

Agenda Item	11.
Report No	CC/07/22

HIGHLAND COUNCIL

Committee: Caithness Committee

Date: 9 February 2022

Report Title: Highland Coastal Communities Fund – Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & 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 Caithness Area Committee has been awarded £409,652.26 of Crown Estates revenues for distribution within the Caithness Area. Funding will be distributed as the Highland Coastal Communities Fund – Caithness (HCCF).

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

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

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

Projects should be able to demonstrate that they are:-

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

- 1.3 In April 2021 Members agreed to ringfence £98,823.71 for Member-led strategic investments to benefit the Caithness economy.
- 1.4 In summary the position in Caithness at Area Committee on 9 February is as follows:-

Caithness HCCF Allocation – £409,652.26

Grants awarded to date – £310,828.55

Available funding - £98,823.71

Applications for consideration – 2

Value of grant requests - £99,882.85

- 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 outcome of technical assessment for each application

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

2. Recommendations

- 2.1 Members are asked to:-

- i. **Agree** that the £98,823.71 that was ringfenced for Member-led strategic investments can be made available for the projects under consideration, should they be approved;
- ii. **Consider** the applications presented for funding and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest; and
- iii. Should Members wish to approve both applications, there is a shortfall in funds available through the current allocation of £1,059.14. Members will therefore need to agree whether to cap one of the grant offers or draw these funds from the new HCCF allocation for 2022/23

3. Implications

- 3.1 **Resource** – Caithness has available funding of £98,823.71. Applications under consideration total £99,882.85. If Members wish to approve all projects, then the balance of funding can be taken from the new HCCF allocation to cover the shortfall in funds available to the area. There are therefore no resource implications.
- 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 & Economy

Date: 19 January 2022

Author: Fiona Cameron, Programme Manager

Appendices: Appendix 1 – RAG Status Summary Sheet
Appendix 2 – Project applications 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	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
220	Highlife Highland	£ 49,882.85	£ 49,882.85	3	3	3	2	3	2	3	2	3	3	27
221	The Highland Council	£ 254,000.00	£ 89,000.00	2	3	3	3	3	3	3	2	3	3	28

Total £ 138,882.85

Caithness Budget Available £ 98,823.71

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		
1.2 Organisation	High Life Highland	
1.3 Project title	Wellbeing for resilience – Ward 2.	
1.4 Project costs	Total cost of project	£ 49,882.85
	Match funding	£
	Grant requested	£ 49,882.85
1.5 Start date	04.04.22	
1.6 End date	07.04.23	

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	Head of Adult Learning and Youth Work
2.3 Address	High Life Highland The Old Library Tulloch Street Dingwall Ross-shire IV15 9JZ
Postcode	
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
---	-----------

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.	123 3265 48		
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
	Area Youth Officer (Youth work)
	Youth Development Officer
	Youth Support Officer
	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? <i>Please include postcode.</i>
North Coast Visitor Centre, High Street, Thurso. KW14 8AJ
Note: This is an administrative project centre – while it will be used for some activities the project is based upon accessing various opportunities and activities across the Ward 2 Council area with the majority being within 5km of the coastline)
4.2 Do you own the land/building or have a lease agreement in place? <i>Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</i>
Yes – agreement attached

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.
High Life Highland Youth Work team will lead a project with colleagues across the range of HLH services to provide a programme of supported wellbeing focussed activities in the Highland Council Ward 2 area. Local community groups will also be key partners in referring young people and families in need to the project. These working partnerships are in place having grown during 2021 through the Caithness Cares initiative.
Fundamentally, the project will address the fund priority of Community Resilience by providing a fully supported and dedicated programme of experiences and opportunities for those experiencing or at risk of poor outcomes and quality of life.

In addition to the wide range of experience and opportunities available, participants will be supported by qualified youth workers, get advice and support, and socialise with peers.

The project represents additional provision in the area will therefore recruit:

A coordinator: 14 hours per week

A Youth Support Officer: 14 hours per week

An Assistant Youth Worker 14 hours per week

This project will see the project team work with local partners including 3rd sector organisations and schools to target young people and families to take part in a range of high-quality leisure and learning opportunities that they would otherwise face significant barriers to accessing and having the benefits of.

