? Please provide a copy of the budget forecast with the application.

YES / NO

If yes, how will the revenue benefit the organisation? Will it be re-invested to help with the long-term sustainability – if so, how?

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

7.3 Have you considered taking out a loan for the project?

YES / NO

Please state your reasons:

7.4 Have you had support from other organisations in developing the project?

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the business/organisation?

YES



If yes, please provide details of awards for the last 3 fiscal years:


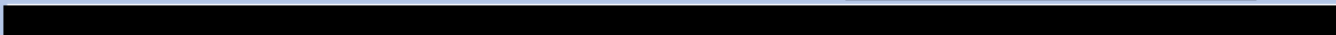



Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

The data 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 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature: 	Print: 	Date 14/01/2022

8.2 Supporting documents checklist.		YES
<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why.</i>		
1	Constitution or articles and memorandum	X
2	Committee Members or Directors List	X
3	Permissions – i.e. planning, building warrants, marine licences	
4	Policies – i.e. child protection, health and safety, equal opportunities	X
5	Confirmation of match funding letters	X
6	Bank statement – latest statement * please provide a statement below declaring what the remaining bank balances are for.	X
7	Annual financial accounts – latest available	X
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	X
9	Business plan (revenue generation projects only)	
10	Relevant insurance policies	X
11	Job descriptions (HCCF funded posts only)	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	X
13	Partnership agreement	
Reason for missing documentation: There are some supplementary pages to our policies but I have included the main policy documents. Please let me know if you need to see the supplementary information. We are in the process reviewing and updating our policies where relevant. I have included the main Zurich insurance policy document. We will speak to Zurich and ensure we are fully covered for the project before building work begins.		
Declaration what the remaining bank balances are for:     		

For assistance completing this form please contact: coastal.communities@highland.gov.uk

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	214	Applicant Organisation	An Talla Solais	Area Committee	WRS&L
Organisation Type:	Charity/Ltd Company	Project Title:	Our Arts Hub	Committee meeting date	9/2/2022

Project Summary				Programme theme (delete as appropriate)
Total project costs	£30,000.00	Estimated start date	4/4/2022	Community Resilience
Total HCCF funding sought	£27,000.00	Estimated completion date	1/8/2022	
HCCF intervention rate	90%			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness	G	Lease agreement for the building is in place with The Highland Council covering the building until 2033. Approach has been made to THC to agree and authorise the programme of works (emails provided). The identified programme of works is straight forward to deliver by qualified tradesmen. Project timeframe potentially open to delays due to contractor and materials availability, also previous quotes may not be held leaving costs open to fluctuation. This is out with the applicants control however they have stated that additional crowdfunding could cover potential price increases. Contractors have informed the applicant that building warrant is not required for the works.
Engagement & Support	G	A recent crowd funder campaign raised £22k (228 unique donors) showing significant demand and appreciation for the organisation from the wider public. A community consultation was carried out in 2020 when the threat of closure was apparent which received over 400 responses from the local community and wider membership. Responses and comments from the crowdfunding and consultation have been provided
Meeting a Need of Demand/Market Demand	G	Application states that prior to pandemic ATS welcomed an estimated 17.5k visitors. The results from the consultation shows that ATS has built up strong support from the local community and visitors who have responded outlining the strong demand for the activities, events and exhibitions that ATS hosts. The project will contribute to net-zero ambitions and has been informed by a Resource Opportunity Assessment carried out by Resource Efficient Scotland.
Legacy & Exit Strategy	G	Applicant has stated that running costs can be covered by membership fees, donations, small grants for events and commission on art sales. Following the completion of the project it is expected that membership, donations and sales will increase due to having a more significant presence in the village. Improving the energy efficiency of the building will result in a long-term financial savings estimated by

		applicant to be at least around £1,600 per year, and carbon reduction of around 3 tonnes per year
Consideration of equalities issues/impacts	G	An aspect of the project is to install a front door push button opening system with the view of making the entrance suitable for all abilities access. ATS have a record of delivering projects to engage directly with under-represented or vulnerable groups including the Dolphin Arts project for those affected by dementia. An Equal Opportunities Policy has been provided
Environmental sustainability	G	Much of the project activity involves making the proposed arts hub building energy efficient including solar panels, upgrading heating system, upgrading insulation and draft reduction. Completed works will significantly reduce energy use and carbon output - applicant has estimated this to be around 3 tonnes of carbon per annum
Value for Money	G	Project consists of 5 different elements to improve energy efficiency alongside improving all abilities access. Given the long-term saving on energy costs and net zero ambitions, this project gives good value for money.
Match funding	G	ATS have committed 10% match funding (£3,000) from their crowdfunding campaign. The campaign raised ~£22k in total however the applicant has stated that the remaining funds will go towards refurbishing the disabled toilet, reconfiguring/improving look of internal spaces and furniture. Applicant has stated the reason for not including this in the HCCF application was due to the meeting of deadlines and the simplicity of applying for larger cost items through HCCF. Therefore, the project is essentially being match funded by £22k
Meets Local Priorities	G	Application describes several aspects in which the project meets with the Highland Wide Local Development Plan including access to services, cultural heritage and diverse economy.
Additionality 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 	G	HCCF funding required to allow the project to proceed, increase scope of quality and accelerate implementation. The application states that if funding is not awarded ATS will not be able to progress with some elements of the project resulting in the building being less energy efficient with higher running costs and higher carbon emissions

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Y	Area committee did not set thresholds for community projects
B	Has the Privacy Notice been acknowledged?	Y	
C	Are project timescales within HCCF programme timescales?	Y	April to August 2022 timeframe for delivery
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	Y	An Talla Solais is registered charity – SCO40348 and registered Limited Company SC346470
B	Does the organisation address match the bank statement?		

