

Agenda Item	4
Report No	ERA-02-23

HIGHLAND COUNCIL

Committee: Easter Ross Area

Date: 23 January 2023

Report Title: Community Regeneration Fund – Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1 Purpose/Executive Summary

1.1 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities/organisations to access in Highland. It comprises the Highland Coastal Communities Fund and the Place Based Investment Programme, both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

Within Easter Ross, the following allocations are available for distribution:-

- Highland Coastal Communities Fund (capital/revenue) - £105,483
- Place Based Investment Programme (capital) - £238,560
- Total funds available - £344,043

1.2 Broad eligibility criteria for the fund 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

1.3 In summary the position in Easter Ross at Area Committee on 23 January is as follows:-

- Available Funding – £344,043
- Number of applications for consideration – 11
- Total value of grant requests - £326,503.59

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

- **Appendix 1** - Application form for each project; and
- **Appendix 2** - Summary spreadsheet of applications for consideration including RAG status from technical assessment

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:-

- 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 or for the project to be approved subject to further funding becoming available. 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
- Agree** which applications should receive a funding award from HCCF up to the value of the available area allocation.

3 Implications

3.1 **Resource** – Easter Ross has available funding of £344,043. Applications under consideration total £326,503.59 therefore there are no resource implications should Members wish to approve all projects.

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)** – Community Regeneration funding is available to all Area Committees within Highland. 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 CRF funding. All applicants are required to evidence environmental sustainability as referenced in the technical assessments.

- 3.5 **Risk** – When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back to back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.
- 3.6 **Gaelic** – Consideration given within individual project applications in line with HC policy.

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 9 January 2023

Author: Fiona Cameron, Programme Manager

Background Papers: Appendix 1 – Project applications
Appendix 2 – RAG status summary sheet



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF 1014.	
1.2 Organisation	CCAST-Highland.	
1.3 Project title	Previously Cost of Living support programme (Now Mansfield Estate support programme)	
1.4 Project costs	Total cost of project	£29,638.18
	Match funding	£25,137.78
	Grant requested	£4,500.40
1.5 Start date	31 st January 2023	
1.6 End date*	31 st March 2024	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	Yes (Number 1)
Place	(Number 2)
Economy	
Environment	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Graham Nutt
Contact number	
Alternative contact number	
2.2 Position	Voluntary Chairman of CCAST Highland
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	www.ccast-highland.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	x	SC040956
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 CRF 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"><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					

Details:

3.6 Project delivery team

Name	Job title/area of work
Mandy Nutt	Project Director paid
To be employed	Mansfield Hub worker Part time
Graham Nutt	Volunteer

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 - Please include postcode.

The Mansfield Hub is based on the Mansfield Estate in Tain and is on the Social Index of Multiple Deprivation. The postcode for the Mansfield Hub is IV29 1JJ.

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?

The Building is owned by the Highland Council Housing department and has been given to CCAST Highland to use. This premises used to be a shop called Bobby's shop but the former owner couldn't sustain this when Asda and Tesco's arrived. The shop was empty and going into decay for at least 5 years until CCAST Highland stepped in and refurbished this property.

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.

Following our Expression of interest form and the request by the Highland Council members our application to you has slightly changed to meet your request of focusing on the Mansfield Estate.

In 2016 CCAST following discussions with the Tenancy office took over the building with the Mansfield Residents Association being given the rent by the Highland Council.

CCAST secured a grant from the 'Awards for all lottery' programme to convert this into a Community Hub and then grants to employ a part time worker for three days a week. (They have since left following Covid and the need to secure full time employment). The work is being covered by the Project Director two days a week funded by the place base fund.

Since then the work/ programmes have been varied but the overarching aims are (no order);

1. To remove the stigma of living on the estate as there is a chequered history.
2. Decrease the vandalism
3. Improve the image of the estate
4. Work alongside the designated Tenancy officer for the estate
5. Implement programmes which meet identifiable needs
6. To assist residents living on the estate

7. Work closely with the Mansfield Residents Association (MRA)
8. Work closely with the Highland Council Housing and other departments

Since 2016 CCAST Highland has undertaken this work for free, however we have just secured a small grant from the Place based Fund of £9k to support some of our costs for the next couple of months but with the many issues on the estate we could be far more proactive.

Between us starting in 2016 and Covid closures we, created a positive working relationships with the Highland Council, Housing department local Councillors, the Police and the MRA to name a few. This included the Tenancy officer before she retired in 2020. Such are the demands on the Tenancy officers that we have had 3 in two years now which is not productive to the building up of relationships with people on the estate.

Programmes to date include;

- Clean up of the estate with the assistance of the Community service team.
- Fun Days
- Mums and Toddlers groups
- Planting flowers and arranging for flower beds
- Best Garden competition judged by one of the local Councillors
- Coffee pop in
- Light hub (warm space provision)
- Assistance with Universal credit
- Assistance with employment through CV writing etc
- Information sessions e.g. on cost of living crises
- Distributing welcome packs to new residents with information leaflets on local services e.g. Doctors, Dentists, library etc
- Assisting with foodbank requirements
- Supporting residents throughout Covid and beyond including assisting at the councils request a lady with Hording issues and a gentleman who had a house fire.
- Supporting residents through bereavement
- Supporting families with School age children using other agencies like the YMCA
- Responding to Anti-social behaviour issues.
- Supporting the MRA with their meetings being held in the Hub (often other agencies attend like the Police and community warden
- Creation of a designated Mansfield Residents Facebook page
- New courses like First aid and defibrillators course planned for the new year and the Hub enquiring about having a defibrillator based outside the Hub itself

The issues now are the strengthening of the MRA as the existing chairman is stepping down after Christmas and in confidence the MRA requires a lot of support / guidance just now. This will also include assisting them with the transfer of signatories for their charity account.

It should be noted that whilst Covid was on, there were many new residents placed on the estate especially at the top end where the Highland Councils emergency housing can be found and the communication between the relevant agencies / departments ceased to be as productive as before covid. This needs to change again. So it is our amended request to employ a part time Hub worker for the estate.

This post will be for 18 hours a week (with five sessions being based in the Hub and one session

to cover management / support time). This will be from January 2023 (or as soon as we can appoint and undertaken PVG checks etc) and run till mid March 2024 There will then be approximately two weeks to complete the evaluations etc.
CCAST will fundraise and try to extend this post.

(b) How will the project benefit local communities or the local economy?

The benefits to the local community will be immense as the residents will have a designated worker based on the estate effectively three days a week. The support of the MRA will hopefully increase the empowerment of the group and local area and the good will factor will be restored.

The new worker will be supported by the existing Project Director and will not be starting from scratch but from a solid foundation of contacts from within the area.

With the Hub being open we will see.

The estate being visually improved with our regular 'Sort out Saturday' where we assist local residents remove their larger items to the recycling centre this is a monthly programme from March to the end of September.

New relationships are formed with new residents living on the estate and the relationship with those already improving.

Support offered to those seeking Housing and Benefit advice

New programmes formed and existing programmes like the mums and toddler groups continuing to operate or the warm Space / Hub on a Friday night being open.

The MRA being supported especially with the new Chair person when elected.

Relationship between agencies being either developed or improved.

Plus much more

(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 need can be found by the Highland councils Tenancy officer and Participation offers who work on the estate and who have already asked the staff of CCAST Highland for assistance.

When the creation of the Hub was mooted regular meetings with Residents and CCAST was held and chaired by one of the three Highland Councillors for this ward. People were sceptical about CCAST taking this on but overall the estate especially pre covid was better off with reduced crime and anti social behaviour Looked better with the removal of all the fly tipping rubbish and rubbish from peoples gardens. Programmes which helped people with their benefits and to get jobs, Improvement to wellbeing issues with programmes like the toddler group and warm space. Loneliness improved and fun had via fun days.

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

Activity name	Achieve by (date)
Employment of a part time community Hub worker	1 st February 2023
Continuation of the Mansfield Hub	15 th March 2024

(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.

Yes improvement to the estate via removal of Rubbish and liaising with the Community Service team re painting of the estate and the MRA

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 Hub is initially there to support the residents of the Mansfield Estate as requested by the members however, we know that other people visit the estate from the surrounding area and some attend the programmes currently being offered.

No one will be excluded from the Mansfield Hub.

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

The evidence is that CCAST Highland has a good record of fund raising and as long as the Housing Department cover the rent, then we are optimistic about finding the necessary funds not only to keep the worker on, but also looking to extending the Hub. It has been recommended that we extend the building to overlook the existing playpark This was mooted with the planners and Tenancy officer, MRA and Highland Council planners pre covid and no further action has been taken on this. This would be a good move by all concerned and help the estate.

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

I am not sure if there are any plans available specifically for the Mansfield Hub but with this on the SIMD register I am sure that the issues would be covered in the local CLD plan.

4.4 Does the project require planning permission or other 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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Salary	Part time worker 14 months with on costs based on £15.00 ph x 18 hours per week = £270 pw x 62 weeks	Rev	£16,740
Running costs	Employment costs Hub 14 months based on £275 a month includes Heat light, insurance etc	Rev	£3,850.00
Support	Management support from CCAST Project Director 1 day a week x 62 weeks @ £15.98ph x 5 hours £79.90	Rev	£4,953.80
Programmes	Fun Days, Toddlers Sort out Saturdays Easter Egg events Christmas Party etc Based on 14 per year @ £100 average per event	Rev	£1,400.00
		Sub total	26,943.80
Management fee based on 10%	Based on 10% (the norm these days)		£2,694.38
		Total	£29,638.18

Total capital expenditure			£Nil
Total revenue expenditure			£29,638.18
TOTAL PROJECT COST			£29,638.18
Is VAT included in these costs?			No
Project expenditure before March 2023			£3,899.10

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

Figures included above

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 £
Place Based Fund	yes	Yes	£4,500.40
Jan to March per portion 14 weeks			
Total match funding			£4,500.40
CRF requested			£25,137.78
Total project cost			£29,638.18

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:

Volunteer support from the MRA, Time from the Highland Council Tenancy Officer and Participation officer, Community service staff and clients Board of CCAST members

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

Without this funding / grant the work of CCAST Highland support is limited on the estate and we will not make a real difference to the lives of the residents who need it most. CCAST will continue to deliver where it can but overall we will struggle to continue working with the residents without being paid for this which is effectively happening now.

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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 of the project – if so, how?

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

The approach of CCAST Highland is that we are not precious about owning this work and it is our overall aim that over the next three years we will be able to strengthen the MRA to be able to run the Hub on a day to day bases with CCAST acting in a more consultation capacity. No other business works on the estate apart from Highland Council services which are already stretched to beyond capacity.

There is the Housing support services New Start and Y people however both are based in Inverness and the are really seen on the estate from what we hear from members of the Residents Association.

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

NO

Please state your reasons: We would not be able to generate enough income to repay any loan

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

For example:	Details
Business Gateway	
HIE	
Other	Just trusts in funding pieces of work mainly staff and funding for the setting up of the project

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
Yes - the Ward discretionary Grant towards the collection of the bins	2022	£400 I think

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: Graham Nutt	Date 15 th December 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. Please refer to the guidance note on how to name/label the documentation.		YES / NO or Not applicable
1	Constitution or articles and memorandum	y
2	Committee Members or Directors List	y

3	Permissions – i.e. planning, building warrants, marine licences	n/a
4	Policies – i.e. child protection, health and safety, equal opportunities	y
5	Confirmation of match funding letters	y
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	y
7	Annual financial accounts – latest available	y
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	n/a
9	Business plan (revenue generation projects only)	n/a
10	Relevant insurance policies	n/a
11	Job descriptions (CRF funded posts only)	To follow
12	Evidence of control/ownership of asset – i.e. lease, title deeds	n/a
13	Partnership agreement	n/a
Reason for missing documentation:		
The job description is being updated and will follow shortly		
Declaration what the remaining bank balances are for:		
The funding shown in the accounts and in the bank are for CCAST Highland and not specific to the Mansfield Hub (except the Place base funds which have just come in from the Highland council)		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:
communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1020	
1.2 Organisation	Tain Youth Café YMCA.	
1.3 Project title	Children Youth and Family support	
1.4 Project costs	Total cost of project	£116,203
	Match funding	£73,960
	Grant requested	£42,243
1.5 Start date	1st January 2023	
1.6 End date*	March 2024	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	This Theme
Place	
Economy	This Theme
Environment	

1.8 Privacy Notice
<p>Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice</p> <p>YES</p>

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Graham Nutt
Contact number	
Alternative contact number	
2.2 Position	Senior Youth and Community worker
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	www.tainyouthcafe.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	yes	SC027164
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 CRF 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>	Whole	Partial	None

Details: N/A

3.6 Project delivery team	
Name	Job title/area of work
Graham Nutt	Senior Youth and Community worker – Full Time Manager overseeing all aspects of the programme and delivering youth work
Karen Begg	Children and Family worker Full Time Overseeing all programmes for Children and Families being delivered
Katerena Macleod	Youth and Awards Worker Part time (10 hours per week) overseeing all Awards work including; Hi Fives, Saltire, Dynamic Youth and Youth Achievement (helping to close the attainment Gap in the Highlands) Also assisting the youth work programmes
Lorna Gordon	Girls Youth Worker – sessional youth worker specially working with young girls

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 - Please include postcode.
<p>Tain Youth Café YMCA . 17, Stafford Street, Tain, Ross-shire, IV191AZ</p> <p>Subject to other funding received we maybe able to run Holiday support programmes in areas like Balintore which is on the SIMD area list</p>
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>Own the building at 17, Stafford Street, Tain, Ross-shire IV191AZ</p>

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>The main aim of our project is to meet the theme of 'People' in the Easter Ross Funding requirement and for us here at the Tain Youth Café YMCA that means assisting 'ALL' children, young people and families to reach their full potential. The key emphasis of each YMCA across the world (as we are now the world's oldest and largest Youth organisation) is to meet the needs of the community regardless of what that is and who they are. Our proven track record especially over Covid clearly showed that the smaller voluntary sector groups like ours 'could and did' respond much quicker than the larger community organisations within the area.</p> <p>As the only full time youth and community centre within the area we are now a key service provider for all children young people and families. This ranges from support to young mums and their babies, children attending primary school especially assisting with their transition from Primary to Secondary school. To young people via helping them reach the attainment gap which</p>

currently exists within the Highlands and providing facilities to those children who require it most, e.g. the Tain Special school and young carers groups, and finally adults where in conjunction with the care and learning service (Social Services) we provide facilities for contact time for vulnerable families and children.

By ensuring that the key staff have employment till the 31st March 2024 and helping us with our running costs we believe that 100% of our focus will be on supporting all those mentioned above. This will ensure that those who have the right qualifications are working 'face to face' with those who use the centre, building up relationships with them and assisting them through providing the services they require. (If we don't have the answer ourselves, we probably do know the organisation who could help them with their issue) Signposting people is essential to people survival especially in this cost of living crisis.

Further evidence of the needs the Tain YMCA are meeting can be found in the Highland Councils own documentation Easter Ross Funding Priorities, which came out in September 2022.

Under the theme of people supporting people we are already covering the top four requirements through this cost of living crises is something we do and often signpost people to the right organisation if we don't know the answer

We improve people's wellbeing as already mentioned and provide activities to children young people and families. We offer people a safe space to visit which is warm and where friendships can be made .

(b) How will the project benefit local communities or the local economy?

However, whilst not required here we have realised that there is a further theme which we believe we meet and that is the Economy. The YMCA now employs 5 staff and we are moving to a sixth in the new year. We are bring new money into the area via grants and are keeping local money within the area as well by purchasing as much as possible in terms of supplies to run the centre and employ local tradesmen as much as possible.

Once again we are seeking both to secure the existing work we undertake, (which is under threat through lack of grants / funding) and to upscale the existing work especially in the provision of Holiday support programmes.

Again further evidence of the needs the Tain YMCA are meeting can be found in the Highland Councils own documentation Easter Ross Funding Priorities. This document highlighted as it's number 1 priority Recreational Areas and we are expanding the programmes we offer by now opening up two afternoons a week as a warm space for people.

The number 1 requirement in the Easter Ross Priority funding Priority document was Help to gain and sustain employment. By match funding what we have already raised through trusts this fund will ensure that four members of staff are employed, pay taxes and not require benefits. With new programmes like the potential playschemes will see other staff taken on for the summer period which will give them a new work experience and help them move closer to the work force on a permanent basis

(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.*

With the current cost of living crisis we are all experiencing the need for a centre that brings the whole community together is essential. It is also essential to provide a space which improves people wellbeing, helps people pockets and gives a sense of value through volunteering. The YMCA does this and a whole lot more!

Our letters of support clearly demonstrate the value of such a centre and what it means within the community along with the results of the Highland Councils own documentation Easter Ross Funding Priorities, which came out in September 2022.

So what are the needs

Holiday support programmes – we have been undertaking these for several years but the level of support we can offer each year depends on what grants we can find. We know from our own evaluations that we are Helping reduce family expenditure, reducing obesity, improving wellbeing of children providing a healthy option meal wise.

