

Agenda Item	7
Report No	LA/5/23

HIGHLAND COUNCIL

Committee: Lochaber Area

Date: 24 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 Lochaber, the following allocations are available for distribution:-

- Highland Coastal Communities Fund (capital/revenue) - £350,818.12
- Place Based Investment Programme (capital) - £136,320
- Total funds available - £487,138.12

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

1.4 In summary the position in Lochaber at Area Committee on 24 January is as follows:-

- Available Funding – £487,138.12
- Number of applications for consideration – 12
- Total value of grant requests - £655,534.82

1.5 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 Community Regeneration Fund up to the value of the available area allocation.

3. Implications

3.1 **Resource** – Lochaber has available funding of £487,138.12. Applications under consideration total £655,534.82. If applications approved exceed the funds available, committee will need to undertake a prioritisation process to agree the funding awards.

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	CRF1006	
1.2 Organisation	Morvern Heritage Society	
1.3 Project title	Lochaline Sand Mine Heritage Trail	
1.4 Project costs	Total cost of project	£35,884
	Match funding	£11,283.20
	Grant requested	£24,600.80
1.5 Start date	Feb 2023	
1.6 End date*	Jan 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	Diana Noel Paton
Contact number	
Alternative contact number	
2.2 Position	Voluntary Fundraiser / Development worker
2.3 Address	c/o Morvern Heritage Society, Sruthan, Morvern, Oban, PA80 5XT
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		
Constituted group		
Public body		
Charity	X	
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 on behalf of both Morvern Heritage Society and Morvern Community Development Company
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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
Diana Noel Paton (Volunteer) on behalf of MHS	Funding Applications and Project Development
Lilia Dobrokhodova (Development Officer for MCDC)	Advice, support and link for the partnership
Jennie Robertson (Chair of MHS)	Oversight of the project
Veronique Walraven (Officer Manager LQS)	Advice, support and link with the Mine
To be recruited	Temporary / Part time Project Manager (self employed consultant)

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.

Lochaline Village, PA80 5XT

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 Heritage trail will run from the original mine entrance (presently leased by Lochaline Quartz Sand from Ardtornish estate) along land owned by Ardtornish estate. The restoration of the railway line into a footpath is on Ardtornish land and the interpretation boards are on land owned or leased by Ardtornish estate, Morvern Community Development Company and Lochaline Quartz Sand. We have written permission and support from all three parties which will be drawn into a formal legal lease agreement if funding for the project is agreed.

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.

Lochaline Sand Mine is unique, being the only underground sand mine in Europe, and containing some of the purest silica sand in the world. The Lochaline community is rightly proud of its unique mining heritage and the mine’s contribution to the wartime effort. The mine first opened in 1940 at a time when pure silica was needed to produce high quality glass for the war and is still in operation today. Having had a few years gap in production, Lochaline Quartz Sand took over production 10 years ago, enabling the village to regain its identity as a mining community.

Sand mining has had a huge effect on Morvern’s physical, social, and economic landscape. At its peak in the 1950’s the mine employed 65 people. However, the average visitor to Lochaline is unaware of the village’s history; no record

of its impact is available to the public. What exists is a village marked and scarred by the mine and its workings but without some direction and information it is difficult to identify and interpret. This project would enable the heritage and story of the area to become visible and better understood to both the local population and to the many passing visitors Lochaline gets as people travel back and forth to Mull.

Sustainability and viability:

An initial feasibility study, undertaken by Bryden Associates in 2018, on behalf of the current mine owners and Morvern Community Development Company explored various approaches to developing a “Learning Centre that would promote the education of people of all ages in the working and social history of the Lochaline Sandmine and its contribution to the Morvern economy”. However, the ongoing costs necessary for a centre-based provision were not considered viable or sustainable and for a short period plans for a Mine Heritage project were shelved. This proposal, for the development of a Mine Heritage Trail, has emerged from that study as a variation of that original vision. It retains the concept of making accessible the history of the Lochaline sand mine and its contribution to the village but rather than doing so by the creation of a single learning centre it does so by creating a Heritage Trail around and through the village telling the story of the sand mine and its contribution to Lochaline and its people by demonstrating the inter-relationship between the two. This project combines aspects of the use of space and the development of a green network to bring to life the industrial heritage of the area. We intend to tell the story of the mine by literally walking the route that the sand took, and where the people lived and worked. This approach to the Heritage of the village creates a much more affordable, manageable and sustainable approach for the project.

Project Description: We want to:

- Bring to life the interconnection of the physical landscape of this remote, coastal West Coast village and its industrial past; by creating a walking trail that will follow the route the sand took, and where the miners and their families lived, demonstrating the “whole village” mining identity of the 40’s and 50’s.
- Start the walk at the site of the original mine entrance; follow the route the sand took by rail to the pier where it was first shipped from, and then back through the village to the site where the first miners lived in dormitories, sharing a canteen and recreation hall.
- Install interpretation boards along the route telling the story of the mine and its people using old photographs, diagrams and text.
- Restore a currently dismantled single gauge railway line to create a footpath along part of the trail
- Restore two of the original train wagons and a small piece of track and position them at the original mine entrance and along the restored railway line.

Outcomes of the project:

- Delivery of a community-wide project addressing a concern and interest that emerged as a local priority during the development of the local Action Plan, Live Life Morvern.
- Creation of a learning experience and outdoor amenity right in the heart of the village bringing together aspects of place, green network and heritage.
- Creation of an accessible learning experience for visitors. The trail will go through the waiting area for the Lochaline to Fishnish ferry providing a short circular walk for those waiting in the queue as well as those staying in the area.
- Restoration of an abandoned train route into a footpath; repair and restoration of two of the old train wagons and a piece of track to aid interpretation and understanding of the sand’s journey through the village.
- Installation of interpretation boards telling the story of silica sand and its part in the development of Lochaline village.
- The current scarring and marking left by the mining activity during the 40’s and 50’s will become a recognised piece of heritage and an asset for the community appreciated more by locals and visitors alike.

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

In addition to the outcomes described in 4.3.a

The development of this heritage trail will ensure that the history and heritage of the village is accessible and obvious to all living in the area. The local community have clearly made the

highlighting of its sand mining industrial heritage a local priority along with the development of more paths and walkways in the local area.

Those passing through on their way to Mull or staying outwith the village in Ardtornish or other holiday homes will be more likely to visit Lochaline village and use local resources such as the shop and the Community Hub café as they access the trail.

(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.*

In the local action plan Live, Life, Morvern, <http://www.morvern.org/> the creation of a Lochaline Sandmine Trail is listed as one of the priorities to Improve Walking, Wheeling and Cycling: “the construction of a walking trail around Lochaline village, to highlight the importance of the Sand Mine to the landscape and society of Morvern”

As a result of the consultation process involved in the production of the local action plan and subsequent more informal consultation we are confident that this project is widely supported by the local community (Lochaline Sand mine and Lochaline Facebook consultation is unanimously positive)

In addition, we have written support from the local landowners, Ardtornish estate, who own the land the restored walkway will run through, and the current mine owners, LQS, and Morvern Community Council.

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

Activity name	Achieve by (date)
Obtain Planning Permission for footpath and installation of the interpretation boards	Feb – April 23
Draw up lease agreement between all parties	March 23
Recruitment of Project Manager	March 23
Appointment of local contractors for Interpretation Boards and Restoration of the Railway line	March 23
Site visit – Interpretation Board design team	March 23
Complete plan for content, product specification and panel marker locations	March 23
Design of panels, posts and leaflets	April - May 23
Printing and production of interpretation boards	June - July 23
Restoration of railway wagons completed	June – Aug 23
Clearance of all scrub and small trees from line of proposed	June – Aug 23

trail	
Create path	Aug – Sept 23
Reinstall track and position restored train wagon	Sept – Oct 23
Heritage Trail formally opened	Oct 23
End of project report completed	Dec 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.*

As part of the development of this project we met with Alasdair Firth from the Woodland Trust who has written a report detailing what we need to do to reduce any environmental impact on clearing the dismantled railway line and advising which trees need saved and how best to negate the negative impact of the removal of the shrubs. His advice was that he did not foresee any major issues to the project from a woodland's perspective.

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 development of the local Action Plan (Live Life Morvern) went to great lengths to involve a wide diversity of the community in the plans for the future of the village, so we are confident that the ideas for the project are welcomed by that wider community, particularly older adults given the high % living in and around the village.

The interpretation boards will focus on old black and white photography to recreate the village of the 40's and 50's with short and accessible text to ensure accessibility for all.

Most of the trail will be along quiet, little used accessible paths and roads. The short section along the restored dismantled railway line will not be wheelchair accessible given the significant additional work and costs involved and the difficulty of funding this however a quiet little used road immediately parallel to the walkway can be used as an alternative.

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

For a comparatively small amount of investment Lochaline village will have a long-term asset in the development of this Heritage Trail, which will be kept maintained over the longer term by regular tidy ups undertaken by volunteers from the Heritage Society.

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

Live, Life Morvern <http://morvern.org/>

There is an excellent fit with the Local Action Plan and the project is listed as a local priority under the Comprehensive Action Plan: Actions Peninsula-wide (G) and is listed as priority No 26

This proposal fits well with the Placemaking Priorities for Lochaline in the Highlands and Islands Local Development Plan where the need to “improve intra village connectivity via active travel and green networks connections” is highlighted as a key priority.

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

YES

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

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
We are aware that Planning Permission for this project is required having sought support and advice from Planning Aid Scotland and have confirmed the need for Planning Permission with Highland Council (June 2022) but without funding have been unable to submit a formal application	Provisional June 22	Full application to be submitted
We are aware we will need a formal lease agreement between Ardtornish estate and LQS and MHS /MCDC to ensure that the trail has a long-term future – we have written approval and agreement for the Trail from both Ardtornish estate and will ensure this is formalised when adequate funding for the project is in place	Written permission granted by the Landowner May 22	Lease agreement to be drawn up when funding is in place

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
Mine Interpretation	Site visit by designer, planning content, product specifications and panel / marker locations agreed and amount for	Capital	1470

	subsequent project / product management		
	Editing, artwork and design of interpretation panels, way marker posts and leaflets	Capital	3702
	Production and Manufacture of interpretative lecterns, way markers and leaflets	Capital	5778
	Delivery to site	Capital	474
	Installation of way markers, and interpretative lecterns	Capital	3240
Creation of Path	Clearance of all scrub and small trees, chip and disperse Flail mowing of lower vegetation Excavation trough to suitable surface Supply all required fill material and fill trough with crushed stone Finish edges and bordered ground to allow drainage All supply and transport of materials, machinery and labour	Capital	11760
Sourcing and relocation of old track	Source old lengths of track and install a short section to recreate railway line and relocate original train wagon on path	Capital	960
Restoration and repair of train wagons and track	Consultant advice and expertise and small amount for specialist materials	Capital	3,000
Legal	Planning Permission	Capital	1500
	Lease between parties	Capital	1000
Project Management	Based on average hourly rate of between £20 for a self employed person	Revenue	3000
Total capital expenditure			£32884
Total revenue expenditure			£3000
TOTAL PROJECT COST			£35884
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£7672

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 quotes to create a footpath out of the dismantled railway and relocate the train wagons and track were obtained in July 22 and rechecked in Nov 22 so are up to date.
The quote for the interpretation boards was initially obtained for the HES submission in Nov 21 and has just been revised (29/11/22) which has resulted in a significant increase in costs from £10,056 to £14,664. The costs of materials and transport of materials accounts for much of the increase.
The Project Manager costs are based on an internet search of average hourly rates for project coordination/management but will depend on local availability of potential candidates.
The restoration of the train wagons is mostly being done as an in-kind contribution by LQS with a small amount allowed for external support and specialist materials

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Historic Environment Scotland	Y (Nov 21)	Y (April 22)	£5,028
Ardtornish Estate Hydro Fund	Y (Nov 22)	Y (Nov 22)	£3,127.60
Lochaline Quartz Sand	Y (Aug 21 and Nov 22)	Y (Nov 22)	£1,000 and a further £2,127.60
Total match funding			£11,283.20
CRF requested			£24,600.80
Total project cost			£35,884

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:

In addition to their cash contribution of £3,127.60 (10% of total project costs at the time the donation was requested), **Ardtornish estate** have also made an in-kind contribution towards the costs of the stones to be used as the foundation for the restored walkway on the old railway line. This has been built into the quote for the restoration of the path by the local contractor.