HLH is well placed to provide a high-quality programme across its range of services including: Leisure, Libraries, Sports, Countryside Rangers, Museums and Archives, Adult and Family Learning and Outdoor Activities. Participants on the programme will be given the opportunity to co-create the range of activities with project staff. These will include:

- 12 weeks family outdoor learning activities led by HLH Ranger Services
- Summer Outdoor Activity Programme for young people led by HLH Outdoor Activities Team
- 2 Youth Residential Weekends
- 10 family memberships for Thurso Leisure Centre with full access to all leisure activities, including Teen Gym sessions and Teen Spin classes
- 2 week programme of Seasonal Family Activities
- 12-week programme of Music Tuition for young people

Our considerable experience in the field of Community Learning and Development has shown that both financial and non-financial barriers to accessing and benefitting from mainstream services is a key inhibitor of wellbeing levels for some people and that there is an observable correlation between those levels of wellbeing and resilience. This is true at individual, family and community levels.

This project will run from April 2022 to March 2023.

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

The project will benefit the Thurso coastal community by developing Community Resilience especially since COVID-19. It will support the local partnerships developed and add to the work undertaken and achieved by Caithness Cares.

The variety of options which can be delivered by the network of HLH services, all have a theme to focus on the coastal needs and learning that can be gained from this network approach.

Individuals and communities living in and around Thurso will not only have access to a wide variety of activity for fun and enjoyment, they will gain skills and learn about the issues that affect them and how to face these challenges by being more aware of services and who is there to support them.

(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 outcomes for this project will be significant in meeting the needs of the community. At risk young people and their families will:

- feel more included as members of their community

- experience and report improved mental health and wellbeing that will improve their confidence and resilience.
- develop and experience stronger support networks
- gain new experiences that increase the instances of self-directed access to leisure and learning opportunities in the future
- be diverted from risk-taking or criminal behaviour and they and their community will be safer as a result
- sustainability around doing things for themselves having been involved in the project

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

Activity name	Achieve by (date)
HLH Ranger Services: April – June 2022 12 week block of family Outdoor Learning opportunities	June 2022
HLH Outdoor Activities Team: July-August 2022 Summer Activities Programme (Canoeing/Mountain Biking/Climbing) 2 youth residential weekends	August 2022
HLH Thurso Library – December 2022 2 week block of Winter Crafting Activities led by HLH Adult Learning	December 2022
HLH Music Tuition – January-March 2023 12 week block of music sessions for young people (guitar/bass guitar and vocals) leading to informal performance event	Mar 2023
Thurso Leisure Centre – year long membership for 10 families – April 2022-Mar 2023	Mar 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.*

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?*

As HLH services work from Needs Analysis of their areas, coupled with policy context of reducing inequalities, delivery is prioritised so as to maximise impact and best value. The SEP is also a good

indicator of where our resources should be targeted along with the small pockets in communities which are on the SIMD. The Caithness Cares consultations and its sub-groups focused on developing an Action Plan from local voice input and where local authority and voluntary sector groups were all working together in an inclusive way making sure as much as possible that no one would get left behind. The harder to reach groups especially who have poorer outcomes and quality of life.

This project will take into consideration the CC Action Plan as a guide and also rely on HLH services own knowledge of the individuals and groups they already work with, who have protected characteristics, and are from disadvantaged backgrounds.

Networking internally and partnership working with local community groups brings a wealth of knowledge to this project so that targeting work will be the priority.

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

Caithness Cares Mental Health and Wellbeing Action Plan 2021-23:

The Youth Sub Group have identified the need for an improved level of activities and facilities including community and after school provision for young people. This project will deliver a wide range of activities for young people and families that are inclusive, age-appropriate, accessible and relevant. These include: outdoor learning opportunities, residential weekends, access to leisure facilities and programmed activities, music tuition and arts/crafts activities. These collaborative activity programmes will improve engagement with young people in communities and offer opportunities for peer learning and mentoring. By participating in these learning programmes young people will also have access to Leadership/Life Skills and Employability Awards supported by the Youth Team.