We know that working parents require more provision and we are currently exploring a full time playscheme open at hours for working parents. Our two pilot fun sessions a week over the summer holiday were booked out within an hour of being advertised.

Covid saw many young mums with first time babies receiving no support or limited support by the Health authority. All toddler group closed and therefore no peer support could be given. When we re started our two sessions a week these were fully booked by desperate parents.

P7 Transition programme This is a programme which runs for the whole year and helps children prepare for the move from Primary to Secondary school. This is particularly hard for those who attend schools in the more rural villages where there are only 1 or 2 P7 children and moving to a school of 500

However, overall the variety of programmes and opportunities the Tain YMCA are providing for children young people and families are meeting the many local and national priority outcomes like the Community Empowerment, The Promise, UNCRC, Scottish Attainment Challenge and Community Resilience to name a few.

With all the programmes offered by us we are clearly offering best value for money and we can evidence clearly our positive impact on the local economy through community capacity building. I have attached as a document the executive summary for the last two summer programmes which clearly demonstrate this to you.

Further evidence of the needs the Tain YMCA are meeting can be found in the Highland Councils own documentation Easter Ross Funding Priorities, which came out in September 2022. Many of the main themes identified we are already assisting with despite limited funds.

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

Activity name	Achieve by (date)
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To ensure the continuation of the key programme staff of the Tain Youth Café YMCA	Jan 2023
To ensure that the Holiday Support Programmes continue for both children and young people	Jan 2023
To ensure that the National Awards programmes like Youth Achievement, Dynamic Youth and Saltire awards and Hi 5 awards continue to help reduce the attainment gap within the area.	Jan 2023
To ensure that the Tain Youth Café YMCA continues to be open up to 6 days a week providing programmes for children young people and families within ward 7.	Jan 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 Board of management are fully committed to helping the local environment and this ranges from simple things like encouraging letter picks by young people to the Board new exploring the change from oil heating to solar panels. We are currently in the process of obtaining companies to discuss whether or not Solar heating will be viable for the building and if we can make the changes. For a building this size we are anticipating a sizeable quotes for the installation and therefore grants will be sought from companies.

We believe in using local tradesmen where possible as this cuts down on travel for them.

As part of YMCA Scotland our 2022 -2026 strategic plan states that we will empower young people and communities to build a just, sustainable equitable and inclusive Scotland where every person can thrive in Body Mind and Spirit.

Our Pillars of impact reflect the United Nations SDG'S and the Scottish performance Framework.

With our national body YMCA Scotland is aiming to looking at measures to reduce our carbon Footprint and therefore contributing to Scotland's overall aim of being a net-zero society by 2045.

We ae currently exploring how to improve the sustainability of the YMCA through areas like the Solar panels

And we are looking at how we can increase the community of Tain's Climate activities through learning and participation.

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 YMCA is the world's oldest and largest Youth organisation dating back to 1844. It impacts the lives of over 60 million people in over 121 different countries.

The YMCA is an inclusive organisation and has just won an award in the UK Enterprise Awards 2022 for being the Best Inclusive Christian Youth organisation in Scotland. We are open to all people of all faiths and of none and work in a non-judgemental and supportive manner.

At Tain we try through our programmes to reduce the levels of poverty(free meals programmes)
Reduce the poverty related attainment gap (through our awards programmes)

-

Give people a sense of worth / value and encourage all children and young people to be the person then want to be.

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

The Tain Youth Café YMCA will always continue to meet the real and identified needs within Tain and the wider community. As part of the Board of managements rolling business plan which is currently being reviewed they are looking at how we can expand the work into a wider area like Dornoch, Golspie and Lairg, by achieving this we will be able to widen our fund raising potential and hopefully meet be able to secure further funds to meet the needs.

The lasting benefit is that the Tain Youth Café YMCA will continue to support children, young people and families within ward 7 and support those in the more rural villages.

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

Here at the Tain Youth Café YMCA we try as much as possible to focus on four key plans

1. National Youth work Strategy produced by Youth Link Scotland due to Covid the new plan has been delayed so we are still working with the older plan which includes 5 key ambitions
 - a. Ensure Scotland is the best place to be young and Grow up
 - b. Put young people t the heart of policy
 - c. Recognise the value of youth work
 - d. Build workforce capacity
 - e. Measure the impact of youthwork

As staff we have often felt that following Covid and all that involved we are keen to add a 6th ambition which is that all children and young people have access to Fun and we have added this

onto the Youth Link Skills Framework which we use.

Other plans we use include the

2. Scottish Attainment Challenge,
3. Community Empowerment and through our volunteering programmes for young people and adults we have established that we have over £24,000 of in kind support (used a from Leader formulars).
4. YMCA Scotland's Vision 2030
5. Tain Youth Café YMCA (Rolling Business plan currently under review)

4.4 Does the project require planning permission or other 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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.

As requested to the CRF

Budget Heading	Detailed costs	Revenue/Capital	Amount
Salaries	Youth & Community worker 15months	Rev	£44,472
	Children & Family worker 15 months	Rev	£28,522
	Awards worker 15 months	Rev	£ 7,800
	Girls worker		£1,689
	Pensions contribution		£ 1,875
Total Running costs	15 months @ £2,123 which includes:		£31,845
<i>Larger amounts of the breakdown</i>	<i>Insurance</i>	<i>Rev</i>	<i>£3,750</i>
	<i>Heat and Light</i>	<i>Rev</i>	<i>£3,700</i>
	<i>Cleaning and Maintenance</i>	<i>Rev</i>	<i>£1,750</i>
	<i>Licences</i>	<i>Rev</i>	<i>£1,000</i>
	<i>Refuse collection</i>	<i>Rev</i>	<i>£633</i>
	<i>Telephone internet</i>	<i>Rev</i>	<i>£1,375</i>
	<i>Programmes</i>	<i>Rev</i>	<i>£1,880</i>

Total capital expenditure	£Nil
Total revenue expenditure	£116,203
TOTAL PROJECT COST	£116,203
Is VAT included in these costs?	Yes
Project expenditure before March 2023	£23,240.59

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

I would be grateful if you could note that this funding for this application above is what we are requiring from the CRF this is asking for a contribution towards the employment of the 4 key staff (which we have secured match funding) and the running costs of the Tain Youth Cafe YMCA for 15 months till March 2024.

I would also like you to note that this application has been put together by the Youth and Community worker as we are not in a position to employ professional fund raisers for the YMCA here in Tain. So if you require any further information or clarification on any information I have given then I would be grateful if you could contact me in the mornings as I undertake the Face to face youth work in the evenings.

I cannot stress how important this application is as this enables us as staff to meet the real needs within the area which we have been trained to do. As a small charity we are able to respond much quicker than the larger organisations within the area and with our amazing team of volunteers we offer better financial terms for the work we do for children young people and families.

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 £
Beatrice wind Farm	Yes	Yes	£13,296
Robertson Trust	Yes	Yes	£20,000
Highland Council cost of living grant	Yes	Yes	£664
Robertson Trust	Yes	Yes	£10,000
Garfield Weston	Yes	Yes	£30,000
Total match funding			£73,960
CRF requested			£42,243
Total project cost			£116,203

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:

we have established that we have over £18,440 of in kind support (used a former Leader formular). This is down from 2011 as we now have more staff and we haven't included the Board of Management members

Children and Youth work based on a 50 week work

Volunteers

Project manager role	£ 51 pw
Co-ordinator role	£120pw
Volunteers	£ 64.20 pw working with young people
Volunteers	£42.80 pw

Total £13,890

Holiday support programmes Based on 10 weeks

Driver to villages	£53.50
Food Prep	£107.50
Village volunteer	£53.50

Total £2,145

Young People volunteers

Based on unskilled 500 hours @£4.81 = £2,405

Grand total £18,440

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

This application provides the Youth Café Board the following

1. Continuity of all existing programmes and the creation of new programmes based on identified needs
2. Continuity of employment for 4 staff members for 6 months
3. Continuity of running a purpose built Youth and Community centre open 6 days a week servicing a population of 9,130 estimated in June 2021
It should be worth noting that in the P&J (14th October) it was reported that half of all young people plan to quit the north with 47% of 16-29 year olds want to leave
4. Programmes run for the Community (Children, Youth and Families based on 50 weeks a year).
5. Providing meaningful holiday support programmes for the community approx. 10 weeks a year.
6. Provides the Board made up of volunteers breathing space to secure ongoing funding.
7. Closing the attainment gap for young people.

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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

Cannot predict this but applications will be submitted as and when opportunities arise. Fund raising by the young people will also be undertaken for the YMCA via bag packs etc and other charities like Children In Need and MFR

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

All funding raised will be restricted to the purposes applied for in the fund and re invested into the Tain Youth Café YMCA.

7

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

There are no other Youth and Community centres within the immediate area. So no other organisation will be affected by our work or you supporting this grant.

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

NO

Please state your reasons: This would be a last resort for us especially as we are not applying for a capital grant. An example of this would be in our Rolling Business plan we have identified a need for a Youth Hostel here in Tain but this would require significant funding and loans would be required.

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

For example:	Details
Business Gateway	
HIE	
Other	No not in this instance as this is for revenue costs

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
Tain Ward Discretionary grant Revenue assistance	2020	£2,500
Highland Council village youth work	2020	£500
Highland Council covid screens	2020	£487
Highland Council Clothing bank support	2020	£485
Tain Ward Discretionary grant Revenue assistance	2021	£2,700
Tain Ward Discretionary grant Equip grant	2021	£1,500
Highland Council Holiday support programme	2021	£1,200
Tain Ward Discretionary grant Revenue assistance	2022	£2,750
Highland Council Food & Grants scheme Oct Holiday	2022	£5,019.30
Highland Council Place Base fund (4 months funding for warm space).	2022	£6,647

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
	G E NUTT	24/11/22

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	y
2	Committee Members or Directors List	y
3	Permissions – i.e. planning, building warrants, marine licences	n/a
4	Policies – i.e. child protection, health and safety, equal opportunities	y
5	Confirmation of match funding letters	y
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	y
7	Annual financial accounts – latest available	y
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	y
9	Business plan (revenue generation projects only)	n/a
10	Relevant insurance policies	y
11	Job descriptions (CRF funded posts only)	y
12	Evidence of control/ownership of asset – i.e. lease, title deeds	n/a
13	Partnership agreement	n/a
Reason for missing documentation: Items 3,9,12,and 13 are not required for this application		
Declaration what the remaining bank balances are for: The Tain YMCA reserves re for the following A new part time Youth worker post – hoping to re appoint in January 2023 Redundancy payments for two staff member with a combined years worked of 24 One third as recommended by OSCR The restricted is all funds in for the 4 staff from trusts and this figure reduces every month as staff are paid – current funding in till October 2023 hence only 6 months required from the CRF The designated funds are as described and mainly for set programmes with children, young people and Families.		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:
communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF1031	
1.2	Organisation	Befrienders Highland	
1.3	Project title	Extending Face to Face Mental Health Befriending	
1.4	Project costs	Total cost of project	£241,609
		Match funding	£99,999
		Grant requested	£36,084
1.5	Start date	December 2022	
1.6	End date*	November 2023 (project will be ongoing and alternative funding sought)	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	X
Place	
Economy	
Environment	

1.8 Privacy Notice
<p>Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice</p> <p>YES / NO</p>

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Susan White
Contact number	
Alternative contact number	
2.2 Position	Executive Director
2.3 Address	Befrienders Highland 1 st Floor, Academy House 42 Academy Street Inverness
Postcode	IV1 1JT
2.4 Email address	susanwhite@befriendershighland.org.uk
2.5 Website address	www.befriendershighland.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC199867
Constituted group		
Public body		
Charity	x	SC029386
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
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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 CRF Team as this may affect the offer of grant.	YES / 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"> <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					

Details:

3.6 Project delivery team	
Name	Job title/area of work
Susan White	Executive Director – reporting and supervision
Sarah Southcott	Administrator – finance reporting
Allana Islei	Coordinator – processing referrals, volunteer recruitment, training and matching (Dingwall)
Malcolm MacSween	Coordinator – processing referrals, volunteer recruitment, training and matching (Alness, Invergordon, Tain)

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 - Please include postcode.
Dingwall (IV15), Alness (IV17), Invergordon (IV18), Tain (IV19)
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 a main office lease with M&Co, at 42 Academy Street, Inverness, but staff work flexibly between the office and their home base, using local meeting spaces, cafes or libraries where necessary to meet with volunteers, referrers, or people being befriended outwith the Inverness area.

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>The project will be to sustain and grow the offer of face to face mental health befriending in Dingwall, Alness and Invergordon, and to extend this offer through to people in the Tain area. Mental health befriending support has been available in all areas of Highland by phone, letter and email, but we know from engaging with our service users, that people really value the opportunity to have face to face meetings with their volunteers, and find this most beneficial. Face to face support offers the opportunity for individuals to engage with activities in their local community to help them achieve their mental health recovery goals, with the support of their volunteer. Our service users learn from role modelling in social situations, and gradually their self-confidence and self-belief increases, enabling them to independently engage more with local groups, activities and opportunities for social interaction outwith the befriending support.</p> <p>This project will cover salary costs for 1.0 whole time equivalent coordinator post (2 individuals) introduced due to increased demand during and post-Covid, which will no longer be able to be funded from charitable reserves, as the organisation is below limits set out in our reserves policy. The coordinator role will recruit, train and match volunteers with suitable referrals, checking references and completing PVG checks, and maintaining support, supervision and review calls to comply with our safeguarding and Befriending Excellence requirements. The coordinator role will also process referrals, liaise with mental health workers, complete risk assessments, matching meetings, and support individuals to identify personal recovery goals, conducting review and monitoring meetings or calls, and troubleshooting any issues that may arise during the befriending match. Due to the confidential nature of this work, the sensitivity of the mental health disclosures, and the need for ongoing liaison with mental health support staff, our board do not consider that this is a role that can be provided by volunteers.</p> <p>We know from almost 30 years of providing befriending support for people with mental health challenges, that creating genuine friendship matches with trained volunteers who share common interests, enables individuals to re-engage with their local community, which reduces feelings of loneliness and social isolation. Research has shown</p>

that people experiencing loneliness and social isolation have a shorter life expectancy than the general population, have a disproportionate use of General Practice and health services, and greater incidence of suicide and poor mental ill health. Even during the pandemic, where the general trend was for people in our populations to experience poorer mental wellbeing, our service was able to demonstrate that people receiving our befriending support showed an increase or maintenance of their self-reported mental wellbeing scores.

Project outcomes:

- People will self-report improvements in their mental wellbeing
- People will feel less socially isolated and lonely
- More local people will be engaged with volunteering activity
- More people will engage with local community activities and groups

(b) How will the project benefit local communities or the local economy?

People who have received befriending support have re-entered the workplace in paid and volunteering roles, some individuals even offering peer befriending support to others. Others have re-engaged with education and learning opportunities. Volunteers who provide befriending support also report improvements in their mental wellbeing and feelings of being connected to their community – two of our volunteers are currently training as nurses, and another as a teacher, and many others who are retired have engaged in additional activities which provide community benefit.

For example, one of our volunteers from Alness (a gentleman approaching 80) in addition to supporting multiple befriending matches, also supports a local lunch club in Invergordon, sits on the Befrienders Fundraising Sub-Group, and is in the process of organising deliveries of Christmas lunches for people who will be alone on Christmas day. He alone has supported 4 people who no longer require befriending support, one of whom is now a trained befriending volunteer herself.

There will also be some community gain from matches meeting up in local cafes and engaging with local groups or activities, and we try to capture these data through our regular match reviews. Hopefully, longer term there will also be a reduction in demand for health care contacts, but this is very difficult for us to measure and quantify, and may be realised after the period of befriending.

(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.*

Befrienders Highland currently support more than 20 friends with their mental health challenges in the Ross & Cromarty area, and have more than 20 trained volunteers in that area. Some friendship matches were initially offered by phone/email/letter, and a proportion of these individuals have indicated in our reviews that they would prefer face to face meetings if that was offered. There are currently 10 people in Ross and Cromarty that are waiting for matches, of which 6 could be offered face to face matches with the support of Community Regeneration funding.

With funding for the service confirmed, these numbers would increase, when the service is promoted to General Practice, Link Workers, Community Mental Health teams and other third sector mental health partners. We know from our existing service users that ongoing support from Community Psychiatric Nurses is no longer available to many individuals, and that they truly appreciate and benefit from the regular support from Befrienders Highland and their volunteers.

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

Activity name	Achieve by (date)
Volunteer recruitment and training for Face to Face service	March 2023
Identify from existing users those who would prefer F2F service	January 2023
Posters/emails/Social media activity advertising new service	December 2022
Follow up meetings with referrers/other 3 rd sector organisations	March 2023

Process and match first referrals for F2F befriending	May 2023
Data collection at reviews to evidence outcomes	Nov 2023
Conversation Café with users – service evaluation/input to future planning/funding applications	Nov 2023
Final report to funders	December 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.*

Recruiting local volunteers and matching with people living close by will reduce journey times and negate need to travel to Inverness or Dingwall for match meetings.