3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	N	
B	Is the project being proposed by a private business?	N	ATS is a registered charity and registered limited company due to the trading aspect of the organisation
C	Is it a partnership project and is there a partnership agreement in place? Is the HCCF applicant the lead organisation?	N/A	
D	Is applicant organisation VAT registered? If yes, has number been provided? Is the VAT being reclaimed from HMRC? <i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>	N	Applicant is not VAT registered
4	Project details		
A	Is the proposed activity/project within 5km of coastline? If not, has the applicant provided a justification of project benefit to coastal communities?	Y	Project to take place in Ullapool
B	Does the applicant own or lease the land or building? If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	Y	Applicant has lease in place with Highland Council for the Market Street building. Lease agreement in place until 2033
C	Is the project activity plan achievable within the timeframe? Are there any notable potential delays?	Y	
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	N/A	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	Y	

B	Are project costs eligible/essential?	Y	
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	N	Costs are based on quotes received however further quotes will be required for some costs to meet the procurement requirements of the programme and to ensure best value
D	Has VAT been removed or included in the project costs? As per section 2 above?	N	Applicant is not VAT registered, costs are inclusive of VAT
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Y	ATS match funding £3,000 from own reserves generated by crowdfunding campaign
B	Will there be in-kind support? How does this add value to the project?	Y	ATS manager staff time in managing the project and volunteer time in completing tasks that will assist with the building works
C	Has any work already started/costs been incurred prior to the application?	N	
7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	N	Project will not directly generate revenue but ATS are a revenue generating organisation through events and arts sales
B	Has a business plan and budget forecast been provided?	N/A	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	N/A	
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Y	Creative Scotland – Navigate project 2020 £28994 Highlands and Islands Enterprise 2019 £1360 Scottish Government Covid relief via Highland Council 2020/21 £29000 Adapt and Thrive Covid funds Via SCVO 2020/21 £26760
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Y	Application signed by Director of the organisation
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	Y	

Constitution or articles and memorandum	Y	Memorandum and articles of association provided
Committee members or directors' list	Y	Directors list provided
Permissions – such as planning, building warrant, SEPA	N	Check whether building warrant required
Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Y	Child & Adult Protection Policy, H&S Policy, Equal Opportunities Policy, Equalities Approach document,
Confirmation/evidence of match funding	N/A	Match funding from own source
Most recent bank statement provided	Y	
Statement demonstrating why public funding is required		
Statement declaring what the remaining bank balances are for		
Latest annual accounts	Y	2020 & 2019 accounts provided
Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Y	Consultation summary report provided (2020)
Business plan (revenue generation projects only)	N/A	
Relevant insurance policy	Y	
Job descriptions for any post which funding is sought towards	N/A	
Evidence of control/ownership of asset – i.e. lease, title deeds	Y	Lease agreement between ATS and Highland Council provided
Partnership agreement	N/A	

Recommended grant conditions	
Pre - start conditions	<ul style="list-style-type: none"> • Prior to incurring any expenditure the Grantee must undertake a post offer meeting (“Post Offer Meeting”) with a member of the Highland Coastal Communities team.
Specific conditions	<ul style="list-style-type: none"> • All items should be purchased in line with the HCCF best practice procurement guidance unless otherwise agreed in writing with the Highland Coastal Communities Team • Photographs of completed project to be provided

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<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Sarah Lamb
	Date:	25/01/2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	

Highland Coastal Communities Fund Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submit with the application (see section 8.2).
Projects must not start or commit expenditure before receiving and accepting the offer of grant letter if awarded funding.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	215	
1.2 Organisation	Welcome Ullapool	
1.3 Project title	Entrance Sculptures Installation	
1.4 Project costs	Total cost of project	£8,290.00
	Match funding	£4,790.00
	Grant requested	£3,500.00
1.5 Start date	Early Spring 2022	
1.6 End date	April 2022	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	
Community Resilience	✓
Mitigation of climate/ecological emergency	
Rural de population	

1.8 Privacy Notice

Please confirm you have read and understood the Highland Coastal Communities Fund privacy notice: www.bit.ly/HCCF-Privacy-Notice

YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	Treasurer
2.3 Address	
Postcode	
2.4 Email address	accounts@ullapool.com ,
2.5 Website address	www.welcomeullapool.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group	X	
Public body		
Private (i.e. business)		
Charity		
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the HCCF Team as this may affect the offer of grant.	NO
--	----

3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"><thead><tr><th>Whole</th><th>Partial</th><th>None</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Whole	Partial	None			
Whole	Partial	None					

3.6 Project delivery team	
Name	Job title/area of work
	Installing Sculptures
	Groundworks, erection of plinths
	Stonemason
	Electricity Supply
Welcome Ullapool	Opening Ceremony plus organisation and support of above.

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - must be within 5km of the coastline? Please include postcode.
South Entrance to Ullapool, Braes Lay-by – IV26 2TB North Entrance to Ullapool, Morefield - IV26 2WN
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
We have planning permission for both locations.