Analysis from engagement activities within the Caithness Cares Action Plan highlights the need identified for more outdoor activities and access to nature; more social activities and amenities; and the promotion of equality. High on the priority list was the need for more accessible, free activities for all, particularly during the Winter months. This project will provide a programme of targeted opportunities throughout the year, including indoor leisure centre activities and music tuition from September to March, for at risk young people and families who would not otherwise have access to these types of activities.

HLH Thurso ASG Needs Analysis

The SEP and SIMD Analysis has identified the following key issues:

Within the Caithness district 40% of the population live within the most deprived areas in Scotland with 23.1% of children (0 -17 years) within the population are living within the top 10% most deprived smaller localities (44.1 of all Caithness children under 20 years) live in poverty). According to the SIMD 2016 statistics, Thurso has 2 decile (2 Data Zones) which align with these percentages: High and Low Ormlie, ranking as 2 in the overall SIMD standings.

Deprivation status of the 20% most deprived in these areas is attributed to a number of factors: low income, employability and education rankings all at a 2, and all of which consequently attribute to the poor health and higher crime ratings health ranking at 3 and crime ranking at 1 across the 2 Data Zones. Pupil attainment at S4 in Thurso shows below both Highland and Scotland averages.

TOTAL PROJECT COST		£

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

Staff costs have been calculated using the Highland Council Pay Grade Structure 2021-22.
 Activity costs have been agreed with HLH Ranger Services, Outdoor Activities Team, Adult Learning and Music Tuition based on cost effective delivery.
 Venue hire is based on costs for local community centre hire in Thurso.
 Transport costs are based on HLH providing mini bus hire at a basic overhead cost plus driver time at a competitive rate.

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 <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Total match funding			£
HCCF requested			£
Total project cost			£

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’s Area Youth Services Officer (North) will provide project management support:
 3 hrs per week @ £22.10 per hour (HC09 SP 41) = £66.30 x 52 weeks = £3447.60 + on costs @ £965.32. Total = **£4,412.92**

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

Without public funding this project will not be able to be delivered as current budgeting levels within HLH Adult Learning and Youth Services are not sufficient to create the new posts required to deliver the activities.

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?

HLH works in partnership with local organisations, groups and clubs in Thurso to provide high quality learning and socialisation opportunities for young people in remote, rural communities. HLH Youth Team will communicate with other youth work providers in the area in order to maximise the support for vulnerable young people and their families to connect with the project. This in turn will aid the work of other third sector providers.

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

NO

Please state your reasons: Under the Service Delivery Contract with Highland Council, High Life Highland may not 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 – the person signing this application has the authority within the organisation to apply for grant funding

Signature:	Print:	Date: 13/01/2022
-------------------	---------------	----------------------------

8.2 Supporting documents checklist.

You **must** enclose the following documents (where applicable) with the application. If they are not available, please state why.

		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	N/A

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	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	YES
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:	220	Applicant Organisation	Highlife Highland	Area Committee	Caithness
Organisation Type:	Company Limited by Guarantee + Charity	Project Title:	Wellbeing for Resilience	Committee meeting date	

Project Summary				Programme theme (delete as appropriate)
Total project costs	£49,882.85	Estimated start date	04/04/2022	Community Resilience
Total HCCF funding sought	£49,882.85	Estimated completion date	07/04/2023	
HCCF intervention rate	%100			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		Project is well placed to start, should HCCF funding be secured. Good consideration of risks and mitigations for these identified by applicant in response to queries. No permissions required.
Engagement & Support		<p>The project is supported by the Caithness Cares Action plan 2021-2025 in its intention to provide improved activities and facilities for young people and their families that build resilience, particularly around outdoor activities in the summer month.</p> <p>In addition, the applicant has supplied a letter of support from Thurso Youth Club and expects to provide more letters, although these were not in place at the time of completing the technical check.</p>
Meeting a Need of Demand/Market Demand		<p>Applicant has identified that a significant proportion of residents in the project area live within an area that is ranked as amongst the most deprived in Scotland, based on the Scottish Index of Multiple Deprivation 2016 statistics. The contributing factors to the ranking are addressed by the project activities in relation to young people and their families by providing learning and wellbeing activities.</p> <p>In addition, the applications states that Caithness Community Planning Partnership's Thurso Locality Plan identified low levels of income, high unemployment, a lack of young people in education or training and high levels of residents with long-term health conditions.</p>
Legacy & Exit Strategy		Participants will be assisted to overcome barriers to accessing support services, with gradual removal of assistance over time to encourage self-reliance resulting in benefits beyond the funding period.