Befrienders have developed an online training system for volunteers, in addition to workbooks which can be sent by email, or posted to those who are not confident with IT. These can be reviewed by phone with coordinator during the training period.

Befrienders have adopted email applications, references and online PVG processing, and accept email referrals, and have downloadable forms on our website.

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 befriending is provided to people who have ongoing mental health challenges, that receive professional support for their condition. Our coordinators will provide additional support to people who have challenges with reading and writing, visual or hearing difficulties. Applications are open to everyone who has a mental health diagnosis and support. We have a number of volunteers who can speak other languages, and have, in the past, specifically targeted volunteer recruitment to meet special interest needs of people referred to us.

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

Befrienders Highland have developed a fundraising strategy and set up a fundraising sub-group of the board in 2022. 2023 is our 30th Anniversary year, and a number of large-scale fundraising events are planned, and we are seeking partnerships with corporate sponsors to maximise our fundraising capacity. We continue to apply for grant funding opportunities to maximise our reach across Highland area.

Lasting benefits will be to those individuals who engage with the befriending, in terms of their improvements in mental wellbeing and social connections.

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

Suicide prevention – weekly befriending contact means that volunteers can identify changes in mental wellbeing at an early stage, and feedback to coordinators who then liaise with mental health support workers. To the best of my knowledge, we have not had anyone complete suicide whilst receiving befriending support.

Loneliness and social isolation – this has been clearly identified previously in the application.		
4.4 Does the project require planning permission or other 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)

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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Salary	1.0 full time equivalent mental health befriending coordinator	Revenue	30,072
	0.75 hours per week management support and supervision	Revenue	765
	1 hour per week administration support	Revenue	547
Staff travel	Mileage costs for staff travel at HMRC rate	Revenue	350
Volunteer costs	Volunteer expenses for face to face and phone contact	Revenue	500
	Printing and postage of volunteer training materials	Revenue	250
Overhead costs	Proportion of office rental & utilities	Revenue	2500
	Proportion of insurance & legal costs	Revenue	400
	Proportion of IT support costs	Revenue	350
	Proportion of telephone and internet	Revenue	350
Total capital expenditure			£0
Total revenue expenditure			£36,084
TOTAL PROJECT COST			£36,084
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£12,028

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

Costs quoted are based on a proportion of overall budget for actual expenditure in 2022/23, with an inflationary uplift of 5%, and additional volunteer expense allowance (due to current cost of living crisis, we are seeing an increase in volunteer claims for expenses, and do not want to disadvantage potential volunteers due to financial hardship)

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 £
NHS Highland*	Yes	Yes (11/10/21)	49,999 per annum to 2024
Lottery Improving Lives*	Yes	Yes (14/12/21)	50,000 per annum to 2024
HTSI Health & Wellbeing Fund (Caithness)	Yes (10/2022)	Pending	17,103
The Henry Smith Charity	Yes (12/2021)	No (02/2022)	60,000 per annum
The Garfield Weston Foundation	Yes (06/2022)	No (09/2022)	49,441 per annum
LNER	Yes (07/2022)	Pending	70,153
HTSI Health & Wellbeing Fund (Peer Befriending Groups)	Yes (11/2022)	Pending	10,000
*match funding covers mental health befriending services across all Highland areas			
TTotal match funding			£99,999
CRF requested			£36,084
Total project cost			£241,609

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 / NO

Please detail:

Support from our volunteer board of directors (currently 7 persons in total)
 Support from our fundraising sub-group and fundraisers including a number of awareness and fundraising events, and increased publicity in 2023 for our 30th Anniversary year
 Support from our existing base of 160 trained volunteers across Highland, including 20 fully trained volunteers currently in the Ross-shire area. (Volunteer input will be approximately 1 hour per week, per volunteer, per match)

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

At present, due to a two-fold increase in demand for mental health befriending since Covid pandemic, the service is unable to take new referrals or expand due to service user request without additional funding. The board are considering contingency and cost-saving proposals at the next Board meeting, and involving stakeholders and staff at the January 2023 annual planning meeting, and services may need to be curtailed or restricted if additional funding is not secured.

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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 of the project – if so, how?

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

N/A

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

YES / NO

Please state your reasons:

Befrienders Highland does not generate any revenue, so would not be able to repay any loan taken out.

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

For example:	Details
Business Gateway	N/A
HIE	N/A
Other	We are starting to work with the Accelerate Programme to develop a support and action plan for future strategic planning.

7.5 Have you previously received public funds for the organisation?

YES / NO

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

Funding	Year of award	Amount £
Coastal Communities Fund	2021/22	7,360
HIE Community Recovery Fund (Covid)	2020/21	21,622 (1,246 repaid)

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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: Susan White	Date 22/11/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		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	Yes
6	Bank statement – latest available * <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	No
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	Yes
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N/A
13	Partnership agreement	N/A
Reason for missing documentation: Production of waiting list data would require considerable redaction of names for reasons of confidentiality, and is not specific by geographical area. Whilst the application indicates numbers of people in the target area, it is not possible to produce an anonymised report giving these data from our bespoke database system.		
Declaration what the remaining bank balances are for:		
Organisational reserves policy requires 6 month reserve to allow for payment of staff redundancies and winding down of the charity if necessary.		
Funding secured from grant funders is restricted funding, only to be used for the purposes of the grant application, which is reflected in the annual accounts.		
Befrienders Highland also provides memory and carer befriending, with funds and reserves held in the same account, but this cannot be used for mental health befriending services.		



Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
 Supporting documentation must be submitted with the application (see section 8.2).
 Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1035	
1.2 Organisation	INVERGORDON NAVAL MUSEUM AND HERITAGE CENTRE	
1.3 Project title	HEAT HUB	
1.4 Project costs	Total cost of project	£23,000
	Match funding	£0
	Grant requested	£23,000
1.5 Start date	FEBRUARY 2023	
1.6 End date*	FABRUARY 2024	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	YES
Place	
Economy	
Environment	

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice	
YES / NO	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	JAMES COLLIER
Contact number	
Alternative contact number	
2.2 Position	VICE-CHAIR
2.3 Address	INVERGORDON NAVAL MUSEUM AND HERITAGE CENTRE 138 – 140 HIGH STREET INVERGORDON ROSS-SHIRE
Postcode	IV18 0AE
2.4 Email address	INVERGORDONMUSEUM@GMAIL.COM
2.5 Website address	INVERGORDONMUSEUM.CO.UK

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	X	SC035244
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
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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 CRF Team as this may affect the offer of grant.	YES / 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>	Whole	Partial	None

Details:

3.6 Project delivery team	
Name	Job title/area of work
James Collier	Vice-Chair – Teas/Coffees and Computer Teaching
Wendy Clarke	Chair - Greet and Chats
Rona Thompson	Teas/Coffees and games
Hugh Ross	Greeter

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 - Please include postcode.
INVERGORDON NAVAL MUSEUM AND HERITAGE CENTRE, 138 – 140 HIGH STREET, INVERGORDON, ROSS-SHIRE, IV18 0AE
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?
OWNED

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. THE MUSEUM WILL OFFER A HEAT HUB WHICH WILL BENEFIT THE PEOPLE IN THE LOCAL AREA AS THEY WILL BE ABLE TO COME AND HAVE A WARM DRINK, SOCIALISE AND LEARN AT OUR FACILITY, WHILE ALLOWING THE USERS OF OUR SERVICE TO SAVE MONEY ON THEIR OWN BILLS. IN TURN, THIS WILL ALLOW THE MUSEUM TO MAINTAIN REGULAR OPEN HOURS AND SO WILL BENEFIT THE LOCAL COMMUNITY AND BUSINESSES AS IT WILL ALLOW THE MUSEUM TO ATTRACT MORE TOURISTS.</p>
<p>(b) How will the project benefit local communities or the local economy? IT WILL BENEFIT MEMBERS OF THE LOCAL COMMUNITY AS THEY WILL BE ABLE TO COME, HAVE A WARM DRINK AND SOCIALISE, WHILE ALSO HAVING THE OPTION OF LEARNING NEW SKILLS. IT WILL BENEFIT THE LOCAL ECONOMY AS IT WILL ALLOW THE MUSEUM TO HAVE REGULAR OPEN HOURS. THIS WILL ALLOW SIGNS TO BE PLACED ON THE A9 WHICH WILL ATTRACT MORE TOURISTS TO THE TOWN. THESE TOURISTS WILL SPEND IN LOCAL SHOPS.</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. INVERGORDON IS CONSIDERED ONE OF THE MOST DEPRIVED AREAS IN SCOTLAND. THERE IS LITTLE IN THE WAY OF EMPLOYMENT OPPORTUNITIES AND THIS SEES MANY YOUNGSTERS MOVE FROM THE COMMUNITY, OFTEN LEAVING OTHER RELATIVES BEHIND. JUST TO ADD TO THIS, WE ARE CURRENTLY GOING THROUGH A COST OF LIVING CRISIS WHERE ENERGY PRICES HAVE INCREASED SUBSTANTIALLY.</p>

THE REASON FOR THE PROJECT IS INITIALLY TO PROVIDE PEOPLE A SAFE AND WARM PLACE TO GO AND SOCIALISE WITH A WARM DRINK, WHILE OFFERING THE OPPORTUNITY TO LEARN ICT AND LEARN ABOUT THE HISTORY OF INVERGORDON. THIS WILL ALLOW THE USERS OF THE PROJECT THE OPPORTUNITY TO LEARN HOW THEY CAN STAY IN CONTACT WITH THOSE WHO HAVE MOVED AWAY, SOCIALISE WITHIN THE COMMUNITY AND ALSO TO SAVE ON HOUSEHOLD BILLS.

ADDITIONAL OPPORTUNITIES ALSO ARRISE FROM THE PROJECT AS IT DOES ALLOW THE MUSEUM TO HAVE REGULAR OPEN TIMES DURING TIMES WHERE THERE ARE NO CRUISE LINERS AND IN TURN ALLOWS THEM TO HAVE THE OPPORTUNITY TO GET SIGNS ON THE A9 WHICH WILL BRING IN MORE TOURISTS. THIS WILL HAVE A KNOCK ON BENEFIT TO THE TOWN BECAUSE ANY ADDITIONAL TOURISTS ARE LIKELY TO VISIT LOCAL SHOPS.

THIS PROJECT MEETS MANY AMBITIONS OF THE TOWN AS THE MUSEUM IS CONSIDERED A PLACE WHICH HAS THE POTENTIAL TO BRING IN ADDITIONAL TOURISTS BUT IT HAS OFTEN BEEN CRITICISED FOR ONLY BEING OPEN WHEN CRUISE LINERS ARE IN. IT ADDITIONALLY MEETS THE NEEDS OF LOCAL PEOPLE WHO ARE STRUGGLING DUE TO THE COST OF LIVING CRISIS AND LONELINESS.

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

Activity name	Achieve by (date)
Tuesday Biscuit and Blether	immediate
Computer tuition	Rota completed by Feb 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.

THOUGH THE PROJECT WILL MEAN THE MUSEUM IS USING ITS HEATING MORE, IN TURN IT WILL ALSO MEAN THE USERS OF THE PROJECT WILL USE THEIR HEATING LESS AND SO ANY NEGATIVE IMPACTS WILL MORE THAN EVEN THEMSELVES OUT.

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?

EVERYBODY WILL BE WELCOME REGARDLESS OF PROTECTED CHARACTERISTICS OR ANY OTHER FACTORS. WE ARE NOT LOOKING TO TARGET ANYBODY, HOWEVER IT IS LIKELY THAT THE PROJECT MAY BE CONSIDERED MOST ATTRACTIVE TO THE ELDERLY.

(f) How will the project be supported after CRF funding and what will be the lasting benefits/legacy? THE CRF FUNDING IS FOR THE HEATING SYSTEM. THIS SYSTEM WILL BE BENEFICIAL TO THE PROJECT THROUGHOUT THE CURRENT TERM AND THROUGHOUT FUTURE TERMS AS IT WILL ALLOW US TO HEAT THE BUILDING AT

A MUCH LOWER COST. THE CHOSEN SYSTEM WILL ADDITIONALLY ALLOW US TO AIR CONDITION THE BUILDING DURING HOT SUMMERS. ITS LEGACY WILL SEE THE MUSEUM ABLE TO OPERATE ALL YEAR ROUND, WHILE PROVIDING A SAFE AND WARM ENVIRONMENT FOR ANYBODY WHO WISHES TO SPEND TIME IN THE MUSEUM.

(g) Please outline how the project fits with other relevant local plans and strategies.
 THE LOCAL AREA IS CURRENTLY VERY FOCUSED ON IMPROVEMENT IN ORDER TO ATTRACT MORE TOURISM INTO THE AREA. ONE CONSTANT CRITISM OF THE MUSEUM HAS BEEN ITS USUAL CLOSURE DURING THE TIMES WHEN CRUISE LINERS AREN'T COMING IN. THIS PROJECT WILL ALLOW THE MUSEUM TO HAVE THE REGULAR OPEN TIMES THROUGHOUT THE YEAR, WHICH IN TURN WILL ATTRACT MORE TOURISTS TO THE TOWN AND SO BENEFIT OTHER BUSINESSES.

4.4 Does the project require planning permission or other statutory regulatory consents? **YES / NO**

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

Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <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.

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.

Budget Heading	Detailed costs	Revenue/Capital	Amount
Heating	New Heating System Installation		£23,000.00

Total capital expenditure			£23,000
Total revenue expenditure			£
TOTAL PROJECT COST			£23,000
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£23,000

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

THE QUOTE WE HAVE CHOSEN IS CONSIDERED EXTREMELY REASONABLE AS IT AVOIDS THE NECESSITY OF INSTALLING A LOWERED CEILING, WHICH WOULD HAVE BEEN AN UNEXPECTED COST WHICH WOULD HAVE BEEN NEEDED IN ORDER TO ACCEPT THE OTHER QUOTES. THE SYSTEM ALSO INCLUDES AIR CONDITIONING WHICH IS SOMETHING WE INTENDED TO LOOK AT IN FUTURE AND SO COULD SAVE A FUTURE APPLICATION.

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 £
None available			
Total match funding			£
CRF 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~~ / NO

Please detail:

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

THIS IS A PROJECT WHICH IS TO GREATLY BENEFIT THE PEOPLE IN THE LOCAL AREA AS IT OFFERS A PLACE WHERE PEOPLE ARE ABLE TO GET HOT DRINKS, A WARM LOCATION TO BE WHERE THEY ARE ABLE TO SAVE MONEY ON THEIR OWN HOUSEHOLD BILLS, A PLACE WHERE THEY CAN SOCIALISE WHICH WILL HELP PREVENT LONLINESS AND A PLACE WHERE THE USERS ARE ABLE TO GAIN EXPERIENCE IN THE USE OF ICT. WE DO NOT HAVE OTHER FUNDING TO PAY FOR THIS AND THE PROJECT CANNOT HAPPEN WITHOUT THE FUNDING FOR THE IMPROVED HEATING SYSTEM.

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by 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 of the project – if so, how?

THE ONLY INCOME FROM THE PROJECT WILL COME AS A VOLUNTARY DONATIONS FROM THE USERS OF THE SERVICE. ANYBODY UNABLE TO AFFORD TO PAY WILL NOT BE EXPECTED TOO. HOWEVER, THE PROJECT DOES ALLOW THE MUSEUM TO HAVE REGULAR OPENING TIMES, WHICH WILL ALLOW US TO TAKE ADVANTAGE OF CONSTANT VISITORS THROUGHOUT THE YEAR AND CAN ALSO LEAD TO US HAVING SIGNS ON THE A9, WHICH WILL ATTRACT MORE VISITORS FROM THE NC500 AND PROVIDE A BENEFIT TO THE TOWN AS A WHOLE.

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

THE SERVICE WE ARE LOOKING TO PROVIDE WILL BE MOST ATTRACTIVE TO THOSE WHO DO NOT HAVE THE FINANCIAL CAPASITY TO USE OTHER PLACES TO GET HOT DRINKS AND SO OTHER BUSINESSES ARE UNLIKELY TO BE AFFECTED. SOME OF THE SUPPORT LETTERS WITH THIS APPLICATION ARE FROM OTHER BUSINESS WHO WILL BENEFIT FROM THIS PROJECT.