In addition to their cash contribution of £3,127.60 (10% of total project costs at the time the increased donation was requested), **LQS** intend a further in-kind contribution of labour, material and use of machinery towards the costs of restoring the railway wagons and original railway line. They are also contributing a significant amount of their office manager who contributes advice, support and input in relation to the project development and funding proposals.

Approximate value:

Machinery costs: 4.5 tonne digger and driver x 5 days @ £350/day = £1750

Cost of labour: 3 people x £100/day x 5 days = £1500

Materials @ £500

Veronique £1500

Morvern Heritage Society

Volunteer time – between 80-100 hours so far and approx. another 50 during the implementation period

Morvern Community Development Company

Advice and support with project development, implementation, monitoring and reporting

Approximate Hours

50 hours @ £20

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

This project has been identified as a local priority which is highly unlikely to go ahead without a contribution from public funding. It has already attracted (almost) 20% of the total project costs from local Morvern based sources and has been successful in attracting 50% of the costs (as estimated at Nov 21) of the interpretation boards from Historic Environment Scotland. This funding will be lost without support from the Community Regeneration Fund.

The current mine owners (LQS) had already pledged a £1,000 donation towards the project in Aug 2021. A further recent approach to ask for an increased level of contribution has resulted in them increasing their pledge to £3,127 i.e. (at the time of the request this amounted to a 10% contribution towards the total cost of the project) despite their current significant economic challenges as a result of the energy crisis. The sand mine incurs considerable and increasing amounts of fuel costs and is struggling in the current economic climate.

Ardtornish estate has contributed a further similar donation to that of the mine owners and is hugely supportive of the project but is unable to contribute further at this time.

A recent application to the Heritage Lottery proved impossible to pursue beyond the initial expression of interest due to their emphasis on the active involvement of the local community in the delivery of the project which is difficult for such a small community with an elderly population who want to experience and enjoy a Heritage Trail but are not necessarily able to get involved in every aspect of its development.

In conclusion we believe that we have now exhausted the potential for further significant match funding. We had thought that we had been successful in raising more than 30% of the total project costs from other sources until the revised quote for the interpretation panels arrived on 29/11/22. We have calculated that we are now £678 short of a 30% contribution of match funding, and it is possible that an application for the shortfall could be made locally to the Morvern Community Trust who give out small scale grants to local projects which are a fit with local determined strategies. However, their next submission date is not till 31st Jan 23 with a decision by end of Feb 23 so has not been included the table of match funding.

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

Although not income-generating, we do anticipate increased footfall from visitors supporting the local shop, community café and other eating / drinking establishments which may well have an indirect positive impact on the

local economy.

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

We do not anticipate that any local organisations or businesses will be disadvantaged by the project. We do however anticipate that the local offering will be enhanced which in turn will benefit the community as a whole and the voluntary groups and businesses that operate in the area.

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

N/A

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: Jennifer G Robertson	Date: 28.11.22

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 - see below
3	Permissions – i.e. planning, building warrants, marine licences	No – see below
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A – all work out sourced
5	Confirmation of match funding letters	Y
6	Bank statement – latest available * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	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	N/A
11	Job descriptions (CRF funded posts only)	Y
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N
13	Partnership agreement	Y
<p>Reason for missing documentation:</p> <p>2. List of Directors of MHS: Chairperson: Jennie Robertson, Treasurer/Minutes Secretary: Alan Kennedy, Ordinary Committee members: Peter Boylan, Kate Cruickshank, Jennie Hodgson, Rose Luckman, Miles Welsh</p> <p>3. Permissions: Planning Permission will be applied for once funding is in place – no funds for it as present</p> <p>8. Evidence of need – See Live Life Morvern at www.morvern.org</p> <p>12. Evidence of control / ownership of asset: Lease agreement between all parties will be drawn up once funding is in place – no funds for doing so at present</p>		
<p>Declaration what the remaining bank balances are for:</p> <ol style="list-style-type: none"> 1. Renovation of Lochaline BT telephone box into a museum 2. Local History interpretation panels within Lochaline Community Hub 3. Next publication of Exploring Morvern series 		



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	CRF1021	
1.2 Organisation	Lochaber Hope	
1.3 Project title	New Connections	
1.4 Project costs	Total cost of project	£112,040
	Match funding	£27,000
	Grant requested	£85,040
1.5 Start date	16 Jan 2023	
1.6 End date*	15 Jan 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	Alyson Smith
Contact number	
Alternative contact number	
2.2 Position	Exec Manager
2.3 Address	
Postcode	
2.4 Email address	alyson.smith@lochaberhope.org.uk
2.5 Website address	www.lochaberhope.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	376811
Constituted group	X	
Public body		
Charity	X	SC037003
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.	407 3532 17
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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
Alyson Smith	Lochaber Hope Exec Manager

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>New Connections Waverly House High Street Fort William PH33 6XX</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>Yes We have an agreement with the Landlord who is currently having this document drawn up by his agents. The agreement will state that we have a 3 year lease that can be extended to 5 years at same cost and if we do not commit to buying them we can have a further 5 years extension agreement in place, so totals 10 years. We hope to buy before 10 years.</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>Started in 2005, Born out of the needs of local people <u>Lochaber Hope</u>:</p> <ul style="list-style-type: none"> >Provides professional mentoring, counselling, employability support and personal development, open and inclusive of the whole community. >Specifically target those Isolated or experiencing vulnerable or crisis periods in their lives >Runs and supports activity and peer support groups >Delivers counselling and wellbeing to 2 high schools and 14 associated Primary's >Delivers a Young Start programme, changing culture in the way young people manage mental health and resilience. >Runs a Social Enterprise 'The Workshop' aimed to reduce suicide in men <p><u>New Connections</u></p> <p>NC is a safe place encouraging all sectors and the community to connect, collaborate and achieve dreams and aspirations that have long been dormant due to lack of self-belief and opportunities, we bring all people together to rekindle dreams and aspirations and connect with others to bring these dreams to fruition.</p>

The aim is to become a unique central place in Lochaber for deeper level networking personally and professionally, to connect and collaborate, provide the opportunities to bring individuals of all ages and groups, thoughts and ideas to fruition and to bring people who are experiencing vulnerable or crisis periods in their lives to the appropriate support within the community.

NC houses other organisations: and many peer and activity support groups, visiting groups, a training room and host larger events like open information days or live music days and events.

>We are currently working to be able to provide a warm place with warm food 5 days a week for the community.

>NC will allow people to have easy access to more services, support and opportunities to improve their lives and that of their families.

>We will house 50% business or services and 50% organisations and groups, this will bring in people and income.

>NC will host trainings and conferences, events and meetings and room/office share and hot desking for visiting and travelling businesses and students.

>It will provide a live showcase space and an online shop, for local artists and local produce, with a % of sales becoming income.

>Increase the days that the café runs from 2 -5 The Vintage café, run by Nimble Fingers charity, which offers a safe environment for people with additional support needs to learn new skills in the world of work.

>Provide the opportunity for a wide variety of opportunities for volunteers and for vulnerable people to be volunteers to build skills, confidence, a positive and supportive social circle within the building.

>Involve young people at the core, bringing fresh vibes, ideas and methods.

>Improve lives by increasing potential and opportunities for all in Fort William and satellite Lochaber Communities.

>Encourage more uptake of existing expertise/services in the community

>There will be no stigma in this extremely positive, happy place to be either working in, volunteering, being part of an activity or peer support group, worshipping for any denomination, for tourists or just popping in with friends to the café, this is where connections and collaboration will bring the start of a change of culture, lives flourishing in the community, new lasting friendships through many more small groups who bond and become 'forever friends' supporting each other.

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

Local communities will have a place where they can:

>Find out what is going on in the community

>Meet other people

>Meet like-minded people

>Easily access, up to date information and can also attend Information days: e.g. benefit and social security advice, energy saving advice, financial support via 'saving for spending' workshops

> Access personal development, 1;1 or via workshops. Being in a strong support network gives increased resilient, this has a ripple effect in relationships and families, the workplace and the community, it benefits everyone

>Access support and development for small groups who want to create income/business or develop in some other way, supported by 'Wevolution' and their SRG (Self Reliant Groups) ethos

>Network - LH have a Breakfast Networking group of over 60 organisation members who meet monthly, this means people have a one stop access and signposting to advice and support services.

>Access employability support, FSS Fair Start Scotland has 32% of our clients go into work and 12% into FE and training, we have a 99% success rate in keeping people in work. Enable Scotland also use the space

>We work with the whole person, including finances, with discussions where appropriate about spending, budgeting, shopping, cooking and eating and promote zero waste, we do PIP applications with people, benefit checks.

> We provide meeting space for organisations who have no premises and space for organisations further afield travelling to FW

There are more specifically four groups of people who can benefit from this space:

1. The individual.

- It's a place for the person who wants to thrive.
- People in the same boat;
- People in social isolation;
- People with ideas and visions;
- People who need a day center;
- People who seek wellbeng
- LH Young Start – a new youth mental health programme, led and delivered by young ambassadors.
- Activity groups – craft, art, music,
- Learning groups – Driving standard theory for Polish speaking community, personal development, music,
- Support Groups such as: Bereavement, Employment, Suicide prevention, Last aid.

2. Local businesses with social conscience.

To make NC financially stable, the space must be utilised by local businesses, used for conferences, forums, and meetings. These businesses will connect with the individuals and community to help with personal and business development and to help bring ideas to fruition.

This will also encourage businesses to support local people, e.g. Sponsor groups, Mentoring into business

3. The public sector.

To improve the gaps they are facing within the boundaries of their work and work better and smarter together.

4. The Third Sector.

Organisations need a common space to come together, collaborate and engage. Only together, we can be smart about filling the gap that the public sector can't fill.

(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.

This unique place, based on feedback and various stakeholder meetings over the last 12 months is a central place to connect and will be able to fill the void which has so often been named as “black hole Fort William”, where people decline in health and wellbeing, much due to the decreasing value of local psyche. A place that actively reduces the number of locals moving away from the area, and builds a strong and healthy connected Highland community.

A Volunteer Host interviewed 30 people on the High Street about the use of building. The feedback was significant, every single interviewee highlighted the importance of this building for the benefit of uniting, wellbeing and growth of the Lochaber community. It has become a place for tourists passing through, less opportunities for young adults, lack of housing, increased substance use, increased suicide rates and members of the local community feel forgotten.

In June we received the permission to continue on another 3-month rolling lease of the building, and offered a greatly reduced rental price from £65 to £25k per year.

Based on community feedback this will increase local connection effectively between the individual, groups, the third sector, the commercial sector, the public sector and will bring value, pride, belonging, achievement (to name only a few necessary components for healthy, effective growth) back to individuals, therefore addressing the sadly missing element in this community and disregard for it's care for local psyche and attempt to reduce mental health and well-being related issues. In the long term we aim for reduction of mental health issues and an increase in productive, achieving individuals by providing a stable, safe and positive environment where people come to connect.

People need a space like this to generate pride about the part they play in their families, work and communities' lives. NC has proven to finally bring people together, to engage, connect and improve lives.

NC is about creating a change in culture for new ideas, visions and passions meeting the practical skills required to bring these ideas to fruition, this is needed to value and build the currently extremely low psyche of so many people in our community.

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

Activity name	Achieve by (date)
Recruit and install a manager	End Jan 2023
Have a new heating system, LED lights and double glazing installed, external building painted	End Feb 2023
6 Months - 2 rooms being rented @ £x/week The number of groups regularly using the space to be increased from 6 to 10 Develop a website to showcase items for sale, advertise the spaces we have for rent and timetable the groups we have and the potential for others. Establish Space Sponsorship	July 2023
12 Months -2 more rooms being rented @ £x/week Sustain current groups and increase to 2-4 more regular groups Increase footfall and local knowledge of the project Increase days of café provision	Jan 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.