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Welcome Ullapool commissioned two stainless steel sculptures for each entry to the village to replace the statutory white metal signs, which have now been completed. The sculptures depict a 'ball' of herring amongst waves, representing the historic importance of fishing in Ullapool. They will be floodlit with LED lights and set on a stone plinth made with local stone and faced with stainless steel lettering depicting 'Ullapool'. The sculptures have been fabricated by _____, an established metal artist who has worked on the Kelpies. The first sculpture was commissioned in 2019 and then it was decided to commission a second in 2021 with some grants in place. Costs have increased with the price of steel and difficulties in purchasing materials during the Pandemic. It has also taken some time to obtain planning permission and establishing the logistics of providing an electricity supply to the sculpture at the south entrance. Both have now been achieved. Funding assistance from the Ullapool Harbour Trust, the North Highland Initiative, Highland Council Discretionary Fund, the William Syson Foundation and restricted funds in the Welcome Ullapool account have enabled the purchase of the sculptures, but the costs of installation, extensive groundworks, installing an electricity supply and stonework are higher than originally budgeted for and have therefore become another project. Consequently, we are in need of further funding. I confirm that public liability insurance has been secured.</p>
<p>(b) How will the project benefit coastal communities or the coastal/marine economy?</p> <p>The sculptures are a distinctive representation of Ullapool's rich heritage in fishing and will remind visitors and residents alike of the importance of the village's culture and continued contribution to the fishing industry. Residents will be given a sense of pride and well-being in their community and its history. Welcome Ullapool feel that these impressive and eye-catching designs will enhance the</p>

entrances to our beautiful village for generations to come and will be of great benefit to Ullapool as we emerge from the rigours of Covid-19.

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

It was decided to improve the 'gateways' to Ullapool in line with other Highland communities. The existing white metal signs are plain, aged and do little to create a welcome to the village (photos attached). The sculptures will create an enduring first impression for all.

The community of Ullapool were consulted on the designs and invited to make contributions. Design ideas from local artists were presented at two public meetings at Ullapool Village Hall. Opinions and preferences were invited from the community. A proposed model was presented at the Lochbroom Community Council meeting which is open to all members of the community and the idea was unanimously supported.

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.

Activity name	Achieve by (date)
Groundworks and erection of plinths	Mid February 2022
Stonemasonry	Early March 2022
Electricity Supply	Mid February 2022
Installation	Mid March 2022
Opening Ceremony	End March 2022

(e) In developing the project, please detail how you have considered the following:

Environmental impact – *describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may also be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.*

There will be very little environmental impact from this project and the sculptures have been commissioned to enhance the environment rather than detract from it. There are multiple road signs on the south entrance to Ullapool and replacing one with an aesthetically pleasing sculpture can only be of benefit. The lighting for the sculptures will be low-impact LED lighting. Some native species of shrubs and plants will be sourced as part of the landscaping if the budget allows.

Equalities impact – *explain how you have taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?*

The opening ceremony will be open to all in the community and particular care will be taken to invite marginalised groups such as two care homes, Made in Ullapool (learning disabled), The Dolphin Arts Project (dementia), Parish Hub, Ullapool Garden of Reflection.

(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?

Upon completion, we are not anticipating any ongoing costs, apart from a minimal cost for electricity (lighting). A grant from SSE has been made to cover this cost for the foreseeable. The sculptures are designed to require no maintenance and will be a legacy to current and future residents of

Ullapool and the surrounding area. Volunteers from Welcome Ullapool will ensure that the surrounding areas are kept tidy.

(g) Please outline how the project fits with other relevant local plans and strategies.

In 2022, work will commence on a major promenade and Harbour development on the Ullapool shore. As well as improving traffic safety, the design of street furniture & signage will also reference the history of fishing in Ullapool, particularly the village being established as a herring port.

4.4 Does the project require planning permission or statutory regulatory consents?	YES
---	------------

If YES, please detail below - provide evidence with the application if granted.

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Planning Permission North Entrance	Yes 20/06/19	Yes 16/02/20
Planning Permission South Entrance	Yes 02/07/19	Yes 03/09/21

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Installation	Groundworks to create plinths and erection	£1,000.00
	Stonemasonry	£ 500.00
	Installation by Sculptor, Jason Paterson	£3,090.00
Electricity	SSE installation, wiring and running costs for foreseeable future	£2,500.00
Signage	Plaques to explain history/background and acknowledge funding sources	£ 200.00
Opening Ceremony	Publicity, invitations, press coverage, cost of celebrity.	£1,000.00
TOTAL PROJECT COST		£8,290.00

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?

The groundworks and stonemasonry are being provided by local craftsmen and a proportion of their costs will be 'in kind' as their contribution to the project. The cost of the installation by the sculptor is non-negotiable. Grant applications to SSE and EDF Corriemoillie Micro-grants will cover the actual costs of electricity and signage. The Welcome Ullapool Committee will meet a proportion of the opening ceremony costs.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding: <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
SSE	Yes (Nov. 21)	Yes (Dec. 21)	£2,500.00
EDF Corriemoillie Wind Farm Micro-grant	Yes (18/11/21)	Yes (14/12/21)	£ 200.00
Welcome Ullapool Reserves		Yes	£2,090.00
Total match funding			£4,790.00
HCCF requested			£3,500.00
Total project cost			£8,290.00

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

YES

Please detail: The true cost of the groundworks and stone masonry are likely to be higher than those budgeted for, but both local tradesmen are prepared to donate part of their costs for the benefit of this community project. Welcome Ullapool is run by a voluntary committee of six people, who will all make in-kind contributions to the fruition of the sculpture installation and the opening ceremony.