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

~~YES~~ / NO

Please state your reasons:

WE ARE A CHARITY WHO RELIES ON DONATIONS THEREFORE WE ARE UNABLE TO COMMIT TO A LOAN

7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	NO
HIE	NO
Other	NO

7.5 Have you previously received public funds for the 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:	Date

8.2 Supporting documents checklist.		YES / NO or Not applicable
You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.		
1	Constitution or articles and memorandum	Included
2	Committee Members or Directors List	Included
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	See Constitution
5	Confirmation of match funding letters	See Constitution
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Included
7	Annual financial accounts – latest available	Included

8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Included
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	
13	Partnership agreement	N/A
<p>Reason for missing documentation: DEEDS ARE WITH OUR SOLICITOR WE HAVE PUBLIC LIABILITY INSURANCE AND BUILDINGS INSURANCE – AWAITING PROOF</p>		
<p>Declaration what the remaining bank balances are for: THE MUSEUM MAINTAINS A BALANCE TO COVER EMERGENCIES. IT ALSO HAS TO MAINTAIN ENOUGH TO PAY BILLS THROUGHOUT YEAR.</p>		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:
communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1071	
1.2 Organisation	Tain Heritage Trust	
1.3 Project title	The Picture House Regeneration Project	
1.4 Project costs	Total cost of project	£151,259.00
	Match funding	£97,128.00
	Grant requested	£54,131.00
1.5 Start date	Jan 2023	
1.6 End date*	March 2024	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	
Place	X
Economy	
Environment	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Sarah MacKenzie
Contact number	
Alternative contact number	
2.2 Position	Trustee/Volunteer
2.3 Address	Office Address: Abbian House Office Address2: Tower Street Post code: IV19 1DY Town: Tain
Postcode	
2.4 Email address	
2.5 Website address	n/a

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC184712
Constituted group		
Public body		
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 CRF 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.	
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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
Derek Loudon	Treasurer/Project Lead
Lachie Stewart	Architect
Sarah MacKenzie	Funding
Dave Macrae	Project Co-ordinator
Nick Lawton	Quantity Surveyor
RMM Ltd	Main 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 - Please include postcode.
Tain Tower Street, Tain, Highlands, IV19 1AB
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>The purpose of Tain Heritage Trust is the preservation of buildings of historical or architectural importance within the town of Tain. The project’s aim is to regenerate the Old Tain Picture House. The former cinema is not just any old town hall/cinema, but an important part of Tain’s heritage, designed by the Maitland family of architects between 1848 and 1912. The former Picture House, now a grade B listed building, was designed and built as the Tain Public Hall. Built in a distinctive French Renaissance style, it was the venue for concerts, bazaars, and important events in the history of Tain and District.</p> <p>Place The Tain Picture House Regeneration Project will see this historical building brought back into the heart of the community once more as a ‘creative arts hub’. The regeneration of the redundant Picture House building will be key to improving the current townscape whilst retaining local distinctness and providing a focus for local community engagement, helping to bring people together and foster a sense of ownership and place. Through heritage tourism we hope to increase</p>

expenditure, jobs and volunteering opportunities in the Ward 7 area which is currently underperforming.

Traction/Ask

We have successfully completed phase 1A which has seen emergency repair works undertaken alongside an exceptional transformation to the outside of the building which has drastically improved our townscape, shining a light on the world renowned architecture of this historical building. We are currently seeking funding for the next phase of our project which will allow us to open the building up to the community and provide them with a vibrant space for community events, exhibitions, celebrating our culture and heritage.

Additionality

The building will also act as a catalyst for wider town centre regeneration and become a key visitor attraction that encourages footfall into the town centre and beyond.

Our project team believe that looking after the past is essential to our future and this is backed up by the Committee on Climate Change who say, "We cannot meet our climate objectives without a major improvement in the existing built stock". We are aware that this is largely dependent on the successful implementation of a sympathetically refurbished and retrofitted building. The Tain Picture House Regeneration Project have enlisted the support from the Tain & Easter Ross Civic Trust who advise the project on all things conservation, re-using, and sympathetically refurbishing the exterior and interiors of the existing building where possible. Our design team and contractors both have experience of managing eco-regeneration projects and will bring their knowledge and experience into the project where they will manage the amount of materials used, the carbon content of materials and how retrofit is carried out to ensure maximum net-zero impact.

We must use and re-use first. Heritage Counts research shows that demolishing a historic building and replacing it with a new building can result in greater carbon emissions. If we can responsibly & sympathetically reuse/repurpose Tain Picture House building, then we will make a significant contribution towards achieving the target of net-zero carbon emissions by 2045.

Value - The Tain Picture House Regeneration Design Team meetings take place weekly with monthly subgroup committee meetings and ongoing community consultations being held regularly to ensure that the project provides best value, stays on track and evolves into its second development phase which this grant application, if successful, would support. We have successfully completed phase 1a and are ready to get going with the next phase of our project which will see us install tanking and an energy efficient underfloor heating system with essential rainwater and floor repairs. On the completion of this work, the building will become safe for internal use by the public.

Outcomes:

The successful completion of phase 1 our project will provide the following outcomes:

Economic, social and physical regeneration outcomes

- The physical infrastructure in the Town Centre Conservation Area will be transformed.
- Create new jobs and volunteering opportunities (directly and indirectly)
- Boost our local economy through the creation of a 'Tourist Destination/Attraction'.
- Develop new uses for a redundant space and reduce our carbon footprint
- Reduce Rural Isolation & De-population, greater access to facilities, & opportunities.
- Increase good physical, emotional and mental health, and wellbeing.
- Increase opportunities for young people, reducing crime and anti-social behaviour.

(a) How will the project benefit local communities or the local economy?

TDDT through the 'Easter Ross Peninsula' Tourism strategy are looking to develop new visitor economies. The Tain Picture House will be a powerful driver for economic growth and an important social and environmental asset that sits within the 'Easter Ross Peninsula'. The benefits associated with historic buildings and places are often interrelated, with improvements to an area's image and sense of place helping to generate new economic activity and investment, which in turn can contribute towards enhancing the quality of life for all. As well as helping to maximise the economic, social, and environmental benefits our heritage-led regeneration can also support long-term conservation. Our heritage assets and the Tain Picture House is an integral part of this boosting the economy and creating jobs.

Our Community Beneficiaries include:

Community Groups, Local Theatre Groups, Third Sector Youth Groups, Local Creatives, Heritage Groups, Early Education, Schools and Businesses. The TPHRP will cater to all members of the public within the Ward 7 Tain and District area. As one of the finest secular halls North of Inverness the Picture House will act as a key tourist attraction for the newly branded 'Easter Ross Peninsula'.

Project sees newly formed partnership between the Tain Heritage Trust, Tain and Easter Ross Civic Trust who have a vested interest in the history and heritage of the building and will advise on conservation, and TDDT, a local Development Trust who have an interest in providing a more sustainable social, economic, and environmental future for the District and they will lead in operational aspects of project delivery. This collective partnership brings together a wide range of skills and professional expertise. The building is owned by Tain Heritage Trust.

(b) 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 Picture House is a prominent building in the centre of the town. Restoring it has been the top priority of the townspeople for the last 20 years. TPHRP have engaged through Community Consultations, Community Council Meetings, Social Media, Building Volunteer Capacity, Surveys on 'potential uses for building', Feasibility Studies and local management, development, and action plans. Studies and reports available upon request.

Key Findings

Tain undertook a "Place based" Charrette exercise in 2014/15. This grant application is a natural successor to our previous study. Under Theme 3 "Develop new uses for redundant space and buildings" – Page 14 – Proposals. Promote redevelopment of the Old Picture House as an Arts Hub that can support a range of arts and crafts endeavours including theatre/cinema. The findings of the Charrette were followed by the development of a Feasibility Study in 2019 funded by SSE through their Beatrice Offshore Windfarm Limited a community support grant scheme. This demonstrated that the project was a priority for community development and use and stood a very reasonable chance of success.

In 2021 the Easter Ross Area Committee met to consider a fresh Tain Conservation Area Appraisal and Conservation Area Management Plan. On Page 34 of the plan (page 56 of the Area Committee Report) the Picture House is described in some detail.

The need for our project has never been greater due to the Coronavirus pandemic. As stated in the Inner Moray Firth Development Plan (2021), "The role of town centres will continue to form a fundamental part of the sustainability of our communities, and this is only reinforced by the COVID-19 crisis".

Aftermath of Covid

There is an urgent need to respond, recover, progress and transition. The Picture House regeneration project will aid the recovery of our local economy and act as a catalyst for community-wide social and economic regeneration. From speaking with our community, we know that this building is more than just bricks and mortar, it is an important part of people's history and heritage and sense of place. If we do not regenerate this treasured building, then it will fall into disrepair and this would be devastating to the town centre and the people of Tain and District. THT and partners have been building up community volunteer capacity and support for our regeneration plans whilst seeking finance to fund Phase 1A works.

SIMD

Our project will benefit the Tain and District Ward 7 area. The Scottish Index of Multiple Deprivation (SIMD), 2020, highlights that out of the 11 wards across our district, 8 of them fall into the bottom 50% most deprived areas. As a result of the Coronavirus Pandemic, these issues are expected to worsen even further. Already, The Impact of Covid-19 on the Highlands and Islands by HIE, September 2020, shows an increase in unemployment rates in the Inner Moray Firth from 2.3% in July 2019 to 5.5% in July 2020. As we already know, "Mental health problems are not equally distributed across the population. Socially disadvantaged people have an increased risk of developing mental health issues to the extent that adults living in the most deprived areas are approximately twice as likely to have common mental health problems as those in the least deprived areas. The TPHRP will provide our area with a focus for community engagement, bringing people and place together. Improving access to services and facilities for the more remote and deprived areas within our district. Once the building is operating there will be a programme of activity for all demographics where there will be a focus on how 'The Arts' and how it can improve mental health and wellbeing and can promote a greater sense of place for all. The project will also create jobs and volunteering opportunities.

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

Activity name	Achieve by (date)
Tanking	March 2023
Underfloor Heating and Floor Repairs	March 2023
Rainwater Works	March 2023

(d) 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.

Our project team believe that looking after the past is essential to our future and this is backed up by the Committee on Climate Change who say, "We cannot meet our climate objectives without a major improvement in the existing built stock". We are aware that this is largely dependent on the successful implementation of a sympathetically refurbished and retrofitted building. The Tain Picture House Regeneration Project have enlisted the support from the Tain & Easter Ross Civic Trust who advise the project on all things conservation, e-using, and sympathetically refurbishing the exterior and interiors of the existing building where possible. Our design team and contractors both have experience of managing eco-regeneration projects and will bring their knowledge and experience into the project where they will manage the amount of materials used, the carbon content of materials and how retrofit is carried out to ensure maximum net-zero impact. As part of the CRF grant funding we will install an energy efficient underfloor heating system. Our aim for the entire project renovations is always to use and re-use first.

Heritage counts, research shows that demolishing a historic building and replacing it with a new building can result in greater carbon emissions. If we can responsibly & sympathetically reuse/repurpose Tain Picture House building, then we will make a significant contribution towards achieving the target of net-zero carbon emissions by 2045.

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?*

We continue to work with our local community groups, charities, learning and education providers to ensure and delivery of our projects. Actions taken to date include;

- Accessibility in design
- Outreach events and activities within rurally deprived areas across the district
- Consultation within schools and voluntary youth networks, involving young people in the design of signage and branding for the project, now on display as well as taking future uses for the building into consideration
- Consultation with local community groups and charities including; Alzheimer’s Scotland, Youth Highland, Made in Tain, Farmer Jones Academy, Youth Café etc.
- Linking into Public Services including employability frameworks

that groups with protected characteristics have been taken in to account in both the development

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

The CRF funding will allow us to complete the next phase of our project. Installing heating and repairing flooring to the main hall will allow us to bring in the general public safely. Our community beneficiaries will be able enjoy local events. Through the partnership we have recruited a funding manager supported by our trustee who supports fundraising voluntarily, together they will continue to raise funds to support the completion of our final phase 2. The design team will continue to develop project plans and deliver to task and deadlines. Our unique partnership with the Tain and Easter Ross Civic Group and the Tain and District Development Trust will ensure that both conservation and community remains at the heart of our project. The partnership also brings years of experience and a unique set of skills.

Lasting Benefits and Legacy

The Tain Picture House Regeneration Project will see this historical building brought back into the heart of the community once more as a ‘creative arts hub’. The regeneration of the redundant Picture House building will be key to improving the current townscape whilst retaining local distinctness and providing a focus for local community engagement, helping to bring people together and foster a sense of ownership and place. Through heritage tourism we hope to increase expenditure, jobs and volunteering opportunities in the Ward 7 area which is currently underperforming.

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

Scottish Government National Outcomes

In relation to the development of Tain Picture House as expressed in this report, the following National Outcomes resonate in terms of outputs and benefits:

- **Children and Young People** “We grow up loved, safe and respected so that we realise our full potential.”
- **Communities** “We live in communities that are inclusive, empowered, resilient and safe.”
- **Culture** “We are creative and our vibrant and diverse cultures are expressed and enjoyed widely”
- **Health** “ We are healthy and active.”

Historic Scotland – The Scottish Historic Environmental Policy

The policy states three key outcomes that can be clearly aligned with the redevelopment of the Tain Picture House:

Outcome One: That the Historic Environment is cared for, protected and enhanced for the benefit of our own and future generations.

Outcome Two: To secure greater economic benefits from this Historic Environment.

Outcome Three: The people of Scotland and visitors to our country value, understand and enjoy their Historic Environment.

Historic Environmental Scotland Annual Operating Plan

- Build capacity and resilience by working in partnership to develop and maintain a healthy sector. We will provide direct financial stimulus through our grants; share knowledge and expertise; target learning in areas of need; and foster skills development.
- Develop the evidence base in collaboration with the sector. We will work in partnership to develop and publish research that adds to the body of knowledge about the Historic Environment and informs decision-making, and we will support others to actively engage in research.

Invest in the tourism infrastructure to ensure that we maintain a network of high-quality tourist destinations attracting visitors and engaging people all across Scotland. We will work with our partners, communities and other stakeholders to develop a strategic vision and supporting plans for prioritised

Our Place in Time – The Historic Environmental Strategy for Scotland

It is clear that the project to restore the Tain Picture House in a manner, which both raises interest in the building and returns its original functions, is significantly aligned with this strategy and the following key outcomes.

- **Understanding** – By investigating and recording our Historic Environment to continually develop our knowledge, understanding and interpretation of our past and how best to conserve, sustain and present it.

- **Protecting** – By caring for and protecting the Historic Environment, ensuring that we can both enjoy and benefit from it and conserve and enhance it for the enjoyment and benefit of future generations.
- **Valuing** – By sharing and celebrating the richness and significance of our Historic Environment, enabling us to enjoy the fascinating and inspirational diversity of our heritage.

Highland and Islands Enterprise Operating Plan

Our project strongly resonates with the current Highlands and Islands Operating Plan for 2018-2019 which states:

“Fundamental to success is the need to take a long-term view in addressing systemic, intractable challenges – particularly for those in our most remote, rural and island communities.

Embedding our refreshed community-led programme to ensure we are fostering increased ambition within our communities and accelerating project implementation. Our interventions will provide specialist support through a new framework, supporting ‘on the ground’ delivery and enabling communities to realise sustainable and inclusive ambitions;

Community asset ownership, which remains a cornerstone of our community-led development activity. Whilst there are more routes to ownership than ever before, we will focus our efforts on the sustainability of asset-based enterprises. This will include targeted post-purchase investment, support to ensure robust governance arrangements and reviewing ownership structures to maximise financial viability. We will continue to deliver the Scottish Land Fund, in partnership with the Big Lottery Fund,

Highland Council – Local Voices

This recent Highland Council policy links directly to the Tain’s project aims in the following ways;

- Put our communities at the heart of the design and delivery of services at a local level.
- Work collaboratively to drive economic growth and ensure our infrastructure
- Meets the needs of expanding businesses and population.
- Support children to learn and thrive by delivering a whole system approach to education and integrated children’s services.
- Protect the vulnerable in our communities, promote fairness and welcome diversity.
- Address the financial challenges with a positive vision of change focused on improved outcomes.
- Make the Highlands a stronger and more resilient region.
- Protect and enhance Highland’s influence and reputation nationally and internationally.

Highland Council – Inner Moray Firth Development Plans

The plan specifically notes that Tain has a significant role to play in realising the growth potential of the Easter Ross area due to its close proximity to many large-scale employers and availability of serviceable housing land. It outlines a need for increased housing provision and projects growth in the area as a result of industry and the key accessibility provided by the A9, which is also part of the NC500 route.

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

YES

Is VAT included in these costs?	Y
Project expenditure before March 2023	£151,259.00

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

We have recently underwent QS works with Torrance Partnership and received revised quotes within the last month (11/22)

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 Coastal Fund		£26,000.00	26,073.00
SSE Sustainable Development Fund		£71,000.00	71,055.00
Total match funding			£97,128.00
CRF requested			£54,131.00
Total project cost			£151,259.00

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:
We have community volunteers signed up to support the project in various ways, including;
Professional Consultancy
Clear Up
Fundraising

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

This is a project that already has and will continue to provide considerable benefit to the public. The project delivers on social, economic and environmental issues and aligns with multiple local and national strategies. Significant delays and costs will be incurred if we do not receive funding support from the CRF fund and therefore this support is vital to continuing to build community momentum and spirit as well as pushing on our over-all project progress towards completion.

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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 of the project – 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 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: Sarah MacKenzie	Date 13/12/2022
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8.2 Supporting documents checklist.

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

Please refer to the guidance note on how to name/label the documentation.