New Connections does have net zero ambitions, we currently have old storage heaters which are expensive, ineffective and high carbon footprint and not environmentally friendly, we are getting an 80% grant from CARES Community and Renewable Energy Scheme for air pump source heating systema and LED lighting and our Landlord is paying the remaining 20%, our Landlord is also paying for new double glazing contributing to net zero and painting the external building.

We work closely with Alienergy and Lochaber Environmental Group (LEG) on several projects, they do drop in and open days with us to talk about energy saving tips, can give blankets and hot water bottles, can sometimes access finds for people, also zero waste and re-use. Our workshop is making compost bins for LEG and with LEG and Circular Communities, we are working on a 'share and repair' programme. We are also doing warm spaces and warm food 5 days a week throughout the winter with Fort William Christian Fellowship, Care Lochaber, Montrose Centre – Nimble Fingers, Lochaber Foodbank, LEG, WHC and local top chefs contributing to making these events fun and educational, we hope to continue this as a food project in the community.

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?

NC is clearly about all people in the community, our Lochaber Hope's new operations manager is Polish and we are delighted that she is introducing the Polish community to us. She volunteered in NC last year and ran a group for 30 Polish people to be able to do theory driving theory test, working with the DVSA and getting permission to translate the test.

We are currently working with SAMH to develop a LGBTQ+ group. The Montrose Centre's clients have a disability or special need.

There is an absence of a place in Lochaber like this for people to connect, collaborate, learn and flourish. During lockdown, Lochaber Hope brought 48 small groups per week together via zoom and captured that many of the groups had bonded and become what they called 'forever friends' we recognised this as the 'community truly helping the community' which is our strapline, we realised that coming out of lockdown there was nowhere to meet to bring people together in this way. Groups within the community such as people with disabilities, youth, elderly, LGBTQI+, religious groups, craft groups, etc. informed Lochaber Hope through word of mouth (listening groups) and feedback forms that there is a need for a place for people to engage and connect.

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

NC has applied for funding for 3-5 years and each year we will increase our own generated income, in tenant's rental, room hire, % of product sales, donations, community and business sponsorship and fundraising which is raising awareness and is part of our ongoing plan, we plan to purchase the building and build on its successes.

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

Lochaber Hope has always played a part in FW Community Planning and FWCAG.

The new 2040 Masterplan has very important and necessary themes, however there is little address to 'community psyche', We hear community members saying what about me? Who cares?

LH believe that Fort William's greatest assets are it's people. We have among us a wealth of skills, creativity and talent that has become dormant due to lack of self-belief and opportunities.

LH and NC have and are continually working towards Lochaber people being valued in a great place to live;

In line with FW 2040 desires; NC provides:

- >Genuine Community Hub
- >Community Facilities
- >A place in the town centre
- >Opportunity to host unique artisan locally produced goods
- >A place that hosts interesting and exciting events
- >A place to learn – better and locally based training opportunities
- >A place to realise ambitions and keep young people in the community
- > “Ongoing communication between all - required between young people, community groups and public/private agencies”
- >Significant improvement to wellbeing of community -the cinema cannot provide this alone.
- >Facilities for teenagers,
- >More meeting places to promote social cohesion.

Within the FWCAG

New Connections plays a role in the 'New priority areas of work identified'

- Poverty reduction
- Health & wellbeing
- Reduce consumption – repair/reuse/recycling/energy

FWCAG Priorities

Mental Health and Wellbeing -Recognise that this is not just about services but creating opportunities and not just about the focus on the person but also the family and people supporting them (and the support they require).

Community Resilience and Participation

Communication

Poverty Reduction

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
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Salary	Manager Salary 35 hours per week incl NI and Pension	Revenue	£30,000
Line Management	Incl NI and Pension	Revenue	£6,300
Sessional Staff (events)	12 events x £500	Revenue	£6,000
Utilities	Electricity, waste, utilities etc	Revenue	£20,000
Insurance	Insurance	Revenue	£1,340
Security	Alarm system and maintenance	Revenue	£4,000
Cleaner	Salary	Revenue	£4,000
Travel	Staff travel	Revenue	£3,000
Rental	Premises rent	Revenue	£25,000
Volunteer	Volunteer Costs	Revenue	£2,000
Contingency/repair		Revenue	£5,000
Office costs	Stationary/ IT	Revenue	£3,000
Phones and broadband		Revenue	£2,400
Total capital expenditure			£0
Total revenue expenditure			£112,040
TOTAL PROJECT COST			£112,040
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£28,155

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 costs are based on:
 >The pilot year costs
 >LH annual costs
 >LH Salary costs

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	Granted	Amount £
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	YES / NO <i>(include date)</i>	YES / NO <i>(include date)</i>	
The national lottery Community Fund Improving Lives	Yes 17 th Oct 2022	Pending	20,000
Henry Duncan Fund	Yes 16/06/2021	Yes 01/10/2022	7,000
Total match funding			£27,000
CRF requested			£85.040
Total project cost			£112.040

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: We have applied for 80% funding to renew the heating system, to remove old storage heaters and install Air Source Heat Pump System. The landlord has agreed to pay 20% of this and has also agreed to renew windows to double glazing and paint the building exterior.

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

Public funding is required at least for the 1st 3 years, without funding support the project would not be able to continue.

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?

>A financial forecast is attached.

>Income generated in year 1 will be re invested to reduce grant funding requirements in year 2-5

>will potentially be able to pay another member of staff for admin

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

There are no other organisations providing what we are proposing to deliver, our work will only compliment and encourage more uptake of community services.

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

YES / NO

Please state your reasons:

We may have to look for community loan to buy and didn't want to use that option so early.

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

For example:

Details

NA

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 £
Ward Discretionary Budget	2021	£1,500
THC Place Based Funding	2021	£15,000
Henry Duncan	2021	£7,000
Essentia	2021	£3,000
Community Justice	2021	£4,000

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 – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print: Alyson Smith	Date 25/11/22

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	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	Yes
9	Business plan (revenue generation projects only)	Yes
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	pending
13	Partnership agreement	NA
Reason for missing documentation: The Landlords letter/agreement is being drawn up by his agent		
Declaration what the remaining bank balances are for: Restricted funding for Social Enterprise The Workshop, Young Start Programme and for LH salaries and 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



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	CRF1103	
1.2 Organisation	Fort William Marina & Shoreline CIC	
1.3 Project title	Feasibility Study for Loch Linnhe development	
1.4 Project costs	Total cost of project	£12,500
	Match funding	£0.00
	Grant requested	£12,500
1.5 Start date	01/01/2023	
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	
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	[REDACTED]
Contact number	[REDACTED]
Alternative contact number	
2.2 Position	Company Secretary & Director
2.3 Address	[REDACTED]
Postcode	[REDACTED]
2.4 Email address	info@fwmsc.co.uk
2.5 Website address	www.fwmsc.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	
Constituted group		
Public body		
Charity		
SCIO		
Other (please specify)	CIC	SC529964

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.	YES
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3.4 If the organisation is VAT registered, please quote number.	366 1674 76
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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:
All VAT incurred on this project will be reclaimed from HMRC

3.6 Project delivery team	
Name	Job title/area of work
James Kennedy	Director - Overseeing the project
Sarah Kennedy	Director – Dealing with all administration and financial paperwork to ensure the project goes well
Hamish Loudon	Director – Assist with his knowledge of wind and tides to help with the project
Robert Skinner, Director, Thistle Access	Advisor

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.
Fort William pontoons, West End Car Park, Fort William, PH33 6ED
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 own the Fort William pontoons and lease the area from The Highland Council, Transport Scotland and Crown Estate.

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>We need a study carried out by an independent person that all parties using Loch Linnhe are willing to talk to that can provide a Masterplan of what activities are going on in the Loch, what activities or construction projects are being considered and enabling anything on or around Loch Linnhe to interlink and benefit the community and whole area.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>Having an overarching view of how the Loch is currently used, what plans are in place for the Loch and surrounding areas for the short, medium and long term will ensure that any other projects planned will all work together and be for the benefit of the town and the area.</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>There have been a number of attempts at creating a Fort William Waterfront but they have all failed – generally because of greed and commercialisation without ensuring the community are on board with the plan. Please find attached a list of reports detailing the development of the Waterfront in Fort William from 1983 to date. Our focus is on bringing the community to the fore and ensuring that this is the heart for any decisions made by any of the organisations wanting to carry out development in Loch Linnhe – in particular linking the town to the Loch and having a promenade so that it will attract visitors to stay and enjoy rather than carrying on to the NC500 or Isle of Skye. We have support from Lochaber Chamber of Commerce, Fort William Town Team,</p>

MSP Kate Forbes, MP Ian Blackford, Cross Party Group for Recreational Boating and Marine Tourism, Fort William Inverlochy and Torlundy Community Council, Fort William Accommodation Marketing Group.

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

The provision of an overarching

Activity name	Achieve by (date)
<ul style="list-style-type: none"> • Outline scheme drawings of the major aspects of the development. • Quantities of material and particular requirements for wave protection. • An estimate of likely dredging requirements for the scheme. • Preliminary visual impact assessment of how the scheme may look. • An Order of Magnitude cost of the overall development and suggested phases for construction. • A general summary of the likely elements of Waterfront Regeneration Project, including business and community/social opportunities. • A summary of the strategic importance of developing the waterfront at Fort William (locally and nationally). 	<p>All by 31/03/22</p>

(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.

This project will enable all plans for future development and construction on Loch Linnhe to work together and this will then reduce any duplication and assist with mitigating the impact on the environment.

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 getting all projects and plans to be documented will ensure that any impact on all parties will be taken into account more effectively.

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

This feasibility study will be the basis for discussions with The Highland Councillors, The Highland Council employees, Highlands & Islands Enterprise, Crown Estate, Transport Scotland and all relevant parties. This will enable us to put a constructive plan together to secure support and then funding to help transform Fort William into the wonderful location that it is screaming out to become – without losing it's character and charm.

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

The waterfront between the Old Fort and the Lochaber Yacht Club is designated as a marina in the West Highlands and Islands Local Development Plan. This cannot be effected without a clear plan of what the community want to happen and need.

Local Councillor Angus MacDonald mentioned during his address on behalf of the other Councillors at the recent FW2040 public consultation meeting that the town and waterfront need to be better connected. He proposed the thought of tunnelling the A82 and thus enabling the area to be changed into gardens and a welcoming area to Fort William.

There was a Loch Linnhe Stakeholders Group set up before covid but this has not continued since. We need all users to be united in their plans and aims for the good of the town and area.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES—/ NO
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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
	Feasibility Study	Revenue	11,500.00
	Reasonable expenses, travel, attending community meetings in person in Fort William	Revenue	1,000.00
Total capital expenditure			£
Total revenue expenditure			£12,500
TOTAL PROJECT COST			£12,500
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£12,500

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?

There are few organisations that can achieve this kind of project within the timescales we are stating. Mallaig had a Master Plan commissioned and Perth & Kinross Council had the “inner-tay-masterplan” created. As part of our research we have met with both of these groups. They advised us that their reports cost £25-£30k to be prepared so this cost of £11.5k plus reasonable

expenses estimated at £1k is much more affordable. We know Martin Latimer from Blue Sea Consulting who advises the Scottish Government with various aspects from the Cross Party Group for Recreational Boating and Marine Tourism and is Joint Chairman of British Marine Scotland and co-author of the Giant Strides the 2nd Marine Tourism Strategy for Scotland. He has recently assisted with the various waterfront projects in Oban, Stranraer, Campbeltown etc and is very experienced in these kinds of discussions with all stakeholders to prepare such an overarching Masterplan that we need.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Total match funding			£
CRF requested			£12,500.00
Total project cost			£12,500.00

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 / -NO

Please detail:

The FWMSCIC committee will provide FOC support to the IKM Consulting Ltd (IKM) and Blue Sea Consulting LLP (BSC) team with arranging meetings, providing contacts, typing up minutes and all other ad-hoc duties.

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

It is vital that we have The Highland Council support with this project as they are one of the main stakeholders and it is key that other stakeholders see that this is not for any specific organisations benefit but for the whole community’s benefit.

