

Agenda Item	<b>9</b>
Report No	<b>WRSL/11/22</b>

## HIGHLAND COUNCIL

**Committee:** Wester Ross, Strathpeffer & Lochalsh

**Date:** 29 August 2022

**Report Title:** Highland Coastal Communities Fund – Assessment of Application

**Report By:** Executive Chief Officer Infrastructure, Environment & Economy

### 1 Purpose/Executive Summary

- 1.1 The Highland Coastal Communities Fund is 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 £3,201,134.02, the Wester Ross, Strathpeffer & Lochalsh Area Committee has been awarded £339,108.57 of Crown Estates revenues for distribution within the Wester Ross, Strathpeffer & Lochalsh Area.

### 2 Recommendations

- 2.1 Members are asked to:-

- i. **Consider** the application presented for funding and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest.

### 3. Implications

- 3.1 **Resource** – Wester Ross, Strathpeffer and Lochalsh has available funding of £218,663.42. Applications under consideration total £20,148. There are therefore no resource implications should Members wish to approve this application.

- 3.2 **Legal/Risk** – When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back to back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.
- 3.3 **Community (Equality, Poverty and Rural)** – Coastal communities funding is available to all Area Committees within Highland with a coastline. The focus of the funding is economic recovery and community resilience. Consideration on issues relating to equalities, poverty and rural issues are dealt with on an individual basis for applications and covered in the technical assessments of project
- 3.4 **Climate Change/Carbon Clever** – Mitigation of the climate/ecological emergency is a specific aim of the HCCF funding. All applicants are required to evidence environmental sustainability as referenced in the technical assessments
- 3.6 **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

## 4 **Background**

- 4.1 Broad eligibility criteria for the HCCF Programme 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

- 4.2 In summary the position in Wester Ross, Strathpeffer & Lochalsh at Area Committee on 29 August is as follows:-

WRSL HCCF Allocation – £339,108.57

Value of grants already awarded – £120,445.15

Balance remaining - £218,663.42

Members are asked to consider 1 application for a total of £20,148 from HCCF towards total project costs of £25,148.

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

- Project application form; and
- Project technical assessment and RAG assessment

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

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 11 August 2022

Author: Fiona Cameron – Programme Manager  
(Community Regeneration)  
Marie-Anne Gray – Project Officer, Community Regeneration

Background Papers: Appendix 1 – Project application form  
Appendix 2 – Technical assessment



## 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**

<b>1.1 Project reference number</b>	225	
<b>1.2 Organisation</b>	Coigach Community Council	
<b>1.3 Project title</b>	Coigach Convenience Refurbishment	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£25148
	<b>Match funding</b>	£5000
	<b>Grant requested</b>	£20148
<b>1.5 Start date</b>	Autumn 2022 to be confirmed with the contractor.	
<b>1.6 End date</b>	March 2023	

**1.7 Which of the following programme themes will the project meet? Please choose ONE theme.**

<b>Economic Recovery</b>	
<b>Community Resilience</b>	Community Resilience
<b>Mitigation of climate/ecological emergency</b>	
<b>Rural de population</b>	

### 1.8 Privacy Notice

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

YES

## SECTION 2: CONTACT DETAILS

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

## SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group	Community Council	
	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>	YES
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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.	

<b>3.5</b>	<b>Is the VAT related to the project being reclaimed from HMRC? Provide relevant details i.e. details of exemptions.</b>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
<b>Details: we have been advised that as the funding will be transferred to Highland Council the VAT will not be an issue.</b>				

<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
This will be determined by the Highland Council (Amenities)	Achiltibuie Toilet Refurbishment

## **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.

<b>4.1 Project location - must be within 5km of the coastline? Please include postcode.</b>
The location is very close to the coastline. IV26 2YG
<b>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?</b>
Highland Council owns the building. The Community Council operates the facility within the terms of the Highland Council Comfort Scheme and is provided with an annual budget by HC. If the application is successful HC will draw up a partnership agreement with the Community Council. This will need to be in place so HC can tender for the work, appoint a contractor and start the work outside the main tourist season in Autumn 2022.

<b>4.3 The Project</b>
(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 project is a repair and refurbishment of the conveniences. Not only will further damage and disrepair be halted but the visual appearance will enhance the entrance to the village and be a welcome to tourists who will feel they are coming to a quality destination. Our landscape is spectacular, and the infrastructure needs to match it. The tourist season seems to be extending and this helps boost the local economy and makes us a more resilient community. The more year-round jobs can be kept will help to stem rural depopulation.