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

As explained earlier in this application, the delays and increased expense have made this project more costly to deliver than originally anticipated. Welcome Ullapool’s only source of income is membership subscriptions and grants. Apart from professional fees to the designer, the costs of running this promotional website, which publicises local services, accommodation providers, enterprises and events are met by the voluntary committee. We are reluctant to reduce remaining resources any further but would have to consider this or a loan in the event of not receiving further funding for the installations.

SECTION 7 – BUSINESS AND REVENUE GENERATION PROJECTS

*To be completed by **business and revenue generation projects ONLY**. If the project does not generate revenue, please go to SECTION 8.*

Please submit a business plan with the application.

7.1 Will the project generate revenue? <i>Please provide a copy of the budget forecast with the application.</i>	
NO While there will not be any direct revenue generated, we anticipate the sculptures will create further appreciation of this special village and increase tourism spend in the area. We anticipate the Opening Ceremony attracting a large amount of media interest.	
7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?	
We are not envisaging any disruption to local organisations and businesses during the installation.	
7.3 Have you considered taking out a loan for the project?	
YES Please state your reasons: In the event of not being able to access sufficient funding, we have considered taking out a loan to protect Welcome Ullapool resources.	
7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	
HIE	
Other	
7.5 Have you previously received public funds for the business/organisation?	
Yes If yes, please provide details of awards for the last 3 fiscal years:	

SECTION 8 – SIGNATURE

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

The data 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 Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print:	Date 10/01/22

8.2 Supporting documents checklist.		YES / NO or Not applicable
<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why.</i>		
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	Yes
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A
5	Confirmation of match funding letters	Yes
6	Bank statement – latest statement * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	Yes
11	Job descriptions (HCCF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N/A
13	Partnership agreement	N/A
Reason for missing documentation:		

For assistance completing this form please contact: coastal.communities@highland.gov.uk

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	215	Applicant Organisation	Welcome to Ullapool	Area Committee	WRSL
Organisation Type:	Constituted Group	Project Title:	Entrance Installation	Sculptures	Committee meeting date

Project Summary				Programme theme (delete as appropriate)
Total project costs	£8,290	Estimated start date	Early Spring 2022	Community Resilience
Total HCCF funding sought	£3,500	Estimated completion date	April 2022	
HCCF intervention rate	%42			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		<p>Project is in a good position to start, should funding be approved.</p> <p>Confirmation of landowner's permission to install sculptures to be covered in condition</p> <p>Match funding package in place</p> <p>Funding for ongoing cost of electricity in place, with commitment from applicant to fund through subscription fees after funding has been exhausted</p> <p>Planning permission is in place</p>
Engagement & Support		Email from Secretary of LochBroom Community Council confirming all members in support provided, alongside extract from Welcome Ullapool AGM welcoming comments on the proposed sculptures
Meeting a Need of Demand/Market Demand		Applicant has noted that Welcome Ullapool (applicant organisation) members, who have been involved in multiple village improvement projects in recent years, identified a need for more attractive gateways to the village.
Legacy & Exit Strategy		<p>New signs/sculptures will aesthetically improve the entrances to Ullapool for long after the project period.</p> <p>Applicant has identified there will be minimal ongoing costs, other than that of electricity for the lighting on the South feature, which has been funded for the first 10 years through SSE grant match funding</p>

		<p>and the applicant has confirmed that Welcome Ullapool will cover the ongoing costs of electricity after this period through membership subscriptions.</p> <p>Applicant has advised that lighting for the North feature is being provided by an adjacent business on a 20-year arrangement. A condition to provide this agreement and clarify the costs involved and whether they are included with in the budgeted costs is included below</p> <p>Sculptures are stainless steel and not expected to require maintenance.</p> <p>Criteria cannot be assessed as green owing to lack of clarity on agreement for North feature lighting, however there are no fundamental concerns in relation to this.</p>
Consideration of equalities issues/impacts		The new signage / sculptures are unlikely to cause any significant equalities issues, and the applicant intends to invite disabled residents of local care homes to the opening ceremony to ensure it is open to all.
Environmental sustainability		Lighting for signs to be low-power LED lighting,
Value for Money		<p>Project will deliver welcoming sculptures to the entrances of Ullapool for relatively small HCCF grant amount and intends to leverage partial in-kind support from local workers charging a reduced rate.</p> <p>This is the final phase to install sculptures which have already been significantly funded from other funding streams</p>
Match funding		Applicant has leveraged external match funding which has been evidenced with grant offers, as well as match funded themselves. Partial in-kind match funding being provided by local groundworker / stonemason (reduced rates).
Meets Local Priorities		Project aligns with WRSL HCCF funding priority for community-led infrastructure projects and will complement the upcoming promenade and Harbour development on the Ullapool shore
Additionality 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 		<p>Applicant has identified that they would consider taking out a loan if HCCF funding is rejected.</p> <p>HCCF funding will allow the project to proceed imminently; loan funding applications would cause a delay to the project and it is unclear whether such funding would be viable</p>