		YES / NO or Not applicable
1	Constitution or articles and memorandum	X
2	Committee Members or Directors List	X
3	Permissions – i.e. planning, building warrants, marine licences	X
4	Policies – i.e. child protection, health and safety, equal opportunities	
5	Confirmation of match funding letters	X
6	Bank statement – latest available * 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 (CRF funded posts only)	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	X
13	Partnership agreement	

Reason for missing documentation:

Documents missing are not required for this application.

As we are not operational as yet we are following the health and safety policies of our main contractors on site.

Declaration what the remaining bank balances are for:

N/A

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1078	
1.2 Organisation	EVANTON SOCIAL & EVENT GROUP	
1.3 Project title	Winter Lunches For Over 60s	
1.4 Project costs	Total cost of project	£10,000
	Match funding	£1,000
	Grant requested	£9000
1.5 Start date	12 10 2022	
1.6 End date*	31 03 2023	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	Yes
Place	
Economy	
Environment	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2. 1	Main contact name	Mrs Anne MacDonald
	Contact number	
	Alternative contact number	
2. 2	Position	Chairperson
2. 3	Address	
	Postcode	
2. 4	Email address	
2. 5	Website address	NA

SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity	X	SC046608
	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 CRF 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						

Details:

3.6 Project delivery team

Name	Job title/area of work
Anne MacDonald	Chairperson
Sheena Davidson	Treasurer
Janice Robertson	Treasurer
Lorna Shirran	Secretary

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 - Please include postcode.

Novar Arms Hotel, Balconie st Evanton IV16 9UN

Visiting house bound residents of Evanton community in their homes to delivery meals.

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?

No, the hotel is providing meals and event room to accommodate our fortnightly lunch events as well as those we deliver to house bound residents within our community.

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 project will achieve its fund through a grant from CRF for £9000 and Age Scotland who have already approved and paid £1000 in contributions. If the grant application is unsuccessful we will attempt to raise funds within our community to supply a lesser number of events. Due to being unable to fund raise through the pandemic months has left our funds comparatively lower than expected further underpinned by the current economic climate causing people to be less generous with donations.

Our project theme is **People & Place** where we aim to meet the needs of our elderly community who may struggle to make ends meet this winter especially those living alone. This project will help people feel less isolated this winter by inviting those over 60 years of age to attend a funded social lunch bringing people together in one place. For those less mobile and vulnerable we plan to home deliver meals so the members of the Evanton Social and Event Group can pop in to visit and have a chat to make sure they are okay and brighten their day. The elderly community has suffered through the COVID pandemic and many have lost loved ones further isolated by fear to mix with others. This project will give us an opportunity to pull together and help the vulnerable through the winter.

(b) How will the project benefit local communities or the local economy?

The project will benefit the local community by bringing senior citizens of the Evanton and wider community together once a fortnight to have a funded light lunch and socialise together during the winter months. Furthermore by visiting those house bound and providing a home delivered funded meal twice a week as they will be unable to attend the social event.

(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.*

As the Evanton Social and Event Group we provide support to this age group and we are members of Age Scotland who support our cause. With the recent pandemic many elderly citizens feel isolated and we wish to engage them socially and improve their wellbeing. We understand their needs as we are in regular contact with those who will benefit from having regular meals throughout the winter months. It is well documented that the cost of living is affecting vulnerable people and we see this within our communities.

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

Activity name	Achieve by (date)
Social Lunches in Novar Arms Hotel every two weeks on Wednesday for 1 events	31 03 2023
Home delivery on same cycle and day as above	31 03 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.*

We believe our project will have minimal environmental impact as the meals are to be cooked in one place at one time, and delivered by two cars visiting house bound residents of the village.

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?*

Equality is at the heart of the project by creating an all inclusive environment for those who are able to attend, and for those who are less mobile we go to their homes to visit and deliver the meals. The only specific target criteria for those receiving this project is that citizens over the age of 60 years of age are eligible. Many citizens who meet this criteria do not go out to socialise as they feel vulnerable and need the support of a project such as this.

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

The funding from CRF and Age Scotland will be fully funding this specific project only. We hope those who benefit from this project will feel more confident to socialise after the isolation they felt during the pandemic, they will feel included within the community and have improved wellbeing. We have a £3000 budget to use in part for Spring and Summer events for this target group as we have done in past years using our ES&EG funding raised from past community events. The CRF funding will enable our new 'Winter Lunch Project' to achieve a higher level of inclusion for senior citizens this winter. If successful, we foresee the potential to deliver this project every winter going forward as a lasting benefit and legacy to the funding from CRF. We will be applying for funding opportunities where they arise for this specific target group from Age Scotland and other funding pots. We will be organising community events where the proceeds will go towards our community activities.

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

The Evanton Social and Event Group has for many years applied for and raised funding to allow the over 60s to enjoy group activities such as summer trips, theatre trips and an annual Christmas Party. Our group also undertook the refurbishment of the Community Recreation Park formerly known as the Black Rock Football Park. We are one of a number of local groups who put on events and activities in the community for all ages.

The Have your Say Highland consultation identified that the cost-of-living crisis is a priority within our communities and that elderly people needs supporting. It is well documented everyday that people are struggling and our communities are no any different especially in an area with high deprivation.

4. Does the project require planning permission or other 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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.

	(include date)	(include date)	
Age Scotland	YES 07 07 2022	YES 13 09 2022	£1000.00
Total match funding			£1000.00
CRF requested			£9000.00
Total project cost			£10000.00

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: Evanton Social and Event Group Committee will work at the events and deliver the meals along with occasional other volunteers.

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

Public funding is required for this project because the wellbeing of elderly people in our community is of high concern, more so this year due to the economic crisis and recovery from the pandemic. Our funds were depleted due to lockdown and unable to fundraise in our usual manner. In past years we provided two annual events for the elderly: A Christmas party in December and a dinner event in January to break up the winter for them, however we feel we need to provide more for them this winter. The project will go as far as it can on the funding from Age Scotland and if we are unsuccessful in gaining funds from CRF we will do our best to provide a much reduced schedule on the limited funds available.

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by 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 of the project – if so, how?

--

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

Our project will not disadvantage any local businesses, the caterers are providing the meals at cost and providing the venue free of charge.

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

NO

Please state your reasons:

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

For example:	Details
Age Scotland	£1000.00 grant

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
Lottery Fund (Awards for All) Refurbishment of Recreation Park & Pavilion	2019 - 2020	£7000.00
Northern Highland Initiative: Picnic Benches for Recreation Park & Pavilion	2022 - 2022	£1000.00
Kiltearn Community Council: Queen's Jubilee Celebrations	2022 - 2023	£2000.00

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: Anne MacDonald	Date 18 11 2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		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	NA
4	Policies – i.e. child protection, health and safety, equal opportunities	No
5	Confirmation of match funding letters	Yes
6	Bank statement – latest available * <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	No
9	Business plan (revenue generation projects only)	NA
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	NA
12	Evidence of control/ownership of asset – i.e. lease, title deeds	NA
13	Partnership agreement	NA
Reason for missing documentation: Item 3 - not applicable Item 4 is not supplied because we don't have these policies, the committee members have all taken training in child protection, reliance, H & S. However we don't have a policy or certificates. Item 8 is not supplied because we are a local group who for many years have been providing social events for the elderly in our community which have been supported and have come to be expected from our organisation. Item 9,11, 12 & 13 - not applicable		
Declaration what the remaining bank balances are for: We have two bank accounts: Acc no: xxxxxxxx, sort code: xxxxxx for Senior Citizens outings and events currently holding £3169.28. Acc no: xxxxxxxx, sort code: xxxxxx for projects e.g - refurbishment of the Black Rock Recreation Ground and creating events for the community to enjoy that normally raises future funding, currently holding £12682.11.		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:
communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1120	
1.2 Organisation	Royal British Legion Scotland, Invergordon Branch	
1.3 Project title	Refurbishment of Legion Hall	
1.4 Project costs	Total cost of project	£28310.81
	Match funding	£14155.40
	Grant requested	£14155.40
1.5 Start date	01/02/2023	
1.6 End date*	31/05/2023	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	Local community
Place	
Economy	
Environment	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2. 1	Main contact name	Hugh Ross
	Contact number	[REDACTED]
	Alternative contact number	[REDACTED]
2. 2	Position	Branch secretary
2. 3	Address	[REDACTED]
	Postcode	[REDACTED]
2. 4	Email address	rbis.invergordon@yahoo.co.uk
2. 5	Website address	

SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity	X	SCO 29009
	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 CRF 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"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>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
Hugh Ross	Branch Secretary/Day to day admin
Michael Cockerill	Treasurer/Finance

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 - Please include postcode.
138 High Street, Invergordon IV18 0AE
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?
The Legion Branch has existed since the 1920s at this address, the land and building, as far as I am aware were gifted to us so that the Legion branch could be formed. I am at the moment in the process of trying to locate our title deeds.

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>British Legion building has been a great community gathering hub since the 1920s, and whilst the Branch membership is not exclusive, its backbone has always been ex-services personnel. The property is old, and after many years of use it now requires refurbishment in order to align with modern standards.</p> <p>All age groups including kids and elderly and veterans were accommodated throughout the years. We had a lunch club in the process of being organised for the elderly and the local veterans just before the pandemic happened and since then the community engagement has been lessened and the building was closed for the last few years.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>The property is the focal point for some local events, including Remembrance Day Services etc, but refurbishment should allow the Branch to recommence the social side of its existence. This would include hopefully restarting our branch club and employing a bar steward(ess) to manage the day to day activities of the club bar.</p> <p>We have started a food pantry and it issues food parcels to people in the community in need of support, twice weekly. From January it is intended to supply Hot food throughout the week so people can sit, socialise and eat in a warm place.</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 property provides a venue for other local activities, including the local food pantry and at some point in the next few months we plan to open for private functions. Refurbishment would create a more welcoming appearance to users. The differing needs of some ex services</p>

personnel, and now the wider community, has always been at the core of RBLS activities. Our main targets for our service will be veterans, the elderly and anybody who is feeling isolated, but anyone else from the community who requires our help will be welcome to attend our food pantry or food and heat hub.

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

Activity name	Achieve by (date)
Food Pantry (foodbank) Begun early as needed in community	Started 01/12/2022
Heat hub we are open Mondays and Thursdays for 2 hours	Started 01/12/2022
Food hub we plan to begin in Jan to start serving low cost meals for £3 per head or free if person/family cannot afford it	We are going to begin this before the end of January

(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.

We intend to dispose of any waste etc in a responsible manner. IE delivering it to Highland Council managed sites for recycling. We are also intending to install new low energy LED lighting wherever possible.

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?

All groups are welcome to use our food bank, hub etc., as we do not have any plans to stop anyone from attending

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

We hope to fundraise in the local community and approach local businesses for donations and also apply to the Lottery etc.

Our hall will remain open, we will be able to continue to give help to those members of the community that require it or for those members of the community that feel isolated the chance to socialise.

(g) Please outline how the project fits with other relevant local plans and strategies.		
In the present economic climate our project is a necessary to help the community.		
4.4 Does the project require planning permission or other statutory regulatory consents?		NO not at moment but will require a drinks licence if we restart the club.
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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Kitchen refurbishment	Flooring included in quotes	Capital	See quotes
	Kitchen Units	Capital	See quotes
	Painting	Capital	See quotes
Main Hall	Flooring included in quotes	Capital	See quotes
	Painting	Capital	See quotes
Small Hall	Flooring included in quotes	Capital	See quotes
	Painting	Capital	See quotes
Secondary double glazing		Capital	£5,348+VAT. £6476 inc VAT
Changing over to low energy lighting		Capital	£600

Total capital expenditure			£28310.81
Total revenue expenditure			£
TOTAL PROJECT COST			£28310.81
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£28310.81

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

We have requested quotes from local companies where possible

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 £
National Lottery – filling in form	No	No	£14155.40
Total match funding			£14155.40
CRF requested			£14155.41
Total project cost			£28310.81

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 don't have the funds and without any support the project will not go ahead

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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 of the project – 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?

NO

**Please state your reasons:
No income at moment to repay a loan.**

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 organisation?

YES


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

Funding	Year of award	Amount £
From council to help pay for running costs, food etc	2022	£5500.00

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: HUGH ROSS	Date 14/12/22

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	online
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	In process
6	Bank statement – latest available * 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	Emails
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	N/A

11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	In process
13	Partnership agreement	N/A
Reason for missing documentation: Still to find where they are		
Declaration what the remaining bank balances are for: Keeping branch and hall active		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
 Supporting documentation must be submitted with the application (see section 8.2).
 Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1153	
1.2 Organisation	Milton Community Woodland Trust	
1.3 Project title	Solar Panel Upgrade	
1.4 Project costs	Total cost of project	£20,000 (Anticipated)
	Match funding	£0
	Grant requested	£20,000
1.5 Start date	April 2023	
1.6 End date*	May 2023	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	
Place	
Economy	
Environment	X

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Derek McRobbie
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	milton.woodlands@gmail.com
2.5 Website address	

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group	X	SC176165
Public body		
Charity		
SCIO	Applied for	
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 CRF 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"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>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
Derek McRobbie	Group Secretary – Managing Project
Ian Wallace	Group Chairperson – assisting in any and all work
Fiona MacLeod	Group Vice Chairperson – assisting in any and all work
Joanne McLeod	Group Finance – assisting in any and all work
Matthew Blackhurst	Group Committee Member – assisting in any and all work

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 - Please include postcode.
Milton Community Woodlands, Milton IV180NQ
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>Replace old broken Solar panels on Woodlands Cabin and install new panels on both cabins with battery storage capabilities in both. This will allow the currently used Diesel Generator to be removed and allow the woodlands cabins to be provided with an environmentally friendly and green energy source for the cabins – which will help with our group's long term sustainability (saving money on energy) which we can open the cabins on a regular basis for a variety of community groups and events.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>This will encourage green energy initiatives whilst at the same time provide power to allow community groups to use the facilities without any further damage to the climate and to remove the diesel generator and reduce further diesel fumes being released in the woodlands along with the associated noise of the generator.</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>Attached are several letters of support from the local community. This will allow various groups to use the facilities in all weathers, and times of the day with power capabilities that are not causing pollution to the atmosphere by use of a generator.</p>

We will be carrying out some clearance work in the woodlands in January and February 2023 in preparation for 200 new saplings that we have been awarded under the Queens Green Canopy initiative via the The Conservation Volunteer group.

We have an active Facebook page with nearly 300 followers.

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

Activity name	Achieve by (date)
Produce Scope of Works	Complete
Obtain suitable quotes for works	ASAP
Submit CRF application	NLT 14 Dec 22
Confirm funding	Jan-Mar 23
Award Contract	Mar 23
Commence Works	Apr 23
Complete Works	May 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.

There will be no environmental damaging impact, on the contrary, this will provide Green energy for the buildings and allow for the currently used generator to be taken out of action. Showing the local community that the woodlands is being maintained in a sustainable manner.

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?

By providing green power capability from the solar panels and by using the stored battery power we will be able to open the building for more use by groups from the local school, youth groups etc. Currently the Venture Scouts use the facilities but have no power as we restrict the use of the generator, with the Scout leader looking to extend the groups that use the facilities to the younger age groups.

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

We intent to implement a Preventative Maintenance Plan (PMP) on the electrical aspects of the panels and power storage to ensure the capability is maintained and continues to support the buildings for community use. As both buildings are completely off grid this will allow for their continued use without the need for Diesel generators for the power required to use the buildings which will save us money in the longrun.

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

Total capital expenditure	£20,000
Total revenue expenditure	£0
TOTAL PROJECT COST	£20,000
Is VAT included in these costs?	Yes
Project expenditure before March 2023	£ 0

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

The values detailed here are from verbal conversations with vendors. To date no quotes have been received due to the short timescale required in order to submit the completed application. One vendor has been on site and indicated it is likely to be mid Jan 23 before a final quote would be available.

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			£ 0
CRF requested			£ 20,000
Total project cost			£ 20,000

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: For the repair and installation, this will purely be suitably skilled and qualified vendors to complete the work. Post repair / installation the only in kind support will be the PMT work to initiate the required servicing from suitably skilled and qualified vendors.

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

The woodland group has just been re-started after years of neglect. Limited funds are available from the group and without the CRF support, the initiative to get power into the buildings without the use of a Diesel generator would not happen.

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by 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 of the project – if so, how?

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

The facility will be open to the community to book and use as required.

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

NO

Please state your reasons: We are purely a non-profit organisation just starting up and this is not in our plans.

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

For example:	Details
Business Gateway	N/A
HIE	N/A
Other	N/A

7.5 Have you previously received public funds for the organisation?

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: D McRobbie	Date 09 Dec 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. Please refer to the guidance note on how to name/label the documentation.</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	NA
5	Confirmation of match funding letters	NA
6	Bank statement – latest available * 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)	NA
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	NA
12	Evidence of control/ownership of asset – i.e. lease, title deeds	No
13	Partnership agreement	NA
Reason for missing documentation:		
We have applied for the details of our Land area from the Land Registry and await the full details. Attached to the application are previously held mapped areas of what belongs to us.		