(b) **How will the project benefit coastal communities or the coastal/marine economy?**  
**As we are remote and rural and 45-50 minutes away from the nearest facilities our economy is reliant on service providers and an ever-increasing number of delivery drivers to keep our economy moving and we believe that hygienic and reliable toilets are part of the infrastructure needed to support them. Our economy is reliant on tourism although there are limited commercial premises and the toilets are the only ones that would be available throughout the year. An open, clean and welcoming facility is important to support the tourism sector.**

(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.*

**Members of the Community Council have always been aware of the need for the service. We consider it part of the infrastructure which should be in place given our remote location and have operated the service for many years. It is an asset and we need to ensure it does not fall into total disrepair. We enclose supporting letters from key community organisations.**

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

Activity name	Achieve by (date)
HC to tender for the work	end October 22
Contractor appointed and work to start asap.	
Inspection and completion	early March 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.*

**By providing adequate insulation within the building and on the exterior seaward gable the building will be able to withstand lower temperatures through the winter. We have had a number of burst pipe incidents previously as we need to keep the facility open all year round and the risk of this will be minimised with less need for HC employees to travel to visit the site to repair. Improved insulation will mean that interior decoration will last much longer. At the moment the walls are damp and paintwork peeling and impossible to paint. Lighting inside and out will be eco-friendly. Year-round facilities ensure outdoor toileting is minimal with obvious environmental advantages.**

**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?

There will be improvements made in the disability toilet. Improved grab rails and upgraded sanitary ware and changing facilities. The disability toilet is accessible via RADAR key as per HC policy.

**(f) How will the project be supported after HCCF funding and what will be the lasting benefits/legacy?** ----The conveniences are very well looked after by the cleaner appointed by the Coigach CC under the Highland Council Comfort Scheme and we often get notes left with thanks and compliments. Delivery drivers and tradesmen are particularly grateful. We will continue to operate under the HC Comfort Scheme though at present have no capacity in the community to take over the lease of the building. The refurbishments will last for a long time. There has been minimal maintenance over the years and the building is looking very tired at the moment and repairs are needed as well as upgrading the disabled toilet. The proposed refurb will make it a building for the community to be proud of for many years to come. Once damp is eliminated, when the building needs repainting it will be simple for volunteers to carry out this work.

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

The project is a good fit with the West Highland and Islands Development Plan. Among outcomes to be fulfilled will be better provision for outdoor activity such as walking and cycling for both visitors and locals. Local groups have recently partnered with the Coigach and Assynt Living Landscape Project and paths have been upgraded with interpretation to enhance the outdoor experience, making visits longer so central toilet provision is essential. Other outcomes include a more efficient and greener service provision and looking after our environment.

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



## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure</b>		
<b>Budget Heading</b>	<b>Detailed cost</b>	<b>Amount</b>
Prelims, site transport, skip hire, disposal charges, insurance and site supervision.		£2,300
Joinery. cladding, fascia and 3 new windows.		£10589.72
Isolated internal repairs and insulation.		£375.00
Roofer work-Extend slate and reposition mono-ridge		£1133.33
Electrical work. check electrics install new external lights and power point.		£750
Plumbing. Check/repair existing plumbing installation	This was provisional at £500 There will be increased costs in the disability toilet and baby changing facilities should be installed. Existing sanitary ware and grab rails need to be upgraded. In the none -disability toilets the sanitary ware is deemed to be adequate.	£5000
	extra £5K to cover increased costs of materials	£5000
	and contingencies	£25148
<b>TOTAL PROJECT COST</b>		<b>£25148</b>
<b>Is VAT included in these costs?</b>		<b>No</b>

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

Members of the CCC visited the building and made a visual assessment of jobs to be done. Ullapool Construction Ltd was the only local company available to visit and the only locally based one able to provide full project delivery. Along with ex-Cllr Cockburn and two members of the CCC we had a further site visit with an agent from Ullapool Construction Ltd and he provided us with costings as detailed above. We were advised to add another £5K to cover increasing costs of materials as the visit was early in the year.

**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.*

<b>Name of funder</b>	<b>Applied YES (include date)</b>	<b>Granted YES (include date)</b>	<b>Amount £</b>
The Highland Council (Amenities)	May2022	May2022	£5000
The discussions around this between Ward 5 Cllrs and the Amenities Officer took place just prior to the local elections and the Ward Manager has confirmed that this was the amount allocated by Amenities.			
<b>Total match funding</b>			<b>£5000</b>
<b>HCCF requested</b>			<b>£20148</b>
<b>Total project cost</b>			<b>£25148</b>

**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?**

We were advised that HC did not have a budget to carry out such extensive refurbishment as is necessary. The local development company (CCDC) has prioritised affordable housing so we cannot apply to them for funds. Volunteer capacity is very stretched as there are some important projects in the pipeline. For example, the Heritage Group have just taken over the lease of the old Drill Hall and are looking for funding for projects associated with that. The Community Hall requires constant funding, with Covid related loss of income from events. There is a crossover of volunteers in all the organisations and we just do not have the capacity to take on more fundraising. The project will not happen without funding support and the facility will fall into serious disrepair.