		<p>Learning from the project is intended to inform future work and the partnership approach taken with community groups, schools and 3rd sector organisations means these organisations would be well placed in terms of knowledge and experience to continue providing services, should additional funding become available.</p> <p>The nature of the project (time limited provision of support during the funding period) makes a green status under this criterion difficult, therefore amber has been applied.</p>
Consideration of equalities issues/impacts		<p>The project will benefit those who are from disadvantaged backgrounds and at risk of poor outcomes in life and will specifically target young people to build their resilience, consequently contributing to a reduction in income and wellbeing inequality.</p>
Environmental sustainability		<p>Project activities are likely to have a limited environmental impact.</p> <p>Applicant has advised that the role modelling support will raise awareness of environmental and climate change issues, include recycling as part of the activities and utilise reusable means when providing food & drinks as much as possible.</p>
Value for Money		<p>Staff costs are benchmarked against Highland Council pay grades.</p> <p>All activity is to be provided by HighLife Highland who are uniquely placed to deliver the range of support activities proposed. The organisational competency and experience of HLH as a charitable trust in delivering support to vulnerable users with complex needs result in sufficient comfort that the outputs are delivering value for money.</p> <p>Questions remain regarding the provision of all project activity by HLH and whether this is compliant with HCCF procurement guidelines. Consequently, a condition that Highland Council internal audit review the procurement and confirm compliance with HCCF guidelines is proposed.</p>
Match Funding		<p>In Kind support being leveraged from applicant organisation for project management duties equivalent to ~10% of project costs, however no other match funding being provided</p>
Meets Local Priorities		<p>Project supports Caithness local priority for projects “focussing on economic recovery post Covid and projects that support community well-being. These included mental health services, support for vulnerable groups, those experiencing rural isolation and poverty, and facilities providing sport, recreation, arts and social interaction”.</p>
Additionality HCCF funding is required to:		<p>The applicant has advised that there is no provision within HighLife Highland’s budget for the roles required to deliver project outcomes. The project would therefore not be able to proceed without the funding sought</p>
		<ul style="list-style-type: none"> • Allow the project to proceed • Increase the scope of quality of the project • Accelerate the implementation of the project

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	Anticipated end date of 07.04.23
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	HLH operates transactions through Highland Council's bank account so statement addresses do not match
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	Confirmed by applicant in follow-up email
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?	Yes	Project's administrative base and majority of work will be carried out within 5km of coastline.
	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?	Yes	Property agreement between HLH and HC supplied.
	If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	N/A	
C	Is the project activity plan achievable within the timeframe?	Yes	Staff recruitment may be subjected to delays.

	Are there any notable potential delays?	Yes	Possibility of lockdown or similar covid restrictions which would impact project delivery. Applicant has provided mitigations against 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 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?	TBC	Proposed project condition to confirm this. Highland Council internal audit to review the procurement and confirm compliance with HCCF guidelines.
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	Applicant has confirmed that project costs are exclusive of VAT
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	N/A	
B	Will there be in-kind support? How does this add value to the project?	Yes	The In-Kind support is being provided by HighLife Highland's Area Youth Services Officer for 3hrs per week for project duration, totalling £4,412.92. Although not included in the project budget or towards match funding, this will provide value in the form of project management support
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	No	There was no EOI received as members requested this project application be taken forward
	Constitution or articles and memorandum	Yes	Memorandum of Association provided
	Committee members or directors' list	Yes	Board members' list
	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	Child & Vulnerable Adult, Equal opportunities, Health and Safety, Covid-19
	Confirmation/evidence of match funding	N/A	
	Most recent bank statement provided	Yes	
	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	Yes	HLH share a bank account with Highland Council so balance will be used for provision of local authority services
	Latest annual accounts	Yes	
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	Caithness Cares Action Plan. Letter of support from Thurso Youth Club
	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	Property agreement between HLH and HC supplied.