Application Technical Check		Yes / No N/A	Comments
1	Project summary		

A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	Yes	
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	N/A	
B	Does the organisation address match the bank statement?	Yes	
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place?	No	
	Is the HCCF applicant the lead organisation?	N/A	
D	Is applicant organisation VAT registered?	No	
	If yes, has number been provided?	N/A	
	Is the VAT being reclaimed from HMRC?	N/A	
	<i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>		
4	Project details		
A	Is the proposed activity/project within 5km of coastline?	Yes	
	If not, has the applicant provided a justification of project benefit to coastal communities?		
B	Does the applicant own or lease the land or building?	No	Applicant has confirmed that land is owned by Highland Council. Pre-start condition proposed below to confirm permission to install sculptures
	If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	Condition	
C	Is the project activity plan achievable within the timeframe?	Yes	Availability of contractors due to Covid has the potential to cause delays
	Are there any notable potential delays?	Yes	
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents,	Yes	Planning Permission for both sites granted

	marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	Granted	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	No	Questions remain over the breakdown of electricity costs and opening ceremony costs. Further clarity on this sought from the applicant
B	Are project costs eligible/essential?	Yes	£1000 for opening ceremony to include cost of celebrity, press coverage and invitations/publicity
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	No	Costs not yet procured. Condition proposed to ensure all costs are procured in line with HCCF guidelines.
D	Has VAT been removed or included in the project costs? As per section 2 above?	Included	
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Yes	Award letter and email provided for external. Bank statement showing funds available for own match funding.
B	Will there be in-kind support? How does this add value to the project?	Yes - partial	Groundworks and stonemasonry to be carried by local tradesmen at a reduced rate (partial in-kind) which will add value to the project by way of reducing costs of installation
C	Has any work already started/costs been incurred prior to the application?	No	
7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	N/A	
B	Has a business plan and budget forecast been provided?	N/A	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	N/A	
D	Has the applicant received previous funding from public sources in the last three fiscal years?	N/A	

8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Yes	
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	Yes	
	Constitution or articles and memorandum	Yes	
	Committee members or directors' list	Yes	
	Permissions – such as planning, building warrant, SEPA	Yes	Planning Permission.
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	No	Condition included below for these to be provided
	Confirmation/evidence of match funding	Yes	
	Most recent bank statement provided	Yes	Most funds earmarked for other expenditure and match funding for this project leaving a modest amount for contingencies
	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	Yes	
	Latest annual accounts	Yes	2020 accounts provided
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	
	Business plan (revenue generation projects only)	N/A	
	Relevant insurance policy	Yes	
	Job descriptions for any post which funding is sought towards	N/A	
	Evidence of control/ownership of asset – i.e. lease, title deeds	No	Condition proposed to confirm permission of landowner for installations
	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> • Permission from the landowner for installation of signs/sculptures required • Confirmation of agreement with adjacent business for electricity supply to north feature required, alongside clarity on whether this has been included in the project budget costs • Applicant to confirm that no project costs have been committed to (contracts signed, quotes accepted etc) before funding awarded
Specific conditions	<ul style="list-style-type: none"> • HCCF procurement guidelines to be adhered to for all project spend • Relevant policies to be provided – such as equal opportunities, environmental, health & safety etc

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Ross Campbell
	Date:	25/01/2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	



Highland Coastal Communities Fund Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submit with the application (see section 8.2).
Projects must not start or commit expenditure before receiving and accepting the offer of grant letter if awarded funding.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	216	
1.2 Organisation	High Life Highland	
1.3 Project title	Ullapool Youth Space	
1.4 Project costs	Total cost of project	£17,310
	Match funding	£2,760
	Grant requested	£14,550
1.5 Start date	07.03.2022	
1.6 End date	31.03.2023	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	
Community Resilience	X
Mitigation of climate/ecological emergency	
Rural de population	

1.8 Privacy Notice

Please confirm you have read and understood the Highland Coastal Communities Fund privacy notice: www.bit.ly/HCCF-Privacy-Notice

YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	
2.2 Position	Development Officer (Funding)
2.3 Address	12-13 Ardross Street Inverness
Postcode	IV3 5NS
2.4 Email address	
2.5 Website address	www.highlifehighland.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	407011
Constituted group		
Public body		
Private (i.e. business)		
Charity	X	SC042593
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the HCCF Team as this may affect the offer of grant.	YES						
3.4 If the organisation is VAT registered, please quote number.	123326548						
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>	Whole	Partial	None	X		
Whole	Partial	None					
X							

Details:

3.6 Project delivery team	
Name	Job title/area of work
	HLH Youth Development Officer for Ullapool
	HLH Assistant Youth Worker
	HLH Assistant Youth Worker

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - must be within 5km of the coastline? Please include postcode.
Market Street, Ullapool, IV26 2XE
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
Yes - Lease agreement attached.

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds’ themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Ullapool & District Youth Group, supported by their Youth Development Officer at High Life Highland, have secured a building for use as a dedicated youth space and they need support to continue providing weekly Youth Club sessions for young people in Ullapool. The project will address the fund priority of Community Resilience by providing a dedicated Youth Space in Ullapool - a facility where vulnerable young people will have a safe space to meet with qualified youth workers, get advice and support, and socialise with their friends.</p> <p>The project will recruit two Assistant Youth Workers who will be responsible for creating opportunities for young people to explore issues that are important to them, enabling them to make informed choices about their actions and their lives. They will facilitate the young people to play an important part in the future of the new Youth Facility and to participate in wider community activities and groups.</p> <p>This project will enable dedicated youth sessions to continue during weekday evenings from March 2022 to February 2023. The focus for these sessions will be developing the youth space, where all decisions will be youth led. Young people will be actively involved in designing their own space and taking control of decisions around what happens there. This will have a positive impact on their mental health, lead them away from risky behaviours, and enable them to contribute to a facility that will lead to benefits for the whole community.</p>

The outcomes for this project will be:

- Young people will feel safer and more valued as members of their community
- Young people's mental health and wellbeing will improve and their confidence and resilience will increase as a result
- Young people will have stronger support networks
- Young people will gain new skills and use their learning to give back to their community
- Young people will be diverted from risk-taking or criminal behaviour and their community will be safer as a result

(b) How will the project benefit coastal communities or the coastal/marine economy?