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 Kennedy	Date 03/12/22

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	YES
2	Committee Members or Directors List	In Business Plan
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A
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.	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)	Yes
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	N/A
13	Partnership agreement	N/A
Reason for missing documentation:		
Declaration what the remaining bank balances are for: Payment of balance of loan to director - £18k Payment of VAT - £8k		

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	CRF1118	
1.2 Organisation	Urram SCIO	
1.3 Project title	Electric community car share and transport service	
1.4 Project costs	Total cost of project	£122358
	Match funding	£58637
	Grant requested	£63748
1.5 Start date	As soon as funding allows 1 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
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	Louise White
Contact number	
Alternative contact number	
2.2 Position	Development Officer
2.3 Address	Urram SCIO Dail Mhor House Strontian Acharacle
Postcode	PH36 4HZ
2.4 Email address	Louise.white@urram.scot
2.5 Website address	www.urram.scot

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	X	SC050174
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	YES / NO
---	------------------------

3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	YES / 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
Louise White	Development of project
Natalie Rodgers	Project development & promotion, transport services, admin, finance and reporting
New team member Transport Coordinator	Planning, promoting and creating community car share. Organising journeys and liaising with volunteers. Keeping track of associated paperwork
Jenni Hodgson	Finance
James Hilder	Sunart Community Company liaison

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.
Urram's transport services are for all those who live in the Acharacle, Ardgour, Morvern, Sunart and West Ardnamurchan community council areas. The vehicles will be based in Acharacle PH36 4JJ Strontian PH36 4HZ
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?
Do not own land or building but verbal agreement in place and easy to obtain written agreement during the early stage of the project.

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>This project meets the people objective of this fund. By investing in Urram, a local community led charity working across the areas of Acharacle, Ardgour, Morvern, Sunart and West Ardnamurchan -for the sole benefit of these communities, and enabling individuals;</p> <ul style="list-style-type: none"> • to become more socially connected • to have improved transport opportunities to essential appointments, promoting health and wellbeing <p>The funding will</p> <ul style="list-style-type: none"> • Support our oversubscribed Urram hospital transport service to expand by purchasing an additional vehicle. • Enable expansion of the existing service to cover other medical appointments such as GP and dentists. • Enable individuals to stay socially connected, by providing transport to social and activity

groups- which is necessary due to infrequent bus service.

- Increased availability of electric vehicles for community use, providing a basis for a community car share scheme and therefore increasing the opportunities for local people to travel to events and gatherings which they may otherwise miss out on.

We will expand our existing successful hospital transport service to include other essential appointments by becoming a two electric car service. This will reduce our environmental impact along with our costs, enabling the service to be come more sustainable without a significant rise in costs for our clients. With a little revenue support we will be able to offer a transport service to social groups. Public transport is very limited and individuals are often isolated and lonely. **Transport is an essential piece in the running of successful social and activity groups which have a great impact on reducing social isolation and loneliness for many of our community.**

There is more to this project than just an eco-friendly hospital transport service- which is beneficial in its own right but will also

- reduce social isolation and loneliness in rural disparate communities.
- reduce the financial hardship associated with rural living which includes the high transport costs, particularly felt by families.
- reduce access deprivation, by enabling individuals to have improved transport connections. Supporting rural living and therefore supporting a wider range of individuals to live in our communities.
- support individuals and families to pursue interests and activities to benefit their health and wellbeing.
- promote community cohesion and resilience.
- provide increased volunteering opportunities.
- Promote independence and autonomy, supporting good health and wellbeing.
- enable communities and individuals to reduce their carbon emissions.

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

This project benefits individuals in our communities by

- Accessing medical appointments in a timely manner- increasing the opportunities for better health outcomes
- Increasing the resilience of social and activity groups- better access to these groups increases attendance, and therefore the support found in these groups as well as increasing support to run these groups.
- Supporting individuals and families to live in a remote rural area when they can either only afford one car, or are unable to afford a car
- This in turn supports school rolls and local businesses as a wider range of people live and work in the area, strengthening the local economy.

Urram supports individuals from each of the five Community Council areas covering the peninsulas of Ardnamurchan and Morvern - a huge area of 1,246km² with only 2,100 residents. Acharacle, Ardgour, Morvern, Sunart, and West Ardnamurchan are recognised as the 2nd and 3rd most fragile communities in the Highland Council. An NHS paper "Dimensions of Deprivation" lists the communities as the most access-deprived in Highland. These fragile rural communities have a significant ageing population (20% higher than the Scottish average), low incomes, high fuel poverty, and access deprivation. Public transport is very limited and individuals are heavily reliant on their own cars, or the support of others if they are unable to drive or afford a car. Our Hospital Transport Service (HTS) is available for anyone requiring assistance to attend a medical appointment and has increased journeys by 100% this year, covering around thirty thousand miles. By being able to support transport to other essential appointments it will only improve the quality of life of our residents.

In the face of rising costs, the ability for families to reduce to only owning one car will make a significant difference to transport deprivation in our areas.

Reducing costs for our communities will enable them to remain in our community and not be forced to move to a more populated area where living costs are significantly cheaper. By supporting a wide range of individuals to live in the area, it supports other community groups, local schools and business are more able to fill staffing vacancies.

We have expanded our one-to-one befriending service to include social groups and activities. This was based on feedback from our communities but we know getting to these groups is often the biggest limiting factor. We have started offering transport to potential members of these groups, which supports the group to keep going and promotes health and wellbeing for individuals.

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

We undertook significant community consultations in 2019/2020 which formed the basis for our work and establishing the befriending scheme. Our recent engagement has worked to build trust in the work that we are doing and support those who are feeling apprehensive in a post-covid world. Urram has held drop-in sessions across the peninsulas, engaged individually with service users and volunteers and held in-person consultations about care and services locally. All these interactions have highlighted the need and desire for more social opportunities and clarified significant transport issues.

We have analysed the demographics of our area, over the past two census' along with data gathered from local GP's which highlights the ageing nature of our local population.

This along with anecdotal evidence from clients:

- A lady unable to attend a dental appointment for four years due to transport issues
- A family member supported to attend continual critical care appointments, sharing the load with the family, to enable continued living at home.
- "living here has its problems... but the Urram service(s) are allowing people to keep living here and staying healthy as long as possible..." Hospital Transport Service User

These specific examples demonstrate the need for transport solutions and how they are essential to maintain health and wellbeing. If we expand the transport by providing an additional vehicle it will not only increase the capacity of the service but reduce the pressure on volunteers to use their own cars. It will make it possible for those who can drive but don't have access to a vehicle to volunteer, increasing benefits both for volunteers, Urram and clients.

In 2014 the Sunart Community Company(SCC) underwent a significant place plan, where transport was raised as an issue. In subsequent community conversations and suggestions fielded by the SCC over the last 8 years have prompted calls for a community car share scheme. They currently have a community questionnaire underway and will follow this with a series of community meetings over the winter which will help to establish exactly what the car share scheme will look like.

Letters of support from Acharacle Community Company and Strontian Community Company are enclosed with this application.

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

Activity name	Achieve by (date)
Order Electric Vehicle number 2	January 2023
Develop Community car share scheme model by learning from existing schemes and considering what is right for our communities. Set up website, promote Community car share scheme in Sunart	November 2023
Install charging point	November 2023

Arrival of Elec vehicle number 1	September 2023
Arrival of vehicle number 2	November 2023
Investigate and develop car share in Acharacle in partnership with Acharacle Community Company	February 2024
Arrange insurance, maintenance and cleaning requirements	September 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.*

This grant will provide a key opportunity for Urram to take climate action, reducing our emissions and promoting alternative choices for the community. Our car has done over 15,000 miles in the last six months creating over 3 tonnes of CO₂, which could have been reduced to zero if we had an electric vehicle (EV). With such a disparate population over an extensive area, public transport (one bus a day at most) and active travel options are severely limited, for many journeys the only option is car travel. EV's are inaccessible for many due to cost, and there is a degree of scepticism with regards to practicalities surrounding charging points/extending journey times due to charging, which is especially relevant in our area when journeys are already long. An EV, with a long range, will showcase to the communities what is possible- reducing barriers, developing confidence and understanding in using EV's for everyday life. Extension of the scope of the service to include a community car scheme will allow more drivers to access an EV, when costs prohibit individual ownership. We will engage with the communities, through events, social drop-ins, and advertising to encourage use of the EV for their journeys, and promoting car share alternatives, reducing costs and emissions for all our communities. For some, only one car is affordable which is used for commuting, leaving families stuck at home, isolated and lonely. A car scheme will go some way to address these additional, sometimes hidden, rural disadvantages without the need for additional private cars.

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 of Urram's services are open and available for everybody. Whilst the majority of our transport users tend to be older due to less confidence or ability to drive, we do not have any restrictions on who can use the service. If any clients have any additional needs we meet with them before using the service and if necessary support our volunteer drivers with additional training.

We have selected our vehicles on a number of criteria. One of these is the comfort and accessibility for those who have reduced mobility. Whilst we were unable to test this with our clients, from the Electric cars available the Ioniq 5 seemed like a good fit.

We want the car share scheme to support families or individuals who might otherwise be disadvantaged living rurally, whether through financial disadvantage or struggling to access to resources and support- therefore we will design the car share scheme to cover its costs rather than turning a profit, ensuring it is as economical as possible for our communities.

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

The hospital transport service will have increased capacity, with reliable vehicles which will

future proof it for the next 10 years or so. We have demonstrated this year that the existing hospital transport service can cover its own operating costs, and using this model the expanded transport service should be self sufficient.

The car share scheme, once having had support to establish, will also be designed in such a way to cover its operating costs- but we recognise there are some significant start up costs with which we hope the CRF kickstart this project.

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

This project fits with the Highland Council West Plan’s key outcomes of;
 Growing Communities- a more diverse population is supported as owning a car/s becomes less of a requirement for remote rural living
 Employment- more transport options enables those who are unable to own a car or multiple cars, to remain in the community, making valuable contributions through employment or volunteering opportunities, potentially supporting school roll’s as well as local businesses.
 Connectivity and transport- better transport options support communities to be more self reliant
 Environment and heritage- access to electric vehicles will support the communities to transition to net zero

This project supports the Sunart Community place plan – Keeping Sunart a great place to live, work and visit

This project supports the aspirations of the Live life Morvern action plan <http://www.morvern.org/live-life-morvern/> in relation to community transport, support for socially isolated residents and accessing essential medical appointments.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES / NO
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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
Vehicle 1	Hyundi Ioniq 5 (price is set as this one has already been ordered)	Capital	49000
Vehicle 2	Hyundi Ioniq 5 (price has increased in recent weeks)	Capital	50150
Charge point 1	Installation of charge point for vehicle 1	Capital	4485
Charge point 2	Installation of charge point for vehicle 2	Capital	6000
Salaries	Transport coordinator 10 hours/week/£12 per hour inc NI & Pension contributions	Revenue	6600
Operational Expenses of additional vehicle in first year of establishing	Electricity for journeys not supported by NHS per mile payment	Revenue	1000
	Insurance for additional vehicle	Revenue	1000
	Servicing and Maintenance for additional vehicle	Revenue	1000
	Promotional car branding for two vehicles	Revenue	2000
	Promotional materials	Revenue	150
	Volunteer expenses for journeys not supported by NHS per mile payment	Revenue	1000
Total capital expenditure			£109635
Total revenue expenditure			£12750
TOTAL PROJECT COST			£122358
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£103635

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?

All revenue costs other than electricity come from running a successful hospital transport service over the last year and are adjusted to be as accurate as possible for this project.
Electricity is worked out as a projection based on our annual projected mileage and costs per kW to charge

the vehicle.

The car cost of £49,000 is a vehicle that has been ordered and the increased price reflected in car 2 as the price has recently increased.-quote obtained from Arnold Clark.

After careful research we chose an Hyundai Ioniq 5 to be the most suitable vehicle for our area. It has a good range allowing reasonable trips without excessive charging stops as well as being roomy enough for families, shopping and comfortable for those in poor health. Whilst we have considered second hand models of this car, as it is a new model and technology is changing all the time there is not a significant difference in price. Therefore we believe that the best option is to purchase a new car for this purpose.