Declaration what the remaining bank balances are for:

Funds held are to conduct maintenance of the woodlands, insurance costs, purchase of tools required to maintain the woodlands, hold community events.

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
 Supporting documentation must be submitted with the application (see section 8.2).
 Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF1172	
1.2	Organisation	Change Mental Health - (previously Support in Mind Scotland)	
1.3	Project title	Easter Ross Outreach	
1.4	Project costs	Total cost of project	£26,342
		Match funding	£0
		Grant requested	£26,342
1.5	Start date	01/02/2023	
1.6	End date*	31/01/2024	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	X
Place	
Economy	
Environment	

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice	
YES / NO	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Linsey Shields
Contact number	
Alternative contact number	
2.2 Position	Director of Fundraising and Business Development
2.3 Address	Newington Business Park 6 Dalkeith Mews Edinburgh EH16 5GA
Postcode	
2.4 Email address	linsey.shields@changemh.org
2.5 Website address	https://changemh.org/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC081179
Constituted group		
Public body		
Charity	x	SC013649
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
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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 CRF Team as this may affect the offer of grant.	YES / 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 style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	Whole	Partial	None			
Whole	Partial	None					

Details:

3.6 Project delivery team	
Name	Job title/area of work
Anne Macdougall	Area Manager - Highlands
Rosita Novak	Locality Manager
Lesley Collins	Project Manager
New Role	Easter Ross Outreach 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 - Please include postcode.
83 High Street Alness, IV17 0SH
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?
Not applicable

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>Our Project meets the theme of People by offering support to people who are experiencing mental ill health.</p> <p>We will do this by increasing the impact of our outreach mental health support service by building on the staff resources that are currently available. We will do this by recruiting a part-time outreach worker which will mean that we are able to provide further mental health support in the local community. Our outreach services strive to ensure everyone we work with has access to the opportunities and resources that are available, empowering them to make informed choices and decisions about their lives. We are ready to start this project if funding is awarded and through a similar role already being fulfilled, we understand the risks and needs associated with successful delivery.</p> <p>Who we support Every person we support is different and our outreach workers work with people in their own home and at their pace, enabling them to self-manage their situation to a level which they are comfortable. We do this by providing the right tools, when they need them, to support them on a journey to lead a fulfilling and meaningful life in their own community.</p> <p>The objectives are to</p> <ul style="list-style-type: none"> • Support 12 more people per annum in their own community who have complex mental health needs.

- work with a person in the safety of their home and offer support to do things they want to do but may find difficult because of challenges and barriers faced through mental ill health.
- to respect a person's confidence levels and use personal support planning and goal setting to support an individual to overcome any difficulties. This would typically include support across any of the following areas - social isolation, finance, recreation, skills and employment, mental and physical health, and wellbeing
- Use a recovery focused approach, to build confidence, develop self-management skills and coping strategies allowing people to move on from our support and live a full and rewarding life within their own community.

The outcomes for the people we support will be

- Have their needs assessed and feel supported to link up with community-based supports and services as they wish.
- Feel their mental and physical health has improved.
- Better understand how to manage their symptoms and have new skills to do so.
- Feel more included and engaged with peers, family and their community.

(b) How will the project benefit local communities or the local economy?

As a national organisation, we can bring knowledge and practice from all our experience and additional services. As well as supporting people within their own community and helping to reduce stigma around mental illness also be able to draw on other expertise such as the Mental and Money Advice and Information Service. This specialist service responded to 1180 enquiries from across Scotland in the last year. This additional support in the community alongside our effective money and debt advice, peer support and resilience work create the conditions from which to address an individual's underlying circumstances which could be contributing to, or symptomatic of poor mental health. In doing so, this improves resilience to life's challenges, with longer-term impact on community resilience as people are more able to maintain work, and relationships and achieve financial stability. The impact on the local rural community will mean that the people we support will engage and add to the richness of that community, using its services and facilities and if appropriate gain employment and the spending power that comes with it.

(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 pandemic and associated social distancing, prolonged lockdowns and disruptions to daily life have impacted hugely on the mental health of the overall UK population and is most keenly felt by those with an existing mental health diagnosis who increasingly report exacerbation of their already poor health. This is reflected in the realities of our day-to-day services whereby we are experiencing significant growth in membership, and subsequent need to widen the scope of our offer and internal capacity accordingly.

The need is informed by our experience as a long-standing member-led provider of community -based mental health services in the Highlands. Based on the local research done to inform the Highlands Outcome Improvement Plan and extensive post-pandemic research has shown that, deprived and isolated communities like Easter Ross, experience increased incidence of mental and physical health

issues. The impact of COVID and the cost-of-living crisis is reflected in the realities of our day-to-day work, and we find that the people we support are more isolated than before, experiencing higher levels of anxiety, and struggling with leaving their homes. Consequently, many are failing to re-engage in pre-pandemic life including in routines that support good mental health, however we know that online support doesn't always work, as either people don't have the skills or practical resources to participate digitally, and/or engagement drops off as this fails to meet their intrinsic need for direct human connection. We think the solution is to bring our support to where they live and where needed, working directly with people in their homes.

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

Activity name	Achieve by (date)
Initial contact	
Meet and discuss needs	
Agree plan	
Work through plan	On average this level of engagement would cover 6 months through weekly sessions.
Each person is different, and no date or timescales can accurately be associated to these stages as every situation will vary. In some cases, people will move through their personal plans quickly. But this is not always so and depends on the complexity of someone's situation.	

(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.*

Change Mental Health is committed to playing our part in tackling the climate emergency and supporting a transition to NET-Zero. We are also reviewing and rewriting our Environmental Policy in collaboration with our Board to ensure we take a consistent and unified approach to reducing our carbon footprint.

As an organisation we aim to be a digital-first organisation, reducing our printing footprint across all our buildings and using only FSC accredited supplies. In addition, we have reviewed our 'digital' presence and introduced a new policy for reducing the storage of unnecessary data to reduce our digital footprint. In a much wider context, we are investing in our staff training through Keep Scotland Beautiful's Climate Emergency Literacy Skills training which will enable staff to 'understand the climate emergency and respond to risks, opportunities, and responsibilities ahead of becoming certified as Carbon Literate' and become an authority in leading discussions for how we can further improve our operations and procedures in-line with the climate challenges.

The implementation of an Agile Work Policy has enabled us to both support staff to work more flexibly but equally has cut our commuter journeys. We are reviewing our buildings with a view to better manage, adapt, or change areas that would support our reduction in our carbon footprint."

As this is an outreach post delivering services in the local community this will lead to reduced costs and footprint. This will also extend to ongoing benefits around building community support through use of social

prescribing and the benefits of the 'Natural Health Service' <https://www.nature.scot/professional-advice/contributing-healthier-scotland/our-natural-health-service>

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 Equality, Diversity and Human Rights Policy, applicable to staff, volunteers, members and service users sets out a framework which is underpinned by our values and prevailing legislation. We strive to consistently progress in how we understand and take action to tackle diversity, equity and inclusion in several ways;

- Proactively engage with academia (e.g., James Hutton Institute, Universities, UKRI) to build the evidence base for those with lived experience of mental illness, allowing continual improvement in the quality and accessibility of services.
- Our Marginalised Communities Survey gathered views from 84 people (targeting LGBTQ, young carers, asylum seekers and refugees) and aided understanding of their mental health needs as we recover from the pandemic.
- We consider the needs of those with protected characteristics in service planning by listening to what our service users and Members tell us, alongside quarterly collation of service-level equalities and diversity information. The latter allowing us to identify underrepresentation of specific groups and undertake further work to establish any barriers to inclusion, to include working with third party organisations working.
- Listening to every service user, understand their personal challenges and aspirations and co-design a support plan that identifies any cultural, physical or financial barriers to access.

The measures above have informed our development and our subsequent actions will further the inclusion, and equity of access to services, and ensure diversity.

- Increase investment in awareness raising including a greater variety of mediums to inclusively promote the service encompassing national service directories (NHSinform, ALISS), links with GP surgeries, community pathfinder service, and Community Link Workers Service (Highland) and social media
- Resource centres in Highland, Edinburgh, Dumfries & Galloway, Tayside.
- As convenors of the National Rural Mental Health Forum, with access to 226 member organisations (reaching 500,000 living rurally).
- Ongoing partnerships with Scottish Southern Energy creating a pathway to priority customers recognised to be vulnerable and struggling to pay their bills.
- Our website is fully translatable.

Expansion of our case management system, Advice Pro, will aid improved monitoring of demographic information helping us better understand the reach and engagement of our service, and identifying where action is required to reach specific groups.

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

Change Mental Health is undergoing a period of substantial growth and positive change, better positioning the organisation to offer the highest quality of support to more people when they need it. Meeting quarterly, the management committee facilitates strategic planning activities, the majority of whom have

lived experience, either personally, or through the support of a family member or friend. The Board is led by Greg May, who has served on the Board for several years, and whose professional background in Leadership Development and Coaching, and personal experience of mental health care of his son with Down Syndrome, is particularly beneficial. Having worked in the NHS for 20 years, including five years at a psychiatric hospital, makes him invaluable in understanding the needs and challenges for those with severe mental ill health.

Nick Ward (CEO) joined at the end of 2021, is leading on this change and brings with him a professional background in education, and subsequent third sector experience working for Teach First, and as Director of the National Autistic Society Scotland. Whilst living in London, Nick was also a local councillor in Islington, London driving this passion for addressing disadvantage. A senior leadership team brings enhanced leadership and capacity including a Directors of Services, Operations and Fundraising, supporting the National Management team.

As we expand and continue to grow as an organisation, we are implementing a robust staffing structure and income generation strategies to support that growth. Our most recent organisational strategy is available here (<https://changemh.org/wp-content/uploads/2022/11/Change-MH-Strategy-2022-25.pdf>) and we are in the process of building a fundraising and income generation strategy to support these plans to create an environment of sustained growth in service delivery.

The lasting benefits for the community of Easter Ross will be that that no-one needs to face mental ill health alone. We want people to feel supported with their mental health and that everyone, regardless of their situation, will be able to take part in community life and be responsible and capable of seeking help and support where and when they need it.

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

Our projects fit with the following two local plans:

1. Our Community Partnership Plan - Easter Ross Community Partnership – to engage closely with local people in Delivering Better Outcomes for Our Communities. It is intended that this will be achieved by: 1. jointly identifying specific inequalities within the most disadvantaged geographic and themed communities; 2. jointly identifying actions which communities and partner agencies can deliver together to tackle the inequalities; 3. jointly prioritising, planning and delivering interlinked improvement action plans:

Initial analysis of the Socio Economic Performance (SEP) of rural communities and the Scottish Index of Multiple Deprivation (SIMD) within Easter Ross suggests five communities which contain areas where local residents are more likely to suffer significant inequality and disadvantage: a. Alness b. Balintore c. Invergordon d. Milton and Kildary e. Tain

2. Highlands Outcome Improvement Plan

Mental Health & Mental Wellbeing People in Highland will benefit from good mental health and wellbeing "Mental health... is a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community." (World Health Organisation, 2001) Resilience – as in "being able to cope with the normal stress of life" – is an important component of most definitions of mental wellbeing and is relevant for preventing mental illness. It co-occurs with depression with approximately 12% of the population of Scotland using an antidepressant every day. Suicide rates for both men and women are higher in Highland than the Scottish average and suicide in Scotland is three times more likely in those from the most deprived areas when compared to those in the least deprived areas. Poverty is the single biggest driver of poor mental health according to the Scottish Government Mental Health Strategy 2017-21. Promoting the mental wellbeing of all is therefore an important approach to preventing inequality.

Investing in a community outreach worker will contribute to both these plans by offering direct support to some of the most deprived and socially isolated members of rural society. These people have been identified in both these plans as those most in need. People will benefit from targeted support to help build

confidence and take control of their mental health and lives. This will hopefully lead to them being able to engage in local life, work and enjoy being part of their local communities to meet their needs.

4.4 Does the project require planning permission or other 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)

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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.

Budget Heading	Detailed costs	Revenue/Capital	Amount
Staffing	Salary, pension, NI	Revenue	15470
travel	mileage	Revenue	1000
Management Costs	Line management and organisational costs	Revenue	3032
Training	Safeguarding, people safe	Revenue	380
Office Services and Property	Printing, phone calls, insurance, IT software, use of office space when necessary	Revenue	4927
Recruitment	advert	Revenue	180
Equipment	Laptop, phone	Capital	1353
			26342
Total capital expenditure			£1,353
Total revenue expenditure			£24,989

TOTAL PROJECT COST	£26,342
Is VAT included in these costs?	Yes / No
Project expenditure before March 2023	£4,390

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

Project costs have been calculated using detailed costs from current outreach workers working in rural highland communities, employed by Change Mental Health.

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			£
CRF 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 / NO

Please detail:

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

Public funding is required for this project as we want to expand our capabilities by recruiting another part-time outreach worker. The funding for this role would only be from Highland Council. Through the community contacts made by the existing outreach worker we have identified the need for at least one part-time post of 21 hours per week, to meet the demand that has arisen for this service.

If there is no funding support, we are not in position to recruit the additional post this year. We hope that through the organisational growth strategy and additional fundraising capacity that we would be able to do this in time.

SECTION 7 – REVENUE GENERATION PROJECTS

*To be completed by **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 of the project – 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 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: Linsey Shields
		Date 14/12/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	NO
3	Permissions – i.e. planning, building warrants, marine licences	NA
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	NA
6	Bank statement – latest available * <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	NA
9	Business plan (revenue generation projects only)	NA
10	Relevant insurance policies	NA
11	Job descriptions (CRF funded posts only)	YES
12	Evidence of control/ownership of asset – i.e. lease, title deeds	NA
13	Partnership agreement	NA
Reason for missing documentation: The directors list is contained in the annual accounts which is attached.		
Declaration what the remaining bank balances are for:		

Day to day running of the organisation, other projects funded with restricted grants and local authority contracts.

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:
communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
Supporting documentation must be submitted with the application (see section 8.2).
Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1154	
1.2 Organisation	Milton Community Woodland Trust	
1.3 Project title	Path Maintenance	
1.4 Project costs	Total cost of project	£ 90,074.41
	Match funding	£ 0
	Grant requested	£ 90,074.41
1.5 Start date	April 2023	
1.6 End date*	May 2023	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	X
Place	
Economy	
Environment	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Derek McRobbie
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	milton.woodlands@gmail.com
2.5 Website address	

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group	X	SC176165
Public body		
Charity		
SCIO	Applied for	
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 CRF 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"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>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
Derek McRobbie	Group Secretary – Managing Project
Ian Wallace	Group Chairperson – assisting in any and all work
Fiona MacLeod	Group Vice Chairperson – assisting in any and all work
Joanne McLeod	Group Finance – assisting in any and all work
Matthew Blackhurst	Group Committee Member – assisting in any and all work

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 - Please include postcode.
Milton Community Woodlands, Milton IV180NQ
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>Strip and repair the woodlands paths that have been neglected over approx. the last 10 years. This will allow access to the woods for people in the community with mobility issues, family with young children where prams etc can be able to use the paths around the woodlands.</p> <p>By doing this we hope to encourage people back into the woodlands to be used as a community area. Previously there were youth groups and the local primary school and nursery who used the woodlands and by providing better access it is hoped to bring these back to the woodlands.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>Currently the woodlands provide limited access for people with mobility issues which has stopped some of the elderly gaining access for short walks by themselves or with family, friends, and pets. By establishing a better path network, the local community will have the capability to move around the woodlands and enjoy nature at its best.</p> <p>We have the venture scouts now basing themselves from one of our buildings with the hope that others will start to use the woodlands and during summer months the local school have used the woodlands to explore with the children.</p> <p>Currently we have the Cromarty Firth Men Shed based in the woodlands and this help many people from the community with collective get togethers and helps with improving mental health.</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.*

Attached are several letters of support from the local community. This will allow all people in the community to have better access to the woodlands and will specifically get those with mobility problems the capability of getting into nature, at the moment this cannot happen due to the condition of the paths.

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

Activity name	Achieve by (date)
Produce Scope of Works	Complete
Obtain suitable quotes for works	ASAP
Submit CRF application	NLT 14 Dec 22
Confirm funding	Jan-Mar 23
Award Contract	Mar 23
Commence Works	Apr 23
Complete Works	May 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.*

There should be minimal environmental impact on this project as all material will remain in the woodlands. The paths will allow for natural drainage to maintain the woodlands and we will consider biodiversity impacts while carrying out the works

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?*

This is to allow for better open access to the woodlands for all members of the community. Specifically addressing mobility access to allow those with mobility issues to gain access to the woodlands and also allow young mums and families access with young children in prams, buggies etc. The renewal of the paths is hoped to encourage youth groups, walking groups in the area etc to start to use the woodlands again. It is already popular for community members dog walking.