Provide a safe space for young people from Wester Ross to meet with qualified youth workers. The project will employ two youth workers on a part-time basis who will be responsible for creating opportunities for young people to explore issues that are important to them, enabling them to make informed choices about their actions and their lives. The Youth Space will provide young people with the chance to meet with their friends, gain opportunities and experiences, access computers and phones, or advice and support from youth workers.

Access to digital technology and training. Ullapool is an isolated, rural area that has poor broadband connection and mobile phone signal. This project will provide Digital Skills training to young people aged 16-25, including individuals who have learning disabilities. Young people will be able to borrow a digital device and gain access to the internet for free. They will also have the opportunity to gain post-school support in order to apply for further training and jobs, and support to use online systems to claim benefits, manage their money through online banking and take advantage of better deals available for online customers.

Help to alleviate food poverty and holiday hunger in Ullapool. The Youth Space is a member of the Fare Share Community Food scheme and receives surplus food from their local supermarket. The youth workers will support young people to develop cooking skills so they can make nourishing meals for themselves and others in the wider community, helping to redistribute surplus food and combat food waste. The Youth Space has also connected with Tesco in order to secure food donations such as baking ingredients which will be used by the young people to make produce for sale at local community markets.

Connection with local clubs and groups. This project will support local clubs such as Ullapool Swim Club, Ullapool Pipe Band, Create Youth Theatre, and Active Schools football and basketball teams by providing a space that young people can access after school hours before these clubs start in the evening. Many young people who attend Ullapool High School travel in from rural areas so they cannot go home in between the end of the school day and when clubs start – the project will provide an open, friendly and welcome space for them – somewhere that they can go without the expense of sitting in a café.

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

Ullapool Youth Forum members have identified the importance of having a dedicated youth space in Ullapool where young people can meet safely, without having to pay expensive prices to sit in a café to meet up with friends. They have been supported by the local Youth Committee and their YDO to secure the building for the Youth Space.

There is a pressing need for services to support young people’s mental health in Ullapool: 5% of young people at Ullapool High are receiving counselling services, a further 5% have been waiting over 12 months for a CAHMS referral. From her work with young people on Activity Agreements, Ullapool’s Youth Development Officer is aware of a group who are self-harming, discuss suicide ideation, abuse alcohol and are in the LGBTQ+ group.

Until the Youth Space opened in September 2021, Ullapool always lacked a dedicated youth space and the youth work setting was located within the Macphail Centre which is attached to Ullapool High School. This created problems for many young people on Activity Agreements and those who do not attend school, many of whom have negative experiences there and do not want to return. A few young people had been banned from school grounds altogether, meaning that they are also excluded from the youth work base. Currently the Youth Space can only open for part-time core hours when the Youth Development Officer is available to staff the facility. This project will increase opening hours allowing more young people to access the facility.

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.

Activity name	Achieve by (date)
Project set up meeting with Ullapool & District Youth Group: establish project aims, objectives and evaluation procedures.	18.03.22
Recruitment of Assistant Youth Workers	08.04.22
Set up of digital training room at Youth Space	15.04.22
Project delivery: weekly youth drop-in sessions; cookery skills sessions; digital skills programme.	17.03.23
Project reporting and evaluation	31.03.23

(e) In developing the project, please detail how you have considered the following:

Environmental impact – *describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may also be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.*

In the UK, food waste accounts for between 6 and 7% of total greenhouse gas emissions. An estimated 2 million tonnes of the food wasted in the UK is still perfectly good to eat when it is disposed of. Ullapool Youth Space is a member of the Fare Share Scheme which redistributes surplus food – this is the most environmentally, socially and economically responsible way to deal with surplus food. On average, charitable food redistribution from supermarkets emits 17 times less CO2 emissions than the next best option – conversion to animal feed (www.fareshare.org.uk)

Young people from Ullapool Youth Space are also involved in the work of Ullapool Sea Savers – a marine conservation charity run by young people in Ullapool. They campaign to raise awareness of the human impact on marine ecology and focus on finding positive, proactive ways to promote the waters around Ullapool.

Equalities impact – explain how you have taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?

The Ullapool Youth Space is promoted as an open, inclusive and welcoming space for all young people through posters, social media and other local groups, such as the Swim Club. Ullapool has a low population of people from minority ethnic groups so the main ways that the youth team will directly promote the project to young people from different ethnic backgrounds will be through the High School and through existing relationships with young people from all backgrounds in the community, who can help promote the project through word of mouth.

The Ullapool Youth Facility has wheelchair ramp access and disabled toilet facilities. It is an open plan space and provision is in place for different disabilities. A young leader who has Autism has had the opportunity to view the new space and give his input about making certain areas more accessible for young people who have learning disabilities. Throughout the project, youth workers and the Youth Development Officer will actively engage with young people who have disabilities to find out how their Youth Facility can be made more accessible to everyone.

(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?

This project will build on current programmes of youth work that are part of the core delivery of the HLH Youth Team and, in partnership with the Ullapool & District Youth Group, the activity will continue at some level once the funded activity has been delivered. The project will strengthen relationships with Ullapool High School, the local community and groups from the voluntary sector, encouraging future cooperation to identify joint sources of funding to develop youth work based on the needs of young people.

(g) Please outline how the project fits with other relevant local plans and strategies.