Costs of fitting charge points does depend on the location. One charge point will be covered by the energy saving trust as part of the agreement to fund vehicle 1. The costs associated with this will influence charge point two but current capacity has not allowed time to obtain a more accurate quote for the second installation.

On acceptance of our EOI members' asked that we approach NHS Highland for support with the capital investment. This vehicle is for a community car share scheme in Strontian, which will be used for hospital transport journeys as required. As it will not solely be used for NHS related journeys it is not appropriate for NHS to contribute to this capital cost and NHS Highland are only interested in supporting revenue costs at this time. However NHS Highland are a key partners in our work- and support us in several avenues. Regular meetings, strategy and support regarding another project, a per mile payment(for hospital journeys only) and £7500 in the last six months for salary for capacity building without which this project would not come to fruition. We are currently working on a service level agreement with NHS Highland for a further £15000 for the next three years but as this will not be agreed until Feb/March and is for capacity building and therefore inadmissible for this project but Members should be reassured that NHS Highland are being very supportive.

Some revenue funding is included in this application which is to support the journeys which are ineligible for the per mile payment from NHS Highland. Clients will also contribute to these journeys but as distances are large the costs would be prohibitive if clients had to pay the full journey cost.

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 £
The National Lottery The full funding from TNL is £91,296 but only 4182 is relevant to this project	Yes	Yes 16.11.2022	4182
Plugged in Communities fund	yes	Yes 21.11.2022	49000
Energy saving trust	No- in process	No- but is part of the above award	To cover the cost of 1 charge point 4485
The Robertson Trust	Yes	Yes 12.07.22	1000
Total match funding			£58637
CRF requested			£63748
Total project cost			£122358

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:

Sunart Community Company will provide a location for the charge point free of charge.

NHS Highland offers use of office space for the transport coordinator free of charge.

Volunteer drivers will give their time to take clients to appointments and social groups- which amounted to around 1300hours of volunteer time in the year Nov 2021-nov 2022

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

This project will not progress without funding support. New vehicles are expensive to purchase and out of reach for small community organisations.

Some progress will be made as funding is in place for the first vehicle however the project will be on a much smaller scale and have less of an impact on our communities.

If funding is only available for the vehicle and the charge point then this would make a considerable difference. However to fully utilise the vehicle, progress would be slow due to the capacity of the team.

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

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 revenue raised through this project will go straight back in to support the project in future years, to cover running costs associated with insurance, car costs etc. We have demonstrated that the hospital transport service can cover its operating costs each year with only a small amount of locally sourced funding. This is only the case if the car ONLY does hospital trips, as these journeys are supported by NHS highland. The expansion will include journeys not supported by NHS Highland per mile payment and will require funding sourced elsewhere. This is why some revenue costs are included with this application. However any revenue raised will go straight back in to support the transport service. A more complete business case will be completed by the transport officer as they establish the community car share scheme. A financial forecast is attached.

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

This will not disadvantage the local bus service- which is used by a wide range of people, many of whom cannot drive and therefore unable to use a community car. The bus will always be a more cost-effective option for individuals than hiring the community car.

This will enhance local organisations and business by having a local car share scheme that they are able to use. Not only reducing their carbon footprint through zero emission journeys, but access to a local competitive alternative to owning their own vehicle for infrequent journeys.

This will enhance the local economy and improve community resilience by supporting people to live, work and contribute to our communities.

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

NO

Please state your reasons:

Urram is a young organisation and does not have enough turnover or income to service a loan. This project will cover the costs of operating- just- without the additional burden of a loan.

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

For example:	Details
Business Gateway	No
HIE	Not in this specific project but they have supported us in a feasibility study for some of our other work.
Other	NHS Highland are key strategic partners for all of Urram's work. They provide support Urram's work by funding the salary of the community hub development officer.

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 £
Plugged in Communities Fund	2022	49,000

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: Louise White	Date 4.12.22
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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	NA
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)	Y
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	Y- inc in letter of support from SCC
Reason for missing documentation: Insurance policies are attached. aware they ran out in November but I don't yet have the new ones for this year.		
Declaration what the remaining bank balances are for: Salaries for Community Hub development officer and Services Manager for next three months £3000 social groups and activities funded by Highland mental health and wellbeing fund Hospital Transport Car 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



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	CRF1140	
1.2 Organisation	Isle of Canna Community Development Trust	
1.3 Project title	Coroghan Barn Redevelopment	
1.4 Project costs	Total cost of project	£100,700
	Match funding	£75,700
	Grant requested	£25,000
1.5 Start date	1 st April 2023	
1.6 End date*	30 th November 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	X
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	Andrew Prendergast
Contact number	
Alternative contact number	
2.2 Position	Development Manager
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	www.theisleofcanna.com

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC447755
Constituted group		
Public body		
Charity	X	046276
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>	Whole	Partial	None
			X

Details: Not for this phase, but there is potential for partial reclaim of VAT on capital costs in following phase

3.6 Project delivery team	
Name	Job title/area of work
Andrew Prendergast	Development Manager IoCCDT
Margaret Willington	Administrator IoCCDT & NTS
Sheona Leonard	Operations Manager North NTS
Sarah MacKinnon	Head of Buildings NTS

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.
Coroghan, Isle of Canna, PH44 8RS
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 asset is currently owned by National Trust for Scotland (NTS) who are a partner in the project. NTS have agreed that the asset will be transferred to community ownership once the project has obtained statutory consents and secured offers for the majority of capital funding.

4.3 The Project
<p>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>IoCCDT and National Trust for Scotland (NTS) are working in partnership to preserve and redevelop the historic Coroghan Barn on the Isle of Canna. The project will create a community-owned mixed use facility providing budget visitor accommodation, community events space, and spaces for local businesses. Both bodies see the redevelopment of the barn as a key element in Canna's regeneration strategy, linked to other development projects such as new affordable housing and improvements to the island's infrastructure.</p> <p>Coroghan Barn is an unusual island example of a Lochaber 'bank barn', a vernacular building form unique to this area. It is 'B' listed and deemed to be of regional heritage significance. The barn dates from 1793 and is the only surviving structure from Coroghan Farm. There has been a long-standing desire on the part of the community, and NTS to see the building saved and a viable future use for it found. The structure is in poor condition and is on the HES 'Buildings at Risk' register.</p> <p>The project will engage a suitably qualified and experienced team of professionals to build on the work done in our 2021 feasibility study. We now need to develop this initial concept through to a detailed design which can support applications for capital funding in 2023-24.</p>

The key elements of the design development phase are to:

- Review past and present documentation on the condition of the historic fabric and confirm or update the recommendations for repair and remedying structural issues and defects.
- Advise on any additional specialist reports required and assist in the selection and appointment of consultants.
- Advise on the most appropriate and effective fabric repairs for the barn taking into account the proposed new uses.
- Building on the concept sketched out in the feasibility study, advance detailed proposals for a sympathetic modern extension to the barn, providing comfortable budget 'bunk house' type visitor accommodation for circa. 20 bed spaces.
- Advise and assist in discussions with historic building officers and heritage agencies to obtain statutory consents for the redevelopment proposals
- Propose solutions to meeting the building's energy, space and water heating needs which do not compromise the island's existing power network, while minimising the use of expensive imported fossil fuels.
- Advise on any additional energy modelling and monitoring studies that may be required to support this.
- Prepare reports for capital funding applications, with appropriately detailed specification and recommendations for the appropriate conservation standards of repair as required to meet the requirements of Historic Environment Scotland.
- Prepare an updated cost report, including recommended allowances for contingencies, prelims and an allowance for inflation to the anticipated start date of the second quarter 2025.
- Working with volunteers from the Canna local history group, prepare a heritage and interpretation plan.
- Prepare a detailed business and operational plan to support capital funding applications.
- Prepare a costed 10 year management and maintenance plan for the building

The project will principally address economic objectives as a key element of Canna's regeneration strategy, but it will also have some people and place impacts. Economic impact derives both from direct employment created in the visitor accommodation and business spaces, but also indirectly in the local economy through higher visitor spend and new opportunities to provide services.

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

Economic impact: a thriving community requires economic activity and employment. Established SMEs and social enterprises can develop new opportunities, but Canna has very little space for new business starts or expansions, with residents often working out of their kitchens, garden sheds etc. An acute lack of workspace is hindering the expansion of existing island businesses, preventing them taking advantage of new opportunities from increasing visitor numbers. Redeveloping Coroghan Barn will result in 100 m² of derelict structure being brought back into use as community events space, and 152 m² as business space and ancillary facilities. It will also create 322m² of new building housing the visitor accommodation.

The facility should directly create 2.7 FTE jobs through the bunkhouse operation and create or retain another 2.5 FTE through SMEs housed in the business spaces. These numbers are significant within the context of the local economy. In addition spin-off opportunities for other local businesses through provision of services to increased numbers of visitors are expected to lead to

a further 3.5 FTE through indirect employment and an additional £100,000 p.a. spend within the local economy.

Construction is expected to last 11 months, supporting around 9.0 FTE during that period, including heritage conservation standard work on the historic barn, which will create at least one specialist stonemasonry training opportunity in lime mortar and conservation stonework.

Social impact: the community on Canna has very limited social facilities - the use of a cold and draughty shearing shed being the sole space available for meetings, events and functions. The creation of a flexible, comfortable, modern space which can accommodate a wide range of uses, will open up more opportunities for social interaction, events, training etc. all year round. Having decent facilities that can host activities and community life is vital to attracting new residents, and in particular families with children. With the anticipated doubling of the island's population over the next 10 years, we need to put accessible new community facilities in place.

(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.*

Canna receives 10,000 - 15,000 visitors a year, the majority of whom are day trippers, as overnight accommodation of any kind on the island is very limited. In particular Canna lacks mid-range 'budget' accommodation capable of taking large groups for 2-3 night stays. Most islands now have some form of bunkhouse, hostel or budget accommodation (Eigg, Rum, Coll etc.) For such a remote island (2½ hours sail from the mainland) Canna is unusual in having none such.

Current accommodation options are either relatively high-end (Guest House and self-catering) or very basic (campsite or bothy). As a result there is a significant unmet demand for comfortable and affordable accommodation. The new facility at Coroghan, with flexible spaces and linked accommodation also opens up for the first time the possibility of reaching out to new audiences; symposia and small conferences; conservation volunteers, special interest groups and study tours etc. Currently we cannot host these types of events and the island is losing out on potential income.

This is a community-led project selected as a priority for the Canna Community Development Plan because residents recognised its potential to contribute to the over-arching objective of island regeneration. The initial feasibility work was overseen by a Steering Group involving both IoCCDT Directors, and island residents with specific interests including hospitality and tourism, local history and heritage. The concept for the redevelopment has been endorsed by IoCCDT, whose membership includes 90% of Canna's residents

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

Activity name	Achieve by (date)
Procurement process for design team & consultants	February 2023
Confirmation of funding package and project budget	March 2023
Appointment of main design team	April 2023
Review of concept proposal & structural condition	May 2023
Commission additional reports / advice	May 2023
First iteration of developed design proposal	July 2023
Preparation of heritage activities & interpretation plan	August 2023

Applications for planning and LBC	October 2023
Preparation of business and operational plan	September 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.

Working with a historic listed building imposes some limitations on aspects of sustainability, particularly in respect of space heating and energy efficiency. We are however intent on achieving the highest level of energy efficiency we can within the historic structure, and greatly exceeding that in the modern extension. 90% of the electricity used on Canna is renewably generated by our community-owned energy supply company, CREEL. However the island is still reliant on fossil fuel for the majority of its heating needs, and this is something we are planning to tackle as part of Canna’s 10 year Decarbonisation Strategy. Coroghan Barn has an important role to play as we intend the building to be entirely heated with renewable heat. This is likely to be using heat pumps run on renewable electricity. We also intend to install roof-mounted solar panels on the modern extension, particularly for water heating in the summer months, which correlates well with expected peak demand. Excess PV production can be ‘exported’ into Canna’s local energy grid.