	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> Highland Council internal audit to confirm provision of services by Highlife Highland meets HCCF procurement guidelines
Specific conditions	

<p><i>I confirm that I have completed the technical assessment for this project as set out above.</i></p>	Name:	Ross Campbell
	Date:	20/01/2022

<p>Committee Meeting Outcome</p>	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		
1.2 Organisation	The Highland Council	
1.3 Project title	Wick Whitechapel Public Convenience Refurbishment	
1.4 Project costs	Total cost of project	£254,000
	Match funding	£165,000
	Grant requested	£89,000
1.5 Start date	February 2022	
1.6 End date	December 2022	

1.7 Which of the following programme themes will the project meet? Please choose ONE theme.	
Economic Recovery	X
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 / NO	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	██████████
Contact number	██████████
Alternative contact number	██████████
2.2 Position	Amenities Manager
2.3 Address	94 Diriebught Road Inverness
Postcode	IV2 3QN
2.4 Email address	████████████████████
2.5 Website address	www.highland.gov.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body	X	BRN: 163733
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>	YES / NO
--	----------

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 / NO
--	----------

3.4 If the organisation is VAT registered, please quote number.	663 7582 03
---	-------------

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
██████████	Amenities Manager
██████████	Architect
██████████	Programme Manager (Property)
██████████	Engineering Officer (Maintenance)
██████████	Maintenance Officer

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.
Wick Whitechapel Public Convenience, Whitechapel Road, Wick, KW1 4EA
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

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>Refurbishment of the Wick toilet facilities to provide a more fit for purpose building with increased provision of services, such as lockers and showers. Encouraging more visitors to the town of Wick and therefore benefitting the local economy and contributing to its recovery</p>
<p>(b) How will the project benefit coastal communities or the coastal/marine economy?</p> <p>By providing a more robust facility for all; tourists and locals, ensuring they have access to adequate public convenience facilities</p>
<p>(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.</p> <p>The community locally are very supportive of improving the PC facilities in Wick and there have been many emails requesting improved facilities in this area</p>

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

Activity name	Achieve by (date)
Concept design sign off	End January 2022
Detailed design specification	Middle February 2022
Planning Application	Middle April 2022
Building Warrant Application	End April 2022
Funding approval confirmation	End April 2022
Prepare tender documents	Middle June 2022
Tender Period	End June 2022
Tender check and approval	Beginning July 2022
Mobilisation	Middle July 2022
Construction	End November 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.

Lights in the building will be LED, there is also a possibility of including solar panels on the roof of the building to generate power from 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?

Provision of baby change facilities will be provided in both and female and gents toilets as well as a fully inclusive disabled toilet, with direct access from outside with a radar key

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

As the facility will generate an income the ongoing running and servicing of the facility will be paid for by the income generated and this will be managed by the Council

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

The project fits with the Councils Visitor Management Plan to provide improved public toilet facilities across the Area and with the Town Centre Regeneration of Wick, complementing the many other projects which have been implemented to improve the Town, such as redevelopment of the riverside car parking area, upgrading the CCTV and demolition of dilapidated buildings

4.4 Does the project require planning permission or statutory regulatory consents?		YES / NO
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	No	
Building warrant	No	

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
Down takings	Removal of old items	17,390
	Preliminaries	30,316
Refurbishments	Sanitary ware	22,245
	Cubicles	12,435
	Electrical work	16,350
	Decoration	33,500
	External works	68,309
Contingencies	Risk design development	31,376
Fees	Professional fees	43,464
	Planning Permission fee	0
	Building warrant fee	1,858
TOTAL PROJECT COST		£254,000