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

Our intent is to maintain the paths from volunteers in the community and through other means of fund raising as / if required. This will allow the woodlands to continue to be open to all members of the community. Further woodland regeneration aspects are ongoing with the removal of dead and dangerous Elm trees and the subsequent replanting of native Scottish saplings with the intent in future years to try and get Red Squirrels into the woodlands.

Total capital expenditure			£90,074.41
Total revenue expenditure			£0
TOTAL PROJECT COST			£90,074.41
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£ 0

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

The values here are from one provided quote. We await other quote submissions for this work to be completed.

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			£ 0
CRF requested			£ 90,074.41
Total project cost			£ 90,074.41

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: There will be local community assistance, although minimal to clear some areas of the woodlands before and after the project is completed.

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
The woodland group has just been re-started after years of neglect. Limited funds are available from the group and without the CRF support, the path maintenance to allow members of the community with mobility issues to access the woodlands would not happen.

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by 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 of the project – if so, how?	
N/A	
7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?	
The woodlands are open to the public 24/7 all year. No restrictions on any use.	
7.3 Have you considered taking out a loan for the project?	
NO	
Please state your reasons: We are purely a non-profit organisation just starting up and this is not in our plans.	
7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	No
HIE	No

Other	No
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7.5 Have you previously received public funds for the organisation?		
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: D McRobbie	Date 09 Dec 22

8.2 Supporting documents checklist.		YES / NO or Not applicable
<p>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</p>		
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	NA
5	Confirmation of match funding letters	NA
6	Bank statement – latest available * 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)	NA

10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	NA
12	Evidence of control/ownership of asset – i.e. lease, title deeds	No
13	Partnership agreement	NA
Reason for missing documentation:		
<p>We have applied for the details of our Land area from the Land Registry and await the full details. Attached to the application are previously held mapped areas of what belongs to us.</p>		
Declaration what the remaining bank balances are for:		
<p>Funds held are to conduct maintenance of the woodlands, insurance costs, purchase of tools required to maintain the woodlands, hold community events.</p>		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

Please refer to the **Guidance Notes** to complete the application form.
 Supporting documentation must be submitted with the application (see section 8.2).
 Projects must not incur expenditure until they have been advised in writing by the CRF Team.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1237	
1.2 Organisation	Ross Sutherland Rugby Club	
1.3 Project title	Improving External Club Areas	
1.4 Project costs	Total cost of project	£44,127.28
	Match funding	£14,127.28
	Grant requested	£30,000
1.5 Start date	February 2023	
1.6 End date*	August 2023	

**Projects are expected to be completed and claimed fully by 31st March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	X
Place	
Economy	
Environment	

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice	
YES	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	John Scott
Contact number	
Alternative contact number	
2.2 Position	Club President
2.3 Address	Ross Sutherland Rugby Club, Naval Grounds, Castle Road, Invergordon, Ross-shire
Postcode	IV18 0AZ
2.4 Email address	
2.5 Website address	www.rosssutherlandrugby.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	X	SC049155
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 CRF Team as this may affect the offer of grant.	NO						
3.4 If the organisation is VAT registered, please quote number.	N/A						
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>X</td> </tr> </tbody> </table>	Whole	Partial	None			X
Whole	Partial	None					
		X					
Details: N/A							

3.6 Project delivery team	
Name	Job title/area of work
Stephan Walker	Treasurer/overseeing financial side of the project
John Scott	Club President/day to day overseeing of the project

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 - Please include postcode.

Ross Sutherland Rugby Club, Naval Grounds, Castle Road, Invergordon, Ross-shire, IV18 0AZ

Set up in 1923 and based in Invergordon, Ross Sutherland Rugby Club was constituted as a charitable organisation in 2019 (SC049155). Its charitable purposes are:

- To promote, for the benefit of the communities of Ross-shire and Sutherland, rugby and other sporting opportunities for the purpose of advancing the participation in sport and physical education for children aged 5-18, and adults regardless of race, gender, or ability
- To engage with our communities and develop ways to encourage more adults into sport and physical education
- To support, provide, and develop sporting facilities that will encourage increased participation in sport, and further to achieving the aims of 1 and 2 above.

The Club runs one senior team and has junior teams at age groups from Under 18 down to minis (P4-5 age 8-9 and P6-7 age 10-11) typically 6 Junior Teams.

The project location is close to Invergordon town centre in a coastal community with the challenges of deprivation and disadvantage identified via SIMD and SEP indexes. This is an accessible and central location with ample parking and good links to public transport. Buses and train station are a short walk.

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 – the Club Lease is enclosed together with a letter of comfort from Highland Council.

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 project will repair and upgrade existing floodlights at the Ross Sutherland Rugby Club main 'Top Pitch' and upgrade existing floodlights and install new ones in the car park outside the clubhouse and at the 'Bottom Pitch'. These will extend the hours the clubhouse and pitches can be used making them more accessible and inclusive and enabling it to offer additional activities.

Following on from its successful major capital project to develop and extend the clubhouse to create an inclusive sporting and community facility (that is one of very few similar sized community social spaces in Invergordon), Ross Sutherland Rugby Club is now looking to complete external work by repairing and upgrading existing floodlights and installing some new ones covering areas at present without any and therefore not useable when dark. This work will extend playing and training times and ensure the club can be used all year during hours of darkness. This will make it a safer, more welcoming and inclusive place to visit outside daylight hours or in poorer weather conditions when additional light is needed.

To do this the club needs to repair and upgrade the main playing field ('Top Pitch') floodlights. The work will involve removing and replacing all floodlights with 16 x 500w 5700K LED floodlights and reusing existing floodlight poles and heads, cabling and controls.

The club also needs to install replace/repair/upgrade the car park and 'Bottom Pitch' Floodlights which will involve work installing 4 x lighting columns, 5 x 500w LED floodlights and 3 x 100w LED floodlights along with all required cabling, controls and groundworks.

The project outcomes demonstrate how it meets the main fund objective of People:

Expected Outcome 1

Increased numbers of people of all ages and backgrounds attending club, community or school rugby sessions, clubhouse activities and events: providing physical and mental health and wellbeing benefits to everyone and including at-risk groups through encouraging exercise, socialising and with access to peer support/signposting if needed.

Expected Outcome 2

Improved club facilities including clubhouse and pitches: making the club more welcoming and safer and helping its sustainability: bringing economic, social and environmental benefits and providing potential for further opportunities to everyone in Invergordon through expanding an inclusive and accessible resource to be available for use for longer hours.

Expected Outcome 3

Increased access to rugby, sport and exercise generally and to an improved community 'hub' generally: creating new opportunities and supporting Invergordon as individuals, partners, and families are strengthened, community capacity is developed, and people's resilience is built.

The Improving External Club areas Project objectives are to:

- Reduce barriers to those accessing the club and training/matches particularly during winter months
- Improve facilities making them more inclusive and accessible and the club more welcoming
- Contribute towards a low carbon economy
- Improve physical and mental health and well-being from taking exercise and being outdoors and working as a team to achieve common goals
- Increase community and club use of the clubhouse helping long-term sustainability and viability.

The project fits with the Club's aims and objectives as outlined in the Club Development Plan and which include:

- **Increased participation at all levels:** more kids, more rugby, more of the time
- **Coach and referee development:** investing in our volunteers
- **Player development:** developing our players through rugby skills and values, providing them with life skills
- **Community engagement:** getting to know our community better and working to common aims
- **Improved facilities:** investing in our clubhouse and pitches so Ross Sutherland Rugby Club is a warm, welcoming, friendly and safe environment for everyone.

Knowing this work is done will be a big relief as there will not then be further disruption to club activities and this will help the club's post pandemic economic recovery hugely and its sustainability.

(b) How will the project benefit local communities or the local economy?

The clubhouse has been closed for over two years so it will be a huge boost to club morale and to Invergordon to feel the work is finally completed and doing this external work will finish off the overall clubhouse development project.

A range of impacts and benefits will be delivered by the project that will address identified priority community issues including:

- Accessibility and equality
- Community development
- Increasing Girls, Ladies and Youth rugby
- Intergenerational activities.
- Participation in sport
- Physical and mental health and well-being
- Social inclusion.

Impact on Local Businesses: The club enjoys excellent relations with many local businesses including over fifty club sponsors. Some make significant contributions to rugby development by supporting the funding of the DO, running the club and the teams. Others benefit through increased spend as the club draws people into Invergordon – not least from parents/carers using local shops while their children train or play at the club. Two part-time roles have been created as a result of the project which is helping regenerate Invergordon post-pandemic and supporting people to live and work locally.

Beneficiaries of the project will include but not be limited to:

- Invergordon residents
- Club members
- Members of local sporting and/or community groups
- Visitors to the clubhouse for matches or to take part in events or activities
- Young people
- Girls and Ladies
- Those with mobility issues
- All ages and abilities
- Residents from across Ross-shire and Sutherland
- All socio-economic backgrounds.

As the project helps to sustain and increase much valued and needed local services and activities, which in turn creates stronger and more resilient communities this project will directly benefit those who live or work in Invergordon as well as those that visit. Floodlights will improve the spectator viewing experience hugely and benefit those using the pitches and attending activities in the clubhouse. Therefore, all those visiting the club to use the clubhouse, view matches or to use the pitches will benefit.

Additionality: With floodlights, it will mean all activities can start or resume much more quickly, continue during hours of darkness and enable full pitch use during the darker months. This opens up the club pitches and clubhouse to being able to offer more activities to more groups making it more accessible and inclusive.

Ross Sutherland Rugby Club prides itself on being a club that is socially inclusive and responsible, friendly and welcoming with an extended network that connects families, communities and external organisations to the club. This project will benefit all those who come to the club – as spectators, players or coaches. Some activities are targeting more at particular groups including those with protected characteristics but Rugby prides itself on being a sport which includes all shapes and sizes of individual. One example of this is Walking Rugby where it feels like we are witnessing an extension of this concept and that is something the club would like to foster and grow.

When players retire from playing due to age or injury there would have previously been options of refereeing, becoming a spectator or of withdrawing from the club set up (a scenario which happens all too often). We see Walking Rugby as a way to retain players and members in the club and particularly within the playing set up and it offers tremendous mental and physical health and wellbeing benefits as well as social interaction, building confidence and resilience.

Working closely with Highlife Highland and Active Schools Co-ordinators, community and school rugby development is a key component of the club's wider community engagement, and this work involves local schools and communities and builds wider community support for and awareness of the club and the importance of exercise generally. The Club Development Officer previously established youth rugby inter-school competitions to generate interest that competitive matches create, and this work will be on-going to increase the numbers of primary and secondary schools involved with rugby and using the clubhouse and pitches. It is hoped to organise similar events and numbers attending will again be kept giving measures of the impact of the activities.

The programme of activities that the club offers and particularly its community and school rugby is defined through consultation with our key stakeholders – Active Schools Co-ordinators, PE and Head Teachers. They support a number of key Scottish Government objectives centred around physical activity, and physical and mental health and wellbeing, particularly for children and young people who have been badly affected by the pandemic. Focussing on activities that impact on their mental health and wellbeing is a priority.

A growing number of individuals and businesses within Invergordon will benefit as a more inclusive resource is created that is more suitable for local clubs and community groups to access and has better availability. The redevelopment will benefit Invergordon post-pandemic boosting a coastal community in an area of deprivation and disadvantage.

(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.*

Ross Sutherland Rugby Club is limited at present with the lack of floodlights hindering accessibility and inclusivity. Games and training can only be done on the pitch with floodlights some of which no longer work. The car park does not feel welcoming and safe when it is dark. There is a need for floodlights in the car park to help the clubhouse to be more pleasant and safe to visit during hours of darkness or in times of poor weather when more light is needed.

Improved accessibility to ensure inclusivity for all is one of the main outcomes of the whole clubhouse project. As the project nears completion, doing this external work now will enable the club to offer longer opening hours. Ross Sutherland Rugby Club is currently proactive in the wider community including schools and already engages closely with a wide range of local and wider community stakeholders listed above. The clubhouse and grounds are used regularly by schools and sporting groups and by community groups for meetings and events due to a lack of similar facilities close by.

We have been approached already by several local groups who wish to use the clubhouse regularly including the Darts Club. They will be meeting every fortnight, and this is going to be good regular income and broaden awareness of the facility potentially also leading to other clubhouse bookings. They will need access to the car park and the improved and upgraded car park floodlights will make the clubhouse more welcoming and secure during the darker months of the year. Local agricultural groups have also requested using the space for meetings and there are parties booked with an engagement party already having taken place.

The overall clubhouse development of which the Improving External Club areas project is an additional phase is supported by a number of stakeholders in the wider community who have provided letters to evidence their support which are attached. These include letters from:

- Invergordon Community Council
- Port of Cromarty Firth
- Highlife Highland
- Easter Ross Farmers Club

The Clubhouse Development and Viewing Balcony are fully funded demonstrating wider community support for the overall project from funders including:

- LEADER Highland
- Sport Scotland
- FCC Community Action Fund
- SRU
- Technip
- Gordon & Ena Baxter Foundation
- Highland Council Ward Discretionary Fund

The club generally uses the clubhouse when matches are on (Saturday and Sunday 10-4) but that is not every week. It is already used by several community groups and other sports on a regular basis at certain times but could be used a lot more. This project enables the club to meet demand, make the facility fully accessible and provide an inclusive resource more suitable for other clubs and community groups to access for longer.

Local support is strong for the rugby club and its activities which are available to everyone to get involved in. The feedback from the work it has done with Walking Rugby is just one example of this support and is attached as a supporting document.

The local community is already involved with and supportive of the overall clubhouse project. With the club being run by volunteers from local communities, the project is being driven by volunteers showing support through giving up time and offering in-kind contributions. Current and potential club members and committee members are consulted on all projects through meetings, details on website, details circulated to members/committee/AGM discussions. All are given opportunities to discuss options and view plans. There is on-going community fundraising and events/activities as restrictions allow to maintain engagement and initiatives such as 'Buy a Brick' and the club lottery are very popular.

Existing local community and sports group clubhouse users have been consulted and several (such as Highland Wildcats and Easter Ross Farmers) have indicated they wish to extend their use of the facilities as a result of the project. This base of existing local community groups using the facilities is coupled with interest from other local groups and has happened without advertising. Poor accessibility and lack of floodlights restricts the club from making better use of the facilities as a community resource and for social functions, despite the identified and increasing demand from local community and sports groups.

Rugby Development in schools is a key component of the club's local engagement with the Community and thanks to the work of the DO the local schools and communities are now much more aware of the club and already supportive of this project. These activities have all engaged the local community and built community support for and awareness of the project.

All members and visitors will benefit and there is already demand from local community groups for meetings and events which will only increase on completion of this project. It is already starting to be used by several community groups and other sports groups on a regular basis at certain times but could be used a lot more. Completing the project will enable the club to maximise use of its spaces, meet demand and make the facility fully accessible. It will be able to provide an inclusive resource suitable for other clubs, community and sports groups to access at any time of day, night or year.

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

Activity name	Achieve by (date)
Confirm costs and that all funding required is in place	March 2023
Project start	March 2023
Order materials required	March 2023
Take delivery of materials	April 2023
Carry out groundworks for 'Bottom Pitch' work	April 2023
Repair/upgrade/install Floodlights for 'Top Pitch'	May 2023
Install 4 columns for 'Bottom Pitch' and car park	May 2023
Install all floodlights, cabling and controls for 'Bottom Pitch'	June 2023
End of project	August 2023
(Add in 'submitting claims to funder likely dates' when known)	Dates to be confirmed

(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.

To mitigate climate change and take account environmental sustainability as well as addressing the potential for light pollution, the floodlights will be mostly LED 500w with some LED 100w.

An Environmental policy is in the process of being reviewed and updated and will be forwarded as soon as it is completed.

The club has taken advice from different parties involved in working on the project on how to incorporate reducing the environmental impact into the build process for the clubhouse development so far and will continue to do so for this project.

The floodlights are essential for the clubhouse and the external environment is a priority.

The club grounds are already bordered by mature trees and hedges, and none will be disturbed during the ground works required prior to the installation of the floodlights. More will be planted if that is possible.

If this project is able to follow on seamlessly to the previous clubhouse project that will reduce environmental impact as site disturbance is minimised due to the required infrastructure for building work to take place already being on site.

The provision of an improved and accessible community facility in a central location within Invergordon and close to public transport links will reduce the need to travel by car to access a similar facility and through decreased car transport, carbon emissions will be reduced. The use of LED lighting will minimise the environmental impact of the project overall.

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 club is not at present able to provide for all as well as it would like to as the current poor accessibility due to lack of floodlights restricts the club from making better use of the facilities as a sporting facility, community resource and for social functions, despite the demand being there. The Ross Sutherland Rugby Club Improving External Club Areas project will enable the club to meet demand by making the facility accessible to all and providing a more inclusive resource for individuals, clubs and community groups.

Ross Sutherland Rugby Club has a long track record in Invergordon of helping people access rugby who often would not otherwise have the chance to play. This project will enable the club to continue to reduce barriers and expand access to rugby, other sports and groups using the pitches and to everyone visiting the clubhouse.