The project also aligns with the Small Isles ambition to develop a more sustainable model for ‘slow tourism’ in the Highlands – encouraging visitors to spend longer on the islands, spend more money in the local economy, and move around less.

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 residents of Canna, irrespective of age, ethnicity or protected characteristics will benefit through the creation of community-owned asset delivering social facilities and a venue for cultural activities, as well as employment and more economic opportunities.

Coroghan Barn also has a key role to play in helping to connect a wider, more diverse audience with the unique heritage of Canna. We want to actively engage marginalized groups and people from disadvantaged backgrounds in heritage, by offering them opportunities to be involved in a ‘hands-on’ way through conservation activities. Having budget accommodation for the first time will allow groups who would not normally come to somewhere like Canna to connect with their heritage and take part in organised conservation activities. In particular we want to engage local disadvantaged or special needs groups who could benefit from access to facilities at Coroghan by working with organisations in Highland like Cantraybridge College, or Calman Trust.

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

The facility will be run as a community-owned social enterprise, generating income from workspace rents, hires of the community/events space, and the net profit from the accommodation business. Our business case indicates that these activities should generate more than enough income to cover ongoing maintenance and cyclical repairs. Over time a modest surplus should be available to invest in other community projects.

The project's legacy in terms of continuing economic and social impacts will be secured through the operation of the trading enterprise, and the use of the community and workspaces. It will also leave an enduring legacy of engagement with the thousands of prospective visitors and guests, who will experience a richer understanding and appreciation of Canna's heritage through Coroghan's ongoing heritage interpretation, digital archive and organised activities. This heritage aspect of the project will be carried on in partnership with NTS.

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

The redevelopment of Coroghan Barn was identified as a priority project in Canna's Community Development Plan 2019-24. It is a key component in our long-term regeneration strategy for Canna, linking with other developments that can support a more stable and sustainable population in the 21st Century. As well as Coroghan, IoCCDT is also pushing forward planned investment in new affordable housing, better visitor facilities and improvements to the island's infrastructure. Coroghan can generate the opportunities for employment and spin-off economic activity that are needed to underpin Canna's regeneration. In line with the top two objectives of the **National Islands Plan**, we are focusing on population growth and sustainable economic development.

The project will also see a historic building of significant regional heritage value preserved and re-purposed in line with West Highland LDP policies. It also aligns with the Visit Small Isles strategy of improving complementary visitor facilities across the Small Isles so as to promote 'slow tourism' better, enabling visitors to spend more time discovering each island in greater depth.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES
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If YES, please detail below - provide evidence with the application if granted.

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Planning consent	No – part of project	
Listed Building Consent	No – part of project	
Building Warrant	No – future phase	

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
Design Team	Architect & lead consultant fees	Revenue	52,800
	Consulting engineers fees	Revenue	9,000
	Cost consultant fees	Revenue	7,200
	M & E engineers fees	Revenue	6,000

Specialists	Renewable energy consultant	Revenue	3,000
	Ground investigation & surveys	Revenue	3,000
Statutory fees	Planning & LBC applications	Revenue	1,500
Heritage plan	Heritage & interpretive strategy	Revenue	4,200
Business plan	Business & operational plan	Revenue	6,000
Legal/financial	Tax advice & legal fees	Revenue	3,000
Management	Project management & admin	Revenue	5,000
Total capital expenditure			£0
Total revenue expenditure			£100,700
TOTAL PROJECT COST			£100,700
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£ tbc

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?

- Budget costs are based upon standard design team professional fee percentages, and recent experience of tendering design team commissions for a comparable construction project on Skye. See attached statement in supporting documents for fuller explanation.
- Total Design Team fee allowance 15% of estimated build costs (£2,244,000)
- Architect & CDM fees for Stage 1 = 25 % of total fee (RIBA Stages 0-3)
- Stage 1 design team fee tenders received for a comparable £1.25m construction project on Skye in October 2022 ranged from £30,000 - £40,000 plus VAT. Tenders were received from 5 Highland based teams.
- That was a new-build commercial/community project without the complications of listed building status and specialist input required for the conservation of historic fabric.
- Coroghan Barn budget includes significant uplift allowances for these specialist disciplines.
- Allowances have also been included for additional surveys and specialist advice.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
National Trust for Scotland	Yes 25.11.22	tbc Jan 2023	30,000
Highland Coastal Communities Fund	Yes HCCF 172	Yes 21.05.21	15,000
Crown Estate Scotland	Yes 15.11.22	tbc March 2023	30,000
IoCCDT own funds	Yes	Yes	700
Total match funding			£75,700

CRF requested	£25,000
Total project cost	£100,700

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 work on heritage and interpretation plan from local history group, NTS and IoCCDT staff time in preparing stage 2 capital funding applications.

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

The next stage of project development will not happen without public funding; restoration of the historic building is prohibitively expensive and there is insufficient prospect of future income generation in a location like Canna to attract private investment. NTS is prioritising the refurbishment of Canna House over the next few years, but is supporting this community-led project, and is contributing significant match-funding to the development phase. We could attempt to undertake individual elements of the project development separately but would not be sufficiently advanced to mount credible capital funding applications for several years.

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 (the subsequent capital redevelopment project will, but not this revenue project)

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?

If our redevelopment (capital) project is eventually successful, the facility will generate a modest income as outlined in the initial business case. The business will be run as a community-owned social enterprise and any surplus income re-invested into the facility or used for other community development projects.

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

Local businesses have been actively engaged in the planning and concept design of the redevelopment and have sought to minimise overlap with existing accommodation and services being provided on Canna so that there is minimal displacement of spend within the local economy. Overall the project will create more opportunities for existing local businesses rather than competition.

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

NO	
Please state your reasons: This specific revenue project will not generate any income.	
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: Geraldine MacKinnon	Date 03/12/2022

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	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	n/a

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)	Y
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	Y
13	Partnership agreement	n/a
Reason for missing documentation: NTS funding confirmation requires approval by Executive Committee at next scheduled meeting.		
Declaration what the remaining bank balances are for: Our remaining bank balances are either restricted for project specific activities or required for the general operation of the trust and our on-going community development projects.		

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	CRF1145	
1.2 Organisation	Glencoe Folk Museum	
1.3 Project title	Capital and Activities Redevelopment	
1.4 Project costs	Total cost of project	£2,057,245
	Match funding	£2,007,245
	Grant requested	£50,000
1.5 Start date	01/01/2023	
1.6 End date*	31/03/2024	

**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	Y
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	David Rounce
	Contact number	[REDACTED] 5
	Alternative contact number	
2. 2	Position	Project Director
2. 3	Address	[REDACTED] [REDACTED] [REDACTED]
	Postcode	
2. 4	Email address	redvelopment@glencoemuseum.com
2. 5	Website address	www.glencoemuseum.com

SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity		
	SCIO	Y	SC002786
	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
David Rounce	Project Director
Catriona Davidson	Curator (Exhibition development / collections management)
Parris Joyce	Learning & Engagement Officer (public activities development / delivery)
Emma Halford-Forbes	Acting Chair (heritage sector expertise / project administration)
Alison Clark	Vice Chair (project administration)
Ainize Moschynski	Treasurer
Dr Ticca Ogilvie	Conservator (heritage management)
Peter Drummond	Project Architect (Peter Drummond Conservation Architects)
Kim Kherlopian	Exhibition Production Lead (Mather & Co. Exhibition Designers)

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.
Glencoe Folk Museum, Glencoe, Highlands, PH49 4HS
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?
All assets 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.</p> <p style="text-align: center;"><i>“Although small, it's full of treasures” - Visitor review</i></p> <p>We are a Museum of the people, by the people and for the people – sharing stories of our local communities and the historical events that shaped them. Our project, therefore, has a particular emphasis on the PLACE funding theme. We are a small Museum with huge potential and ambition to give Glencoe's world-famous history, and the fascinating collection accumulated by members of the community, the showcase it deserves.</p> <p>Our Museum building is no longer fit-for-purpose and does not meet modern visitor expectations and standards of accessibility. Renovation is needed to ensure that our site is accessible to all and our unique heritage is preserved for future generations of local residents and visiting tourists to be inspired and entertained. Our project outcomes also address the PEOPLE, ECONOMY and ENVIRONMENT themes.</p>

WHAT EXACTLY ARE WE REQUESTING CRF SUPPORT FOR?

We request CRF funding to contribute towards the site preparation and initial construction stages of our reception/exhibition building, this portion of the work is scheduled to be completed in March 2024.

WHO ARE WE?

Founded in the 1960s by a group of local women, Glencoe Folk Museum is a unique community asset chronicling local 17th-21st century history in two Category B listed early 19th century croft cottages - the only accredited repository of historic objects in the area which explores Glencoe's rich history in authentic surroundings.

We also run a small but successful gift shop selling locally-made products to support the Museum's financial sustainability. Through our exciting and varied annual events and education programme, we work with local schools and the community, entertaining and inspiring participants as they explore their local heritage. We presently attract c7,000 visitors each season and engage with c100 students through our education programme.

WHAT ARE WE DOING?

Our Museum is tired, inaccessible, unable to capitalise on rising visitor figures and is presently financially unsustainable. We are pursuing a capital (currently RIBA 3 stage) and activities redevelopment to overhaul our physical site, better protect and interpret our historic collections, transform the Museum's global engagement and secure the charity's financial sustainability. Developed with financial experts, our business plan shows that completing this project will increase the Museum's visitor figures to c20,000 each season by 2028. In October 2022 we secured Planning Permission and Listed Building Consent for our proposals.

OUR PROJECT OUTCOMES:

To **involve a wider range of people in heritage** through transforming into an indoor attraction, creating a new accessible entrance and installing our first toilet facilities (increasing visits/dwell time and out of hours event options, removing barrier to volunteer recruitment). Our outreach programme, developed through community consultations, will take Glencoe's history into schools, the community and online (removing engagement barrier for those who can't physically visit). A byre outbuilding will become a Community Gallery, a flexible free-to-use space for local exhibitions, meetings, research, performances and social opportunities. This will support the wellbeing of local residents by mitigating a shortage of community and low-pressure socialising spaces in Glencoe. Particularly during the winter months, our community members are at risk of isolation and loneliness as there is a lack of social opportunities. We will provide the space for group use and run our own low-season events to bring people together.

To **protect Glencoe's heritage** and **support Gaelic culture** for future generations by ensuring that Gaelic language and history are intrinsic to the Museum. All-new displays will be created by exhibition specialists in consultation with Gaelic experts and the local community to ensure we are telling their stories and that Glencoe's unique heritage is shared through their voices. More of our collection will be displayed for the first time in museum-standard conditions and displays will provide engaging insight into historic life in Glencoe. Contemporary collecting will help us record Glencoe's recent past. Our listed structures will be protected and re-interpreted.

To work towards **environmental sustainability** by constructing the new entrance/exhibition building from sustainable materials. Solar panels, air source heating and an organic roof will reduce energy consumption/costs and promote biodiversity. Using local suppliers for materials/gift shop stock will reduce environmental impacts of transport. We will promote sustainable tourism and taking pride in Glencoe's environment.

To achieve **financial sustainability** by diversifying our income through online exhibitions and photo galleries, curator talks, historic craft skills workshops and an online collections database, monetised through a 'pay what you feel' donations system. Redeveloping our Museum will increase the value of activities and quality of displays, permitting admission price raise from £3 to £6. A longer open season will also generate greater income. Expanding the gift shop will allow a greater range of merchandise to be attractively displayed, increasing retail revenue. This will have an equivalent online gift shop, enabling gifts

to be purchased worldwide.

To **contribute to the local economy** by creating employment/upskilling opportunities - through recruiting young work placements and use of local contractors to perform the capital works. Local businesses will benefit from increased tourist spend and dwell time in the area. Local craftspeople will be supported through selling work in our gift shop. A mutual discount scheme with Glencoe Cafe will attract additional visitors to both venues, while removing a barrier to engagement with the Museum which lacks refreshment facilities.

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

“The Glencoe Museum is a core community asset. I foresee a strong relationship going forward between my schools and Glencoe Museum, adding value to our curriculum and inspiring our children in recording their own story for future generations.”