The Ullapool Youth Space project is supported by the **Skye, Lochalsh and Wester Ross CPP** and contributes directly to the following actions and outcomes of the **SLWR CLD Plan**:

- Supporting the development of new and existing youth organisations/ activities in the area
- Improved social, recreational and development opportunities for young people
- Improved joint working between youth organisations
- Skills development of young people in the running and development of third sector groups

4.4 Does the project require planning permission or statutory regulatory consents?

NO

If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)

SECTION 5: BUDGET

This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Staff costs	2 x Assistant Youth Workers 2 x 10hrs per week x 52 weeks @ £10.93 + 28% on costs	£14,550
Venue hire	Ullapool Youth Space monthly rent @ £200 per month x 12 months	£2,400
Internet connection	£30 per month x 12 months	£360
TOTAL PROJECT COST		£17,310

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?
<p>Staff costs have been calculated using the Highland Council Pay Grade Structure 2021-22. Activity costs have been calc Venue hire is the agreed monthly rent for the Ullapool Youth Space as per the lease agreement with Ullapool & District. Internet connection is the actual monthly bill for community broadband in Ullapool.</p>

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:			
<i>If match funding is confirmed, please provide letters of awards with the application.</i>			
Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Ullapool & District Youth Group	YES	YES	£2,400
SCVO	YES	YES	£360

Total match funding			£2,760
HCCF requested			£14,550
Total project cost			£17,310

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

YES

Please detail:

High Life Highland will provide project management and coordination through their Youth Development Officer for Ullapool.

3 hrs x 52 weeks HC07sp33 (£17.55) + On-costs @ 28%= **£ 3,500**

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

Without funding support the Ullapool Youth Space will not be able to extend its current opening hours and deliver the programme of activity outlined in 4.3.b.

SECTION 7 – BUSINESS AND REVENUE GENERATION PROJECTS

*To be completed by **business and revenue generation** projects ONLY. If the project does not generate revenue, please go to SECTION 8.*

Please submit a business plan with the application.

7.1 Will the project generate revenue? *Please provide a copy of the budget forecast with the application.*

NO

If yes, how will the revenue benefit the organisation? Will it be re-invested to help with the long-term sustainability – if so, how?

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

Ullapool Youth Space provides a unique facility for young people in Ullapool and works with local organisations, groups and clubs to provide high quality learning and socialisation opportunities for young people in a remote, rural community.

7.3 Have you considered taking out a loan for the project?

NO

Please state your reasons: Under its Service Level Agreement with Highland Council, High Life Highland is not permitted to take out loans.

7.4 Have you had support from other organisations in developing the project?

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the business/organisation?

YES

If yes, please provide details of awards for the last 3 fiscal years:

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

The data 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 Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print:	Date: 13.01.2022

8.2 Supporting documents checklist.		YES / NO or Not applicable
<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why.</i>		
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	YES
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	YES
6	Bank statement – latest statement * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	YES
7	Annual financial accounts – latest available	YES
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	YES
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	YES
11	Job descriptions (HCCF funded posts only)	YES
12	Evidence of control/ownership of asset – i.e. lease, title deeds	YES
13	Partnership agreement	NO
Reason for missing documentation: High Life Highland and Ullapool & District Youth Group are in the process of finalising their partnership agreement. This is expected to be completed by 28 January 2022.		
Declaration what the remaining bank balances are for:		

For assistance completing this form please contact: coastal.communities@highland.gov.uk

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	216	Applicant Organisation	HighLife Highland	Area Committee	WRSL
Organisation Type:	Charity / Company Limited By Guarantee	Project Title:	Ullapool Youth Space	Committee meeting date	

Project Summary				Programme theme (delete as appropriate)
Total project costs	£17,310	Estimated start date	07.03.22	Community Resilience
Total HCCF funding sought	£14,550	Estimated completion date	31.03.23	
HCCF intervention rate	%84			

Assessment Criteria <small>Application has demonstrated:</small>	RAG Status	Comments
Project Robustness		<p>The project is in a good position to begin, should funding be awarded.</p> <p>Formal confirmation of match funding has not been supplied; however, clarification has been sought from the applicant as to whether this would be more appropriately listed as in kind with the HCCF request increased to 100% (no change to grant requested).</p> <p>Applicant has provided mitigating plans for delivery of activities should there be further covid restrictions and has advised that posts will be advertised externally through local newspapers and online to ensure recruitment process is quick and efficient.</p> <p>Partnership Agreement between HLH and UDYG yet to be formalised / provided.</p>
Engagement & Support		<p>Applicant has identified that Ullapool Youth Forum supportive of a dedicated youth space in Ullapool and that the local Youth Committee and Youth Development Officer supported the effort to secure their current venue.</p> <p>Applicant has provided a letter of support for the project from Ullapool Community Trust.</p>
Meeting a Need of Demand/Market Demand		<p>Applicant has presented data showing the acute need to support young people's mental health in the area. A number of young people attending the High School live outwith the area and the facility is currently only open 3 nights per week – this application would allow for increased delivery to meet the</p>