5.2 Reasonableness of cost – please explain how you have obtained these costs whilst developing the project?
<p>The costs have been generated using the Councils Quantity Surveyor, they have experience of the current market for this type of work and have provided estimates based on similar projects which have been carried out in other areas.</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 <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Highland Council Tourism Infrastructure Fund	YES	NO	50,000
Place Based Investment	YES	YES	50,000
Council Loan Fund	NO	NO	65,000
Total match funding			£165,000
HCCF requested			£89,000
Total project cost			£254,000

6.2 Will the project involve “in kind” support? <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<p>YES / NO</p> <p>Please detail:</p>
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
<p>The project cannot commence without funding support as there is currently no capital budget for refurbishment works of PCs within the Councils budget</p>

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>
<p>YES / NO</p>

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 received will be used to pay for operating, maintaining and servicing the facility on an ongoing basis.

Budget forecast is £9,400 per annum based on average footfall per week for the PC and an estimated £1,500 for shower usage and lockers, total estimated income is £10,900 per annum.

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

There should be no disadvantage to local organisations or business, currently The Norseman Hotel is currently running a temporary comfort scheme, but it is not sufficient for the number of visitors to Wick. The Norseman would be unlikely to lose significant revenue as the toilet block is just adjacent so would not be removing people/visitors away from that area of the town.

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

YES / NO

Please state your reasons: We intend to apply to the Council loan fund to support the project along with the other funding available

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 – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature: 	Print: 	Date 13-01-22

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	NA
2	Committee Members or Directors List	NA
3	Permissions – i.e. planning, building warrants, marine licences	NO
4	Policies – i.e. child protection, health and safety, equal opportunities	NO
5	Confirmation of match funding letters	NO
6	Bank statement – latest statement * please provide a statement below declaring what the remaining bank balances are for.	NA
7	Annual financial accounts – latest available	NA
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	YES
9	Business plan (revenue generation projects only)	NO
10	Relevant insurance policies	NA
11	Job descriptions (HCCF funded posts only)	NO
12	Evidence of control/ownership of asset – i.e. lease, title deeds	YES
13	Partnership agreement	NA
Reason for missing documentation: The planning permission and building warrant has not been applied for yet, all relevant policies can be viewed at the Council website, there is no formal confirmation of match funding available, business plan not available		
Declaration what the remaining bank balances are for: N/A		

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

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	221	Applicant Organisation	Highland Council	Area Committee	Caithness
Organisation Type:	Local Authority	Project Title:	Wick Whitechapel Public Convenience Refurbishment	Committee meeting date	

Project Summary				Programme theme (delete as appropriate)
Total project costs	£254,000	Estimated start date	February 2022	Economic Recovery
Total HCCF funding sought	£ 89,000	Estimated completion date	December 2022	
HCCF intervention rate	%35			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		<p>Project appears deliverable within the timescales and applicant has confirmed that Highland Council will fund ongoing costs of facility through service budget and income generated.</p> <p>Significant amount of match funding yet to be confirmed. Verbal update can be provided at committee on any progress with this.</p> <p>Planning permission and building warrant applications outstanding.</p>
Engagement & Support		This is a member-led project, and the applicant has provided email evidence of community council's strong support for refurbishment
Meeting a Need of Demand/Market Demand		Applicant has identified in the outline business case that there are no other public conveniences in the town of Wick. Community Council email provided outlining a clear need for public conveniences
Legacy & Exit Strategy		<p>Applicant has identified that public toilets will be generate revenue that will be used to pay for the ongoing running and servicing of the facility by Highland Council.</p> <p>Applicant has also confirmed that once refurbished, the toilets will be run by the Council's' Public Conveniences service and that the Council Service will cover the ongoing costs of the facility through its own Service budget</p>
Consideration of equalities issues/impacts		Outline design includes a disabled toilet with radar key
Environmental sustainability		Applicant has stated that lighting will be LED, that solar panels are intended to be installed on the roof