**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?**

<b>For example:</b>	<b>Details</b>
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other</b>	

**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.*

<b>8.1 Main applicant, chairperson or equivalent</b> – the person signing this application has the authority within the organisation to apply for grant funding		
<b>Signature:</b>	<b>Print: Ann P Macleod</b>	<b>Date 28/7/22</b>

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

**Reason for missing documentation: We await a Partnership Agreement from HC. We have been informed by the Ward Manager that a Partnership Agreement will be drawn up whereby the HC will let the contract for the works therefore the VAT will not be an issue. if the application is successful there will be an internal transfer to Amenities.**

**Declaration what the remaining bank balances are for:**

For assistance completing this form please contact: [coastal.communities@highland.gov.uk](mailto:coastal.communities@highland.gov.uk)

## Highland Coastal Communities Fund - Application technical assessment

<b>Project Ref:</b>	225	<b>Applicant Organisation</b>	Coigach Community Council	<b>Area Committee</b>	Wester Ross, Strathpeffer & Lochalsh
<b>Organisation Type:</b>	Community Council	<b>Project Title:</b>	Coigach Convenience Refurbishment	<b>Committee meeting date</b>	29/08/2022

Project Summary				Programme theme (delete as appropriate)
Total project costs	<b>£25148</b>	Estimated start date	<b>Autumn 22 (tbc with contractor)</b>	Community Resilience
Total HCCF funding sought	<b>£20148</b>	Estimated completion date	March 23	
HCCF intervention rate	<b>80%</b>			

Assessment Criteria	RAG Status	Comments
Application has demonstrated:		
<b>Project Robustness</b>		Match funding evidence to be provided but applicant advised it was granted in May22 Evidence of ownership to be provided by THC
<b>Engagement &amp; Support</b>		Member led project. Applicant is Community Council. 3 letters of support provided.
<b>Meeting a Need of Demand/Market Demand</b>		Photos provided showing building in clear need of repair and refurbishment inside and out. Toilets are used by visitors, delivery drivers, tradesmen and locals in a remote area. Only facilities open all year round.
<b>Legacy &amp; Exit Strategy</b>		The CC pays a cleaner to look after the facility. Funding to refurbish the facility will future proof the asset. Ongoing cleaning and maintenance costs are funded via comfort scheme grant from THC and donation boxes
<b>Consideration of equalities issues/impacts</b>		Project works include improvements to the grab rail in disability toilet. Upgraded sanitary ware and changing facilities. Disability toilet is accessible via RADAR key
<b>Environmental sustainability</b>		Lighting inside and out will be eco-friendly. Year-round facilities ensure outdoor toileting is minimal with obvious environmental advantages, Insulation will allow building to withstand low temperatures through winter.
<b>Value for Money</b>		Funding from HCCF will ensure the facility is maintained and future proof. The local communities and visitors to the area will benefit from having this facility available.
<b>Match funding</b>		Match funding was secured from THC Amenities. Evidence needs provided. Other funding sources have been explored. Bank account details are to be updated to reflect change in Treasurer

<b>Meets Local Priorities</b>		Project aligns with West Highland and Islands Development Plan with a better provision for outdoor activity.
<b>Additionality</b> HCCF funding is required to: <ul style="list-style-type: none"> <li>• Allow the project to proceed</li> <li>• Increase the scope of quality of the project</li> <li>• Accelerate the implementation of the project</li> </ul>		HCCF funding is required for project to proceed

<b>Application Technical Check</b>		<b>Yes / No N/A</b>	<b>Comments</b>
<b>1</b>	<b>Project summary</b>		
A	Is HCCF grant requested within the area thresholds?	Y	
B	Has the Privacy Notice been acknowledged?	Y	
C	Are project timescales within HCCF programme timescales?	Y	Estimated completion March 23. Contractor to confirm a start date. Works to take place out with tourist season
<b>2</b>	<b>Contact details</b>		
A	Are 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?	N	Name and address on bank account statement are not for the current CC Treasurer. Applicant advised ongoing discussion with Bank of Scotland to get details updated. Current CC Treasurer is Theresa Ross
<b>3</b>	<b>Organisation details</b>		
A	Is project activity being proposed by a public sector statutory duty.	N	
B	Is the project being proposed by a private business?	N	
C	Is it a partnership project and is there a partnership agreement in place?	Y	Partnership to be drawn between THC and Coigach Community Council Condition
	Is the HCCF applicant the lead organisation?	N	
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 however works will be tendered and paid for by The Highland Council as a means of supporting the group as they build up their capacity Project costs of £25148 do not include VAT on the basis that spend will be incurred by Highland Council and therefore VAT is not an eligible cost. -