		identified need. Application notes that the need for the project has been identified through the youth forum members and also the advantage of being able to deliver sessions outwith the school setting means some young people will no longer be excluded
Legacy & Exit Strategy		Applicant has identified that, in partnership with UDYG, activity will continue at some level once the funded activity has been completed. This will involve seeking further external funding opportunities, with models being looked at with the Social Enterprise Academy which generate small income streams to fund delivery
Consideration of equalities issues/impacts		Project specifically aims to support young people, some of whom have disabilities, and those experiencing mental health issues. Venue used/to be used is wheelchair friendly and has disabled toilet facilities.
Environmental sustainability		Services delivered at the youth space include those that address food waste. Intention to provide climate change group as part of extended opening hours, as requested by young people.
Value for Money		Salary costs are benchmarked against Highland Council pay grades. HCCF grant is requested as 84% of the project costs with a cash contribution being listed from SCVO and UDYG. Clarity is required around whether this would be more appropriately listed as an in kind contribution which may then increase the HCCF intervention rate to 100% (no change to grant requested). Either way this contribution can still be considered as a valuable addition to the project. The project is considered to provide a significant level of benefit for young people and the community in/around Ullapool in relation to the level of HCCF funding requested
Match funding		Formal confirmation of match funding contributions and the nature of these is required As noted above, clarity is required around the nature of match funding being provided – UDYG contribution for rent and SCVO contribution for broadband may be more appropriately listed as in kind contributions – should the project be approved this has been addressed through a funding condition.
Meets Local Priorities		Application states that the project is supported by the Skye, Lochalsh and Wester Ross CPP and contributes directly to several actions and outcomes of the Skye, Lochalsh and Wester Ross CLD Plan. Members have previously indicated they wished to support projects that support community led infrastructure or alleviate tourism pressures. This project is not considered to strongly meet these priorities but has demonstrated links with other relevant local strategies
Additionality 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 		Applicant has stated that without HCCF funding the youth space would not be able to extend its opening hours or deliver the programme of cookery and digital skills workshops The funding therefore increases the scope of supportive youth activities on offer

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	Yes	Due to complete at end of funding period on 31.03.22
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	Yes	
B	Does the organisation address match the bank statement?	No	Applicant organisation uses Highland Council's bank account for making transactions so address details are for Highland Council
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	Confirmation provided by the applicant the activity is not a public sector statutory duty
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place? Is the HCCF applicant the lead organisation?	Yes, but not in place Yes	Confirmation from applicant that this is a partnership project which HighLife Highland are the lead applicant on. A partnership agreement is yet to be finalised between HighLife Highland and Ullapool and District Youth Group.
D	Is applicant organisation VAT registered? If yes, has number been provided? Is the VAT being reclaimed from HMRC? <i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>	Yes Yes Yes	
4	Project details		
A	Is the proposed activity/project within 5km of coastline? If not, has the applicant provided a justification of project benefit to coastal communities?	Yes	
B	Does the applicant own or lease the land or building? If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	No	Ullapool and District Youth Group are the leaseholders. Detail of access should be covered in partnership agreement
C	Is the project activity plan achievable within the timeframe?	Yes	Possible delays to recruitment of staff and to delivery of activities due to Covid

	Are there any notable potential delays?	Yes	restrictions. Applicant has confirmed that services have been delivered since September 2021 and that the intention would be to continue to provide services should further restrictions be announced with mitigations such as reduced numbers, hand sanitisation and mask-wearing. Additionally, they have advised that posts will be advertised externally through local newspapers and online to ensure recruitment process is quick and efficient.
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	No N/A N/A	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	Yes	
B	Are project costs eligible/essential?	Yes	
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	?	Applicant has confirmed that the posts are to be advertised externally. Lease already in place for UDYG to occupy venue – HLH access to be covered by partnership agreement. HCCF procurement guidelines to be followed
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Yes	As per previous comments and project conditions, clarity to be sought from the applicant around the nature of this funding
B	Will there be in-kind support? How does this add value to the project?	Yes	High Life Highland will provide in-kind support through their Youth Development Officer for Ullapool at an estimated cost of £ 3,500. Although not included as part of the match funding, this will add value by providing project management and coordination duties.
C	Has any work already started/costs been incurred prior to the application?	No	

7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	N/A	
B	Has a business plan and budget forecast been provided?	N/A	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	N/A	
D	Has the applicant received previous funding from public sources in the last three fiscal years?	N/A	
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Yes	
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	Yes	
	Constitution or articles and memorandum	Yes	
	Committee members or directors' list	Yes	Board Members list provided
	Permissions – such as planning, building warrant, SEPA	N/A	
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Yes	
	Confirmation/evidence of match funding	No	Project condition
	Most recent bank statement provided	Yes	
	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	No	The applicant shares use of bank account with Highland Council so funds are required for fulfilling duties as a Local Authority.
	Latest annual accounts	Yes	
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	Application includes data showing the acute need to support young people's mental health in the area and has provided a letter of support for the project from Ullapool Community Trust.
	Business plan (revenue generation projects only)	N/A	

	Relevant insurance policy	Yes	General Hc / HLH insurance policy.
	Job descriptions for any post which funding is sought towards	Yes	
	Evidence of control/ownership of asset – i.e. lease, title deeds	?	Licence to Occupy for UDYG provided Partnership agreement as condition of funding
	Partnership agreement	No	Condition of funding

Recommended grant conditions	
Pre- approval conditions	<ul style="list-style-type: none"> Clarification around the nature of the match funding contributions is required and formal evidence should be supplied to confirm that these are in place Clarification required around different rates of pay noted in application form and job description
Pre - start conditions	<ul style="list-style-type: none"> Copy of signed partnership agreement showing roles and responsibilities of partners and detailing arrangements for access of the venue
Specific conditions	<ul style="list-style-type: none"> HCCF best practice procurement guidelines to be followed

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Fiona Cameron
	Date:	25th January 2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	