		and that the project will use sustainable building materials.
Value for Money		<p>The project costs have been estimated by a Highland Council QS (estimate provided) and are therefore likely to be reasonable and accurate</p> <p>Compliance with procurement conditions will be a condition of funding</p> <p>For a relatively low level of HCCF investment, the project will leverage significant additional match funding and deliver a capital investment that will have a positive impact on the local area.</p>
Match funding		<p>Applicant is attempting to leverage majority of funding from elsewhere.</p> <p>Place Based Investment funding of £89,000 has been applied for with a decision due in early February, HC Tourism Infrastructure funding of £50,000 is awaiting a decision, and Highland Council Loan Fund funding of £65,000 is yet to be applied for. THC eligibility as an applicant for loan finance will need to be confirmed and may require an alternative funder or an alternative applicant for the finance to be considered.</p> <p>When asked about mitigations should any match funding application be rejected, applicant has advised that they will need to consider applying to other funders for the work.</p>
Meets Local Priorities		Application is supported by the Highland Council Visitor Management plan and aligns with the wider Wick Town Centre Regeneration effort.
Additionality HCCF funding is required to:		Applicant has confirmed that without funding the refurbishment would not commence as there is no capital budget allocated for public convenience refurbishment.
		<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

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 in Dec 2022

2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	N/A	Applicant is the Local Authority
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?	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?	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?	Yes	Title deeds supplied – applicant has confirmed that the title deeds cover the property in question
	If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?		
C	Is the project activity plan achievable within the timeframe?	Yes	Possibility of delays due to availability of materials and/or contractors due to Covid-19 situation.
	Are there any notable potential delays?	Yes	Planning Permission & Building Warrant not yet applied for Tender process Match Funding not fully secured
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences?	Yes	Planning Permission and Building Warrant required. Applicant has advised anticipated submission of Planning Permission application is in the middle of February and Building Warrant in early March. Applicant advised that the

	Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	Not applied	average turnaround for these is eight weeks, when asked about anticipated timescales. Applicant has confirmed that there are no further statutory regulatory requirements
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	Yes	Cost estimate submitted by Highland Council QS
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	Applicant intends to tender openly for main contract. As per below condition all project spend to be procured in line with HCCF procurement guidelines
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	Confirmation from applicant that stated costs are exclusive of VAT
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Partial Partial	Package is made up of three elements (other than HCCF). PBIP funding is due to be decided on in early Feb. Highland Council Tourism Committee Visitor Management fund has been applied for with a decision awaited, and that the Highland Council Loan Fund has yet to be applied for – THC eligibility as an applicant will need to be confirmed and alternative arrangements/funding source may need to be considered.. No timescales have been provided for a decision on the Council Tourism Committee Visitor Management fund – £50,000
B	Will there be in-kind support? How does this add value to the project?	No N/A	
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	Outline Business Case provided Breakdown of expected income per annum and confirmation that Highland Council will fund ongoing running costs through its service budget

C	Has loan finance been considered? Yes or no answer, has explanation been provided?	Yes Yes	Applicant intends to apply for loan funding through the Council Loan Fund as part of their match funding package
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	The applicant is a local authority and will have leverage funding from public sources in the last three years.
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	No	Member invited project
	Constitution or articles and memorandum	N/A	
	Committee members or directors' list	N/A	
	Permissions – such as planning, building warrant, SEPA	No	Not yet applied for
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Yes	Available on Highland Council website
	Confirmation/evidence of match funding	No	Full package not yet secured. Verbal confirmation of Place Based Investment funding - Project condition to provide confirmation of full match funding package
	Most recent bank statement provided	Yes	Applicant is local authority therefore balances will be needed for public services provided
	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	No	
	Latest annual accounts	Yes	Available on Highland Council website
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	Email supporting application from local councillor and community council provided
	Business plan (revenue generation projects only)	Yes	An outline business case has been provided
	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	Yes	Applicant has confirmed this includes the buildings where the Public Conveniences are currently located
Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> • Confirmation of full match funding package required • Confirmation of Planning Permission and Building Warrant required
Specific conditions	<ul style="list-style-type: none"> • Adhere to HCCF procurement guidelines for all project spend

<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:	