<b>4</b>	<b>Project details</b>		
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	
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?	N	Building is owned by THC. Applicant operates the facility within the terms of THC Comfort Scheme Proof of ownership of building to be provided along with agreement from the building owner for works to take place
C	Is the project activity plan achievable within the timeframe?  Are there any notable potential delays?	Y	Tendering process still to take place Potential Contractor/supplies issues could delay project Work to take place out with tourist season
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	
<b>5</b>	<b>Budget</b>		
A	Have project costs been sufficiently broken down and itemised?	Y	Costs provided by 1 local contractor
B	Are project costs eligible/essential?	Y	Extra £5K has been added to cover increase in cost of materials by recommendation of local contractor due to current cost surge in materials.
C	Have the recommended HCCF procurement requirements been met, where required?  If not, are steps taken to obtain project costs reasonable?	Y	Local contractor provided a quote. Quote not submitted with application. Compliance with procurement will be a condition of funding.
D	Has VAT been removed or included in the project costs? As per section 2 above?	No VAT included	Applicant not VAT registered; however, this is a partnership project with THC who will undertake procurement, manage the contract and incur spend therefore VAT excluded from project costs
<b>6</b>	<b>Match funding</b>		
A	Is match funding confirmed?  If not confirmed, has it been applied for or pending decision?	Y	£5K granted by THC (Amenities). No documentation attached. Applicant to provide evidence
B	Will there be in-kind support?  How does this add value to the project?	N	



C	Has any work already started/costs been incurred prior to the application?	N	
<b>7</b>	<b>Business and revenue generation projects ONLY</b>	n/a	2 donation boxes currently set up in the facility raised £719 previous financial year. Donations so far this year are £368. Applicant advises donations seem a bit lower this year.
A	Will the project generate revenue?	N	Donations only
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	Capital works required and no potential for revenue generation at a sufficient level to service a commercial loan
D	Has the applicant received previous funding from public sources in the last three fiscal years?	N/A	
<b>8</b>	<b>Signature</b>		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Y	Signed by Secretary
<b>Document checklist:</b>		<b>Yes/No N/A</b>	<b>Comments</b>
	Expression of Interest	N	Member-Led project
	Constitution or articles and memorandum	Y	As per THC website-Community Council Scheme of Establishment
	Committee members or directors' list	Y	
	Permissions – such as planning, building warrant, SEPA	n/a	
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Y	As per THC website-Community Councils Scheme of Establishment
	Confirmation/evidence of match funding	N	
	Most recent bank statement provided	Y	Balance on account is committed to pay for cleaning expenses and new road signage.
	Statement demonstrating why public funding is required	Y	
	Statement declaring what the remaining bank balances are for	Y	
	Latest annual accounts	Y	
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Y	

	Business plan (revenue generation projects only)	n/a	
	Relevant insurance policy	N	Insurance evidence not provided
	Job descriptions for any post which funding is sought towards	n/a	
	Evidence of control/ownership of asset – i.e. lease, title deeds		Evidence not provided
	Partnership agreement	N	Awaiting partnership agreement from THC.

Recommended grant conditions	
<b>Pre- approval conditions</b>	
<b>Pre - start conditions</b>	<ul style="list-style-type: none"> <li>• As a partnership project between the Highland Council and Coigach Community Council, it may be more appropriate for Highland Council to act as the applicant. A meeting should take place with all parties prior to the issue of the offer of grant to determine which organisation should act as the lead applicant</li> <li>• Partnership agreement with THC outlining roles and responsibilities of both parties during and subsequent to the project and including ongoing maintenance plan for the asset. Draft agreement should be agreed with Community Regeneration Team prior to signing.</li> <li>• Insurance evidence</li> <li>• Asset ownership evidence and authority for works to take place</li> </ul>
<b>Specific conditions</b>	<ul style="list-style-type: none"> <li>• <i>Prior to payment of the first claim the applicant should provide updated bank statement showing correct named person</i></li> </ul>

<b><i>I confirm that I have completed the technical assessment for this project as set out above.</i></b>	<b>Name:</b>	<b>Marie-Anne Gray</b>
	<b>Date:</b>	<b>08/08/2022</b>

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