This project will enable the club to provide a warm, welcoming, friendly and safe environment for everyone. Ross Sutherland Rugby Club prides itself on being a club that is socially inclusive and responsible, friendly and welcoming with an extended network that connects families, communities and external organisations to the club.

The project is aimed at including all but particularly aware of the target groups of young, old and disabled people. All ages and abilities will be able to access and use facilities. Community groups and individuals using the club pitches and clubhouse parking span all ages and abilities. Floodlights in the parking area will ensure that no one is excluded from accessing the clubhouse at night-time.

Poor accessibility due to lack of floodlights restricts the club from making better use of the facilities as a community resource. Also from helping other local sports groups who might take advantage of the club pitches and clubhouse once the floodlights are installed.

The club is very aware it is close to SIMD areas in Invergordon and areas of rural deprivation across the area it draws member from. The large distances people travel to reach the club with the limited public transport infrastructure leads to costs being a very real barrier to participation. Travel times of 4 hours round trip are not unusual from the West coast and even children on the East coast regularly have a 90-mile round trip to the club just for training. The club has a small Discretionary Fund to directly help families needing support which currently helps three families enabling them to be involved when they might not otherwise.

The Ross Sutherland Rugby Club Equality and Diversity Policy is attached as a supporting document.

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

This is a community project in a disadvantaged area which supports those living in disadvantaged communities and which will leaving a lasting legacy within Invergordon.

Our rural geography creates many barriers and disadvantages those wanting to access rugby: travel time, availability of public transport, higher costs than urban areas. Ross Sutherland Rugby Club meets these challenges by delivering rugby and community activities in a post pandemic environment to largely rural areas and disadvantaged areas.

Apart from the rugby activities, the rugby club holds social events, committee meetings, match analysis meetings and regular meetings in the club house drawing in people from a wide geographic area and linking in with other community activities in the largely rural area.

Funding will enable Ross Sutherland Rugby Club to deliver more activities as a result of having light 24 hours a day both on pitches and the carpark. This will reduce travel need and cost and create easier access to exercise and socialising opportunities particularly for hard to reach or at-risk groups with all the mental and physical health and well-being benefits these can bring to disadvantaged and rural communities with limited access to similar facilities (sporting or community) locally.

With the current clubhouse project nearly complete, the club has taken on a Business Development Manager which is starting to help with income generation for the new clubhouse facilities. They are increasing sponsorship and increasing club events/merchandise sales again and the impact of these activities together with increased activities generated by this project will be monitored and reviewed regularly but will help long-term club sustainability and this post going forwards. This will support the project after CRF funding.

A robust monitoring and evaluation programme will assess the project's success against stated aims and outcomes and 5 year aims set out in the Club Development Plan. This could include:

- Regular progress reports: club, coach and referee numbers, community use, schools' involvement, young people, girls, ladies' rugby numbers
- End of project report
- Statements and evidence of income and expenditure
- Accepting site visits from funders as required
- Complying with inspections by SRU as required
- Evaluation questionnaires, surveys and feedback (written and verbal) from club members, community users and visitors.

The lasting benefits of Improving External Club areas through this project will be to provide increased economic, social, community and physical benefit to Invergordon and the surrounding area as it:

- Increases the amount the clubhouse can be opened up to the community as a resource and facility
- Strengthens and diversifies the club's economic contribution to the local area
- Benefits the club helping its own sustainability
- Benefits other local community and sporting groups for their activities
- Provides individuals looking for a venue for events with increased choice
- Brings increased people into the area with associated spend in local businesses
- Is available for those living locally to access and use.

Extending existing facilities to meet this demand will provide a modern fit-for-purpose sport and community resource and provide the opportunity for the rugby club to open up and increase use of the facilities to more community groups and by other sports clubs. The club is at the very early stages of engagement to develop Community Sports Hubs and its clubhouse development and updated facilities will unlock these types of opportunities. As part of the club's Development Plan the club is keen to collaborate with other local clubs and groups making its facilities available for all sports and community events and to contribute to building community resilience. This project unlocks future opportunities such as the club's future plans for pitch improvements which will involve collaboration with other local sporting groups.

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

This project fits within the **Inner Moray Firth Development Plan** which supports communities to become:

- attractive, safe, socially inclusive and healthy with thriving centres and better access to services and facilities and improved equality of access to local resources.

It also aligns with several of the Highland Council **Local Voices, Highland Choices (2017-2022)** strategy themes by contributing towards Invergordon becoming

- A more welcoming place
- A place to thrive
- Through 'raising awareness around sustaining and improving our natural, built and cultural environment'.

The project fits with the **Highland CPP – Highland Outcome Improvement Plan (2017-2022)** in the following ways:

- Purpose: 'To Work together to reduce inequality within Highland communities'
- Vision: 'Together Creating Better Outcomes for our Communities'
- Outcome: People in Highland will benefit from living in stronger, safer and more resilient communities.

Also, with its Cross-cutting themes:

- Community Investment and Development
- Advancing Equality.

The project aligns with the **Highland Wide Local Development Plan (HwLDP - 2018)** through:

- Helping to create a network of strong communities.

The project also fits with National Strategies:

National Outcomes:

- We are healthy and active
- We live in communities that are inclusive, empowered, resilient and safe
- We tackle poverty by sharing opportunities, wealth and power more equally
- We grow up loved, safe and respected, so that we realise our full potential.

Scotland's Economic Strategy:

- Inequalities
- Sustainable growth

The redevelopment and expansion of Ross Sutherland Rugby Club including this project will contribute to unlocking Invergordon's considerable economic potential and fits with the **Scottish Government's Regeneration Strategy**: "To support communities to be sustainable we must identify the assets that exist - economic, physical and social - and use these assets to deliver sustainable, positive change... In simple terms we should ask 'what makes this place good and where do the opportunities lie' and 'what expertise and skills do local people have' instead of labelling particular areas and people as 'a problem'." kk

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

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 – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Repair and upgrade 'Top Pitch' Floodlights (quote attached)	Repair and upgrade the main playing field (top pitch) floodlights: Remove and replace all floodlights with 16 x 500w 5700K LED floodlights. Reuse existing floodlight poles and heads, cabling and controls. Materials: £9,700 Labour: £1,520 Transport: £112 sub-total: £11,234 VAT @ 20%: £2,264.	Capital	£13,588
Replace/repair/upgrade Car Park and 'Bottom Pitch' Floodlights (quote attached)	Installation of 4 x lighting columns and LED floodlighting for car park and 'Bottom pitch' playing field. 5 x 500w LED floodlights 3 x 100w LED floodlights all cabling, controls and groundworks. Materials: £19,401.30 Labour: £5,512.50 Transport: £285.60 Plant: £250 Sub-total: £25,449.40 VAT @ 20%: £5,089.88	Capital	£30,539.28
Total capital expenditure			£44,127.28
Total revenue expenditure			£0
TOTAL PROJECT COST			£44,127.28
Is VAT included in these costs?			Yes
Project expenditure before March 2023 Materials for 'Top Pitch': £9,700 Materials for 'Bottom Pitch': £19,401.30			£29,101.30

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent price quotations. If you have been unable to seek current quotations, please explain how you have obtained project costs whilst developing the project?

The current quotations attached are from a contractor known to and trusted by the club.

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 £
Ross Sutherland Rugby Club fundraising	Yes	Yes	£4,127.28
Awards for All – application in progress.	Before 31/12/22	Hear by end February 2023	£10,000
Total match funding			£14,127.28
CRF requested			£30,000
Total project cost			£44,127.28

6.2 Will the project involve “in kind” support? <i>This should not form part of the overall budget or counted as confirmed match funding for the project.</i>
<p>YES</p> <p>Please detail:</p> <p>The club will provide support ‘in kind’ as far as possible to facilitate the project including:</p> <ul style="list-style-type: none"> - Free access to project to allow work completion without delay - Secure storage for installation materials/equipment as required - Site welfare facilities - 203v power supply to allow charging of battery tools.
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
<p>This funding will be a much-needed boost to the club’s post Covid recovery as it has delivered a major capital project building through lockdowns and Brexit and is still largely volunteer-led. It has not been able to generate much income due to the clubhouse being closed but continues to fundraise as much as possible.</p> <p>Due to increasing volunteer fatigue as the club gets to the finishing stages of a major capital project, it is unlikely that this project will progress without funding and certainly will be considerably delayed whilst other funding is sought. Without floodlights in the car park and on both pitches, the clubhouse and pitch use will continue to be restricted.</p>

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by 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 not directly.

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

Income will be generated indirectly by the project as it enables more new bookings and helps retain existing ones. All funds will be reinvested to ensure the club's longer-term sustainability and secure existing jobs. It will be used to fund the Club's aims and objectives as outlined in the Club Development Plan which include:

- **Increased participation at all levels:** more kids, more rugby, more of the time
- **Coach and referee development:** investing in our volunteers
- **Player development:** developing our players through rugby skills and values, providing them with life skills
- **Community engagement:** getting to know our community better and working to common aims
- **Improved facilities:** investing in our clubhouse and pitches to make Ross Sutherland a warm, welcoming, friendly and safe environment for everyone.

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

Local businesses/organisations will not be disadvantaged by Ross Sutherland Rugby Club having floodlights as we are the only rugby club in Invergordon and there are very limited modern and accessible community facilities with spaces similar to those in the clubhouse.

Local businesses/organisations are more likely to be supported as increased use of the clubhouse and pitches due to the floodlights being in place brings increased footfall to Invergordon generally. This means people could be picking up fish suppers after training or shopping locally whilst attending events/activities at the clubhouse.

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

YES

Please state your reasons:

We have looked into taking out a loan but cannot easily take on or service one as a SCIO and do not want to acquire debt.

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

For example:

Business Gateway

HIE

Other

Details

SRU advice regarding type/need of floodlights

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
SRU	2022-2023	£5,000
HIE	2021-2022	£41,410
Highland Coastal Community Fund	2021-2022	£33,058.24
Sport Scotland	2021-2022	£35,000
SRU	2021-2022	£34,000
Highland Council Ward Discretionary Fund	2020-2021	£1,600
Highland Council Ward Discretionary Fund	2020-2021	£500
Leader	2019-2020	£110,000

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:
	John Scott	12/12/2022

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

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number:

communityregenerationfund@highland.gov.uk

Ref	Applicant	Title	Project description	Ward	Total cost	Grant requested	Start date	End date	Match in place?	Consents?	Project Robustness	Engagement & Support	Meeting a Need of Demand/Market Demand	Legacy & Exit Strategy	Equalities issues/impacts	Environment sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	CLLD approved	Area based funds request	Capital split	Revenue split	DO comments	
1071	Tain Heritage Trust	The Picture House Regeneration Project	This phase will see the tanking works, installation of under floor heating and repairs and rain-water works	7	151,259.00	54,131.00	Jan-23	Mar-24	Y	Y	3	3	3	3	3	3	3	3	3	3	30	NA	54,131.00	54,131.00		Project ready to start, match in place and consents.	
1020	Tain Youth Café YMCA	Children, Youth and Family support	Continuation project to provide youth work development including holiday support programmes for families in Tain	7	116,203	42,243	Jan-23	Mar-24	Y	NA	3	2	3	3	3	2	3	3	3	3	28	£29,570.80	12,672.20		12,672.20	Existing staff in place and match funding available - continuation of a service until March 23. Marked down for engagement as there are no letters of support provided	
1078	Evanton Social & Event Group	Winter Lunches for Over 60s	Providing meals at a fortnightly lunch event as well as delivering meals to house bound residents within Evanton.	6	£ 10,000.00	£ 9,000.00	Oct-22	Mar-23	Y	NA	3	2	3	3	3	2	3	3	3	3	28	£6,300.00	2,700.00		4,500.00	Match funding in place, project good to start and have identified a venue to host the lunch clubs. Limited answer for engagement and support.	
1237	Ross Sutherland Rugby Club	Improving External Club Areas	Project will repair and upgrade existing floodlights at the club's main 'Top Pitch' area and upgrade existing floodlights and install new ones in the car park outside the clubhouse at the 'Bottom Pitch'. These will extend the hours the clubhouse and pitches can be used	6	44,127.28	£30,000	Feb-23	Aug-23	Partial	NA	2	3	3	3	3	3	3	2	3	3	28	NA	£30,000	£30,000		£10k Awards for All match funding pending decision at the end of February.	
1031	Befrienders Highland	Extending Face to Face Mental Health Befriending	The project is to sustain and grow the offer of face-to-face mental health befriending services in Dingwall, Alness and Invergordon, and to extend this in Tain - project is 1 FTE coordinator (2 PT posts). The coordinator's role will recruit, train and match volunteers with suitable referrals.	6 and 7	£ 36,084.00	£ 36,084.00	Dec-22	Nov-23	NA	NA	3	2	3	2	3	2	3	2	2	3	25	£25,258.80	£10,825.20		£10,825.20	Continuation of posts as they no longer can sustain from organisation reserves. Posts were introduced post-Covid. Although 100% CRF, they have considerable volunteer support to deliver the befriending service hence the amber for match funding. No letters of support provided, unclear how the post will continue beyond CRF and limited answer for meeting local priorities.	
1153	Milton Community Woodland	Solar Panels upgrade	Replace old/broken solar panels and replace with new/efficient ones. This will allow the currently used diesel generator to be removed which means the cabin will use green energy sources. Cabins used by several community groups/events.	7	£ 20,000.00	£ 20,000.00	Apr-23	May-23	NA	NA	2	3	3	3	2	3	2	2	1	2	24	NA	20,000.00	20,000.00		Concerns over costs - no quotes obtained, only verbal discussions but they have increased the CRF request since EOI - from £10k to £20k. This is marked amber for robustness and VFM for this reason.	
1154	Milton Community Woodland	Path maintenance	Repair the woodland paths and making them accessible	7	90,074.41	90,074.41	Apr-23	May-23	NA	NA	3	3	3	2	3	2	2	1	2	3	24	NA	90,074.41	90,074.41		Costs have increased dramatically since EOI. EOI request was £20k but they did not have quotes at that point. They have received one quote at full application. Unclear how many meters of path will be improved/made accessible	
1014	CCAST	Mansfield Estate support programme	To employ a part time Hub worker for the estate - 3 times a week for 14-months. Working on a range of community initiatives and supporting THC Tenancy Participation Officers	7	£29,638.18	£25,137.78	Jan-23	Mar-24	Y	NA	3	2	2	2	2	2	2	2	3	2	23	NA	£25,137.78		£25,137.78	As per feedback from Members, the applicant has changed focus of the project since the EOI to the Mansfield area. The initiative used to have someone in post to support those living on the estate and the running of the Mansfield Hub. It stalled because of Covid and currently the Project Director is working in the area twice a week, but this is limited and there is a need for someone to develop the work on a permanent footing. All ambers due to limited answers in the application. Would have liked to see a letter of support from TCH Tenancy Participation Officer and marked down slightly for VFM because application lacked detail how many people it is likely to support	
1172	Change Mental Health - (previously Support in Mind Scotland)	Easter Ross Outreach	Recruit additional part time outreach-worker for 12-months to support 12 additional people who have complex mental health needs - based in Alness	6	£ 26,342.00	£ 26,342.00	Feb-23	Jan-24	NA	NA	3	2	2	2	3	2	2	1	3	2	22	NA	£ 26,342.00		£ 26,342.00	Project ready to start as they have a Highland management team in place. Have not provided information on existing outreach work in the area, this was part of the EOI feedback from Members. Unclear how they work with THC/NHS and no information if or how the post will be sustained beyond CRF. 100% CRF request and amber for additionality as reserves show reasonable amount and they said they could fundraise for the post but this will delay the recruitment. Need to query management costs and how they are additional to the project.	
1120	Royal British Legion, Invergordon	Refurbishment of Legion Hall	Small internal improvement works to help modernise the facility - the building is used to support the community i.e. heat hub, food banks, lunch clubs. Would like to re-start the social club	6	£ 28,310.81	£ 14,155.40	Feb-23	May-23	N - not applied	NA	1	2	3	2	3	2	3	1	1	3	21	NA	£ 14,155.40	£ 14,155.40		Applying to the National Lottery for match funding - form not submitted. Limited answers for amber but does not address how the project meets local priorities/plans	
1035	Invergordon Museum	Heat hub	Project is to install new electrical heating system so they can open as a heat hub and open the museum on a regular basis.	6	£ 23,000.00	£ 23,000.00	Feb-23	Feb-24	NA	NA	3	2	2	1	2	1	1	1	2	3	18	NA	£ 23,000.00	£ 23,000.00		Although there may be community benefit for the museum to open on a regular basis and use as a community space, the project lacks detail how it meets net zero ambitions and how they will save money on energy costs by installing a new heating system. There is no mention of low carbon/energy efficiency appraisal therefore they have not addressed the environmental sustainability criteria. Unclear if the building has insulation. Because of the above, VFM has not been met.	
																						Total Area request	309,037.99	231,360.81	79,477.18	310,837.99	
																						Available Budget Remaining	£344,043.98			HCCF - £105,483.98 PIBP - £238,560	