Mr McGregor, Head Teacher of Glencoe, Ballachulish, St Bride’s and Duror Primaries

Below are the primary groups which will benefit from our redevelopment, the manner in which they will benefit and how success will be measured. The outcomes below have been calculated from stakeholder consultation and our Learning and Engagement Officer’s previous experience of delivering similar programmes. **Projections given are for annual interaction**, and our current baseline figure for these areas is 0.

LOCAL RESIDENTS

(Education/Entertainment)

- Local history will be better preserved/interpreted and made available for increased remote engagement, promoting local interest and understanding of history. We will develop an engagement programme which will make the Museum more available (via in person or remote talks, demonstrations and historic learning resources) to disadvantaged residents, particularly the elderly and infirm or those sheltering for health reasons. We will measure this success of this goal against the following outcomes;
- 60 adults will attend early bird and night owl events for people unable to access the Museum during regular opening.
- New capacity for changing displays will encourage repeat visits and greater appeal for visiting with friends/family.
- Increased capacity for contemporary collecting – the public providing their own objects and stories.
- 30 members of local community groups will produce displays in our Community Gallery, a quirky venue for hosting live events, inc. music, talks, drama performances, by local or touring artists, enriching the local cultural entertainment offer.

(Skills Development)

- New workshops in Highland history, craft and conservation skills will contribute to local skills development. We will measure the success of this goal against the following outcomes;
- 11 new workshops delivered per year, attended by 150 people
- We will recruit 3 new regular volunteers who will gain new social opportunities as well as front of house, admin, IT, historical and museum skills.

(Involvement)

- Increased, accessible volunteering opportunities, with remote working opportunities where possible, will attract new volunteers. We will measure the success of this goal against the following outcomes;
- 5 more volunteers supporting front of house and archiving roles by 2028
- 5 more volunteers supporting us via through remote working/digitised roles by 2028

- Creation of new facilities to host group visits, meetings and locally-produced exhibitions. This will provide a new venue for community group interaction and readily allow out of hours sessions, broadening access to people in regular 9-5 employment.

-60 older adults will participate in outreach sessions in care homes, inc. object handling, performances, storytelling, reminiscence, allowing residents to have involvement with the Museum even without visiting.

(Wellbeing)

We will improve the wellbeing of the local community by providing more socialising opportunities which will help tackle loneliness and isolation. We will measure the success of this goal against the following outcomes;

-50 local adults attending drop-in mid-week social sessions inc. 'meet the team', object handling, traditional crafts and performance, increasing social interaction in a remote area.

-Low-pressure monthly drop-in social craft sessions or coffee mornings will create socialising opportunities for residents and groups who can struggle with interaction.

-New skills development opportunities, through volunteering and workshops, will promote a sense of purpose in residents, improve confidence and increase community pride.

-Celebrating Gaelic culture will engender a sense of continuity between the past and present community. Measured through pre- and post-session wellbeing surveys.

(Financial Resilience)

-Potential for increasing employment of part-time Museum Assistants from two to four, contributing to local employment and skills development.

"I think what makes our Museum a bit different is that it's very people-orientated. It's not so much about the value of our collection but about the connections people can make with it."

Museum Volunteer

LOCAL BUSINESSES

(Financial Resilience & Wellbeing)

Our goal is to improve the financial prospects of the local area and work with other organisations to create a sense of being part of a greater whole instead of existing as businesses in isolation.

-Improved attraction, increasing tourists visits and promoting greater dwell time in Glencoe village, will encourage longer stays and greater spend in at least five local businesses.

-Opportunities for joint promotion with local businesses/tourism providers to strengthen local tourist offer inc. 10% mutual discount scheme with Glencoe Café.

-Selling local produce sold in the gift shop will promote the work of local craftspeople/businesses and support the local economy.

STUDENTS/YOUNG LOCALS

(Education/Entertainment)

Our goal is to work with more children and adults locally, across Scotland and abroad. Remote education resources will broaden opportunities for engagement with schools across Scotland and abroad.

-100 children and 15 adults participating in new schools programme schools interactions – on-site visits or classroom outreach sessions.

-15 young people forming a 'Curator's Club' youth social activity group and advisory panel to inform Museum decision-making.

-Remote schools resources mitigates transport cost barrier for school visits. 10 schools/education organisations making use of remote education resources per year.

(Skills Development)

-New youth placement scheme, 2x 6 month opportunities for young locals per year and teaching customer service, admin, IT, financial and curatorial skills. Will contribute to resilience of local economy.

-10 local children joining 'Young Curators' social club teaches basic museum skills.

(Wellbeing)

-Promoting pride in and understanding of the local area, its history and Gaelic culture.

- Placement scheme fosters a sense of purpose and growing financial independence.
- Teachers have easy access to learning resources relating to the local area, incrementally reducing their workload.
- New indoor socialising opportunities will alleviate loneliness and boredom in an area where gathering options are limited.

VISITING TOURISTS/GLOBAL COMMUNITY

(Education/Entertainment)

- Our accessible and engaging Museum will improve the quality of the tourist visit, increasing annual physical visits from c7,000 to c20,000 by 2028. This appears huge but represents less than 10% of the total tourist journeys past Glencoe village every season. Based on previous seasons, 50% of visitors will be from overseas.
- There is strong potential to reach thousands of people worldwide through online engagement (talks/workshops, exhibitions/downloadable resources).
- 80 people attending online talks delivered by museum staff/volunteers and local historians/performers.
- New access to the Museum's collections and stories worldwide for research and entertainment.

(Skills Development/Wellbeing)

- Opportunities to participate in craft workshops, either at the Museum or remotely.
- Education resources available for all ages, promoting remote learning.
- Greater appreciation of Highland history, adding value to the rest of the visit to Scotland.

“The Glencoe Folk Museum can support young people in learning, understanding and celebrating their community culture and history. It also provides the opportunity for them to develop skills, intergenerational relationships and have experiences that they may struggle to have in other places”. Anna McBride, Kinlochlovin’

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

***“We thought that THEY ought to make a Museum to record daily life. But THEY do not exist... so we did it ourselves.”
Barbara Fairweather MBE, Museum Founder***

Through this project the Museum has the perfect opportunity to greatly improve the heritage offer of the Glencoe area, transforming itself into a hub of local culture and supporting the local economy.

Extensive visitor surveys, community individual, group and business stakeholder interviews demonstrate a firm appreciation of the potential of the Museum and a strong appetite for increased local and tourist engagement, both in-person and remotely, following a redevelopment. This data echoed the Highland Museums Forum 'Our Collective Future' report, which gave professional assessment of the Museum and suggested action points. Our project has been built around this feedback and the community has had significant input into its development. There is widespread support for this project – see attachments for 19 letters of support from a broad range of local stakeholders.

The Museum has a number of USPs:

- Original listed 19th century crofters' heather thatched cottages.
- Location within area of 1692 Glencoe massacre.
- A unique collection of Jacobite-era, social/industrial life and fine/decorative art artefacts spanning 17th-21st centuries.

The Museum has access to a huge local tourist market (over 500k tourists pass through Glencoe every season – Visit Scotland figures), and over the last eight years the Museum has also experienced steadily increasing visitor numbers and retail revenue (even allowing for the disruption caused by Covid-19).

“In short, a gem... redeveloping the GFM is essential in order to allow as many people as possible to experience it, as I have done”. Susan Fletcher, author, ‘Witch Light’

However, it is currently unable to take full advantage of its position for the following reasons:

VISITOR EXPERIENCE

- No toilet facilities (major accessibility barrier).
- Borderline inaccessible - access to the Museum buildings is poor with narrow/short doorways and uneven floors, while the outdoor displays are extremely hard to access for those with mobility issues and impossible for wheelchair users. Our cramped layout creates several bottlenecks which mean visitors often miss viewing some displays during busy periods. By carrying out the redevelopment project we would be able to rectify this and allow a safer free-flow of visitors – particularly important if it were necessary in the future to re-introduce social distancing measures and a one-way system.
- Lack of covered space (Museum is 50% open air and based in an area with high rainfall. It struggles to attract and accommodate visitors in times of bad weather)
- Poorly-lit and text-heavy displays are not accessible to international visitors or visitors with physical and intellectual access requirements.
- Static, unchanging displays.
- Life-expired displays do not interpret local history in a lively and engaging manner.

These are identified as barriers to large group visits inc. lucrative minibus tourism market, repeat visits and dwell-time, which reduces our capacity to generate income. This lack of facilities is also a barrier to volunteer recruitment and availability. Providing toilets and creating a more vibrant museum will help attract more volunteers, reducing the reliance on paid staffing for opening and increasing community involvement.

An opportunity exists to reinterpret the Museum to modern standards for the first time with the most up-to-date historical research, and including interactive features enabling visitors to have a much greater sense of touching history as requested in our audience consultations.))]

MUSEUM BUILDINGS

- Our 19th century croft cottages are among the oldest remaining in the area and the only thatched traditionally with heather. They require remedial work to ensure their preservation for future generations, including weather-proofing, asbestos removal, ventilation and drainage improvements and sealing the building envelope to stabilise the environment.
- Artefacts are currently deteriorating in unsuitable display conditions. Improving the environment would mitigate deterioration, allow exhibition of vulnerable paper/ textile objects currently in storage, and allow the Museum to arrange artefact loans from other museums.

STAFFING

- No staff spaces or facilities such as hot water are significant barriers to volunteer recruitment and wellbeing. It is not a welcoming environment for staff and prevents those with medical conditions or who are of a certain age from becoming a staff member or volunteer.
- Low staffing levels. These have been a barrier to serious development without external assistance. Traditionally the Museum has been run by a single member of curatorial staff taking responsibility for collections work, exhibition development, building maintenance and opening the Museum. Consequently there has been minimal time for anything greater than remedial maintenance, limited learning and events, and incremental exhibition development. The Museum has therefore gradually become tired. Development funding permitting the employment of a Project Director and Learning & Engagement Officer has provided a window of opportunity to break this cycle and expand the Museum’s activities. We are currently in the position to rejuvenate the Museum, building financial resilience to be able to maintain upgrades to meet modern visitor expectations.
- Our lack of financial resources and basic facilities is a barrier to our employing seasonal Museum Assistants and recruiting more regular volunteers. Consequently we are presently only able to staff the Museum six days per week during the April-October season. Through the redevelopment we will become a venue with higher income and more enticing facilities for volunteers (inc. toilets and personal lockers). This will increase our recruitment of front-of-house staff and volunteers, allowing the Museum to open seven

days per week and potentially extending the open season.

BUSINESS SUSTAINABILITY

-Despite the increased revenue of recent years the Museum is currently financially unsustainable, exacerbated by a 50% reduction in annual funding from Highland Council and the depletion of our reserves caused by Covid and the current market uncertainties.

-A redeveloped Museum will greatly increase admissions and retail revenue without a commensurate rise in running costs. Activities including an events programme, online talks, venue hire and schools outreach resources will introduce new sources of revenue. Our income forecasts show we can expect to be financially sustainable within four years of the redevelopment in different scenarios (inc. stagnating visitor figures, removal of Highland Council funding)

ENGAGEMENT

-The enforced closure through Covid for much of the 2020 season highlighted how basic our facilities for remote engagement are. Removing physical access to the Museum presently removes access to the majority of our unique collection and stories. This is a particular problem in our geographically dispersed Highland community. A new digital classroom, together with online equivalents for all new exhibitions and activities, will allow worldwide remote access to the Museum even when physical access is restricted.

-Historically there has been little engagement with the local community, through a lack of space and resources, and the project creates several opportunities to redress this imbalance.

-The new 'Byre' community gallery, encouraging local groups to produce their own displays, fostering local pride.

-Our 2020 'Life During Lockdown' active collecting project and development phase community consultations have demonstrated that there is an appetite for remote engagement with the Museum, and input into exhibition development in particular.

-Consultations with local Ballachulish Community Wellbeing Group show local residents are participating in online history talks and courses but there is a lack of a local-based offer, particularly for family learning. -

Free Museum wi-fi will allow visitors to access digital resources during their visit.

-A shortage of local volunteering opportunities, particularly in developing employability skills, can be combated with a placement scheme giving local youths experience in customer service, IT and retail skills (building on our experience of working with the DWP 'Kickstart' placement scheme through Museums Galleries Scotland).

-These foundations are being built on by the Learning & Engagement Officer leading new schools, family learning and outreach programmes. We will take the Museum out into the local community, including schools and care homes, or worldwide community through online engagement.

COLLECTIONS

-Access to the collection has been limited owing to finite display space in the Museum, the inaccessibility of the collection stores and the Covid pandemic drastically reducing the number of visitors to the Museum.

-To combat this in the development phase we began digitising our c6,000 object collection, beginning with c1,500 2D objects (inc. photographs, art and ephemera), while undertaking a condition survey to inform future collections management.

-As well as safeguarding the collection information through creating digital replicas this project will provide valuable resources for use in exhibitions development and allow our artefact database to be available for public research and revenue-generating licensing worldwide.

-Through our remote engagement plans, activities using our unique collection will be readily accessible to immensely greater audiences than ever before.

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

Activity name	Achieve by (date)
CRF PROJECT ACTIVITIES	
Building facilitating/preliminary works	Mar 2024
Works to existing historic listed structures	Mar 2024
WIDER PROJECT ACTIVITIES	
Construction and fitout of new building	Sept 2024
Exhibition production/fitout	Oct 2024
Grand re-opening of upgraded Museum	Mar 2025
Outreach programme development/ delivery inc. young museum trainee work placements (Led by Learning Officer)	Sept 2026

(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.

This project will implement the following measures to further our commitment to improving our environmental sustainability.

ORGANISATION

- We have joined the Climate Heritage Network for access to support for adapting to a net-zero future.
- Creating a Sustainability Plan to find objectives and actions to work towards becoming a net-zero organisation
- Encouraging responsible tourism and promoting visits by sustainable transport where possible.

BUILDING

- Photo-voltaic roof panels, reducing reliance on mains electricity. It is our aim to generate most of the site's power most of the time from renewable sources.
- Organic roof, providing natural insulation, attenuating rainwater and increasing biodiversity.
- Replace existing electric radiators with air source underfloor heating providing even, low-energy climate control.
- Sustainable wooden construction where possible.
- Making use of existing buildings (cottages and adapting byre outbuilding) will offset the carbon footprint of constructing the new building.
- Replacing asbestos cottage roof – removing identified health hazard.
- New entrance/exhibition building will have minimal visual impact from the main street and comprise as far as possible sustainable and ethically-sourced materials.
- Installing energy-efficient lighting throughout the Museum.
- Insulating the new building to minimise heat loss and to improving the historic building envelope.
- Installing low flush toilets.

MATERIALS/SHOP STOCK

- Using local suppliers for materials/gift shop stock where possible to reduce environmental impacts of transport.
- Using environmentally-sustainable/recyclable packaging and identifying net-zero product suppliers where 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?

Diversity and inclusion are at the heart of our organisation. We seek to maximise physical and intellectual access to our stories and activities, from installing new accessible facilities to creating online-accessible content and ensuring that foreign and Makaton language translations are available.

We work in partnership with the Lochaber Disability Access Panel and social charities such as Befrienders Highland and Kinlochlovin' to ensure we are the most accessible and welcoming organisation possible.

We are an accredited Living Wage Employer and signatories of the Fair Museum Jobs manifesto, demonstrating our commitment to fair and open recruitment practices. The majority of our staff and volunteers are able to work remotely and with flexible hours which accommodate their health and wellbeing needs, along with any care responsibilities, and allow recruitment to be broadened beyond the Glencoe area.

Through concessionary admission rates and free events we ensure that income is not a barrier to participating in the Museum's activities.

We work to further Gaelic culture, language and appreciation of Scottish heritage. We celebrate the cultural diversity of those with Scottish heritage and welcome them to the Museum from all over the world.

Delivering the project will also ensure that the Museum is a more inclusive employer and provides volunteering opportunities for all (as described in detail in Section 4.b).

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

“The expansion of the Museum’s facilities, and the renewal of its education and activity programmes, will be really helpful for our service users, some of whom have mobility issues and other disabilities which would make accessing the existing facility prohibitive. Having toilet facilities and full disabled access will make such a difference to people using the museum”. Alison Campbell, Befrienders Highlands

HOW WILL PROJECT CONTINUE BEYOND CRF FUNDING?

CRF funding will be used to support the preliminary stages of the capital works, completed by March 2024. The remainder of the capital and activities elements of the project will be funded by a combination of the Museum reserves, an NLHF grant and match-funding and sponsorship from a number of public and private bodies. Upon completion of the capital and activities project the upgraded Museum will remain open for the long-term, supported by revenue generation and public donations.

HOW WILL WE MANAGE AND MAINTAIN THE WORK WE HAVE DONE? (Business Plan section 8)

-The Museum will continue to be managed by the Board of Trustees, Curator and (subject to funds generated) a part-time Learning Officer, supported by Museum Assistants and volunteers. This embedded expertise in running the Museum will be passed on through codified succession planning.

-Maintenance costs will be accommodated through the increased financial reserves accrued through the increased admissions and retail revenue as well as a robust maintenance and management plan. The new exhibitions have been designed to be hard-wearing and low-maintenance, with provisions for maintenance over the three years following redevelopment built into the design/construction contracts.

-Post-redevelopment the Museum cottages and other structures will be in their best condition since the Museum opened. A programme of ongoing maintenance will be implemented to effect minor repairs quickly and mitigate the need for expensive remedial maintenance after the project is complete. A dedicated plan and budget will be put in place for maintaining the thatched roof, informed by an experienced conservation thatcher who will perform the initial work.

HOW WILL ONGOING COSTS BE COVERED?

(see Income/Expenditure Forecast, Business Plan appendices)

- Our income/expenditure forecasts following the project indicate we will achieve financial sustainability by 2028 in a number of scenarios including plateauing visitor numbers, the withdrawal of Highland Council funding and reduced activity income if it is not possible to raise funds to continue a part-time Learning Officer post beyond 2024.
- Solar roof panels, insulation and underfloor heating will reduce our energy consumption and reliance on increasingly expensive external energy supplies.
- The new appealing and accessible Museum will increase visitor figures and admissions income. The improved shop area, and online sales and events, will generate additional retail income, collectively contributing to the Museum's sustainability.
- Building on the lessons of Covid our newer diverse income streams will reduce the reliance on physical visits to the Museum to achieve financial sustainability. This will also help the Museum accumulate sufficient reserves to survive future periods where public health measures force the venue to close entirely.
- The new business and marketing plans and fundraising strategy developed through the project will maximise the potential of the organisation to generate income through its charitable services and continue to raise donations/sponsorship revenue.
- Our expanded and resilient Board will maintain the expertise to continue developing the Museum's activities as well as the skills to apply for external funding, interact with the community and work in partnership with the wider heritage sector.

WHAT WILL LASTING BENEFITS AND CHANGES BE?

- The upgraded Museum will give Glencoe its first modern-standard, financially-sustainable, fully-accessible accredited Museum, a thriving hub for heritage tourism and community participation.
- The Learning Officer will have devised a schools and community outreach programme which will help the Museum play a leading role in the education and entertainment of local residents.
- We will aspire to generate enough income to allow the part time employment of a Learning and Engagement Officer following the end of the project, but activities and resources will be designed to be delivered by the Curator, Museum Assistants and volunteers if this is not possible to ensure the continuation of our engagement programmes.
- A new culture of embedding remote engagement and potential volunteering opportunities within every new exhibition and activity will help the Museum continue to reach out to new audiences.
- Through the Byre community gallery we will have created a museum-standard space for local groups and individuals to use. This will continue to be promoted at more diverse groups with provisions made for exhibitions to be produced remotely, maximising the potential users for this space.
- Improved access to the Museum and new facilities will increase visitor numbers and dwell time. The Museum will have removed barriers to accommodating international visitors and people with additional physical or intellectual access needs. Combined with the remote engagement resources we will continue to ensure that access to Glencoe's history and collections is universal.

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

“The project will offer significant educational and cultural value to locals and visitors from across the globe alike. Creating a space in which local groups can meet will really enhance the village which already has such a strong sense of community and identity”. Ian Blackford M.P.

Our project has been developed to meet the priorities of a number of local plans and strategies as outlined below.

In particular, our project meets a number of Highland Council's Strategic Priorities and Local Development Plan outcomes, including;

- Placemaking Priorities: Glencoe - Encourage tourism development where it can gain a competitive advantage.
- We will, with partners, grow the Highland tourism offer and invest in infrastructure.
- Make the Highlands a stronger, healthier and more resilient region, where we are confident in our culture and heritage and where more people choose to live, work, study and visit.

- Recognise the substantial social, cultural and economic benefits of Gaelic language and culture in the Highlands and continue to promote and support it through the third generation Gaelic Language Plan.
- Seek to attract more visitors to make increased use of our genealogy research resources, museums and other attractions across the Highlands.
- We will protect and enhance our natural resources, culture and heritage providing opportunities to develop new cultural experiences for all.
- Develop the range of opportunities available for young people by working in strategic partnerships with UHI, employers and other key stakeholders to develop employability skills; sustain the level of positive destinations for school leavers; and continue to develop the Council's Modern Apprenticeship Scheme. (Museum Trainee placement programme)
- We will support economic growth and create and protect jobs across the Highlands.

The Scottish Govt report 'A Connected Scotland' tackles social isolation and loneliness, important in a naturally isolated area like Glencoe. The Museum's plans have been formed with the report's target outcomes in mind, particularly:

- Closer and engaged communities, more social spaces.
- Stronger social connections, more people volunteering in their communities, greater neighbourhood cohesion.

Ballachulish Community Forum's Community Action Plan 2016-2021 identified the following gaps and action points in the local cultural offer which have informed the Museum's project:

- Activities, facilities and services for young and older people, more community events and arts and cultural activities.
- Develop and promote local heritage.
- Develop area as hub for communities and visitors, make the most of the environment and heritage.

Additionally, the Highland Museums Forum report 'Our Collective Future' highlighted that the Museum does not at present engage well with the community, though there is an appetite for increased participation, and that a redevelopment to increase income would help the Museum work towards sustainability by mitigating the 80% reduction in funding received from Highland Council since 2017.

4. Does the project require planning permission or other statutory regulatory consents?		YES
If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes (include date)
Planning Permission (22/03693/FUL)		25.10.22
Listed Building Consent (22/03694/LBC)		25.10.22

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
Building facilitating/ preliminary works	Facilitating works, preliminaries, archaeological / asbestos surveys, emptying Museum (artefacts)	Capital	£198,310
Repair and conservation work	Cottages / byre sub / superstructure repairs, internal finishes, services, external works. Artefact conservation	Capital	£288,732
Construction and fitout of new building	Sub / superstructure, internal finishes, services, fixtures, fittings, equipment, external services, security system	Capital	£470,365
Capital Risk/Contingencies	Project design risk and market price volatility	Capital	£146,382
Capital Professional Fees	Architects, Exhibition Design, Structural Engineer, Quantity Surveyor, M&E Engineer	Capital	£136,000
Other capital work	Exterior signage, e-bike charging points, EPOS system	Capital	£10,200
Digital Outputs	Website development, collections database, online shop, online classroom	Capital	£20,000
Staffing	Project Director (15mths) Learning Officer (24mths) 5x 6mth young museum trainee work placements, Curator full cost recovery	Revenue	£152,104
Training / Travel	Staff and volunteers. Inc. digitising skills	Revenue	£6,600
Outreach events	Family events, talks / presentations, creative workshops, outreach and social drop-in sessions	Revenue	£7,460
Exhibitions	Exhibition research / production / fitout	Revenue	£186,887
Equipment / Materials	School resources, outreach loans boxes, temp. exhibitions, young curators' club, group visits / workshops	Revenue	£11,050
Publicity / Promotion	Leaflet design and distribution / PR co. time	Revenue	£4,397
Project Evaluator	Project monitoring and evaluation reporting	Revenue	£7,550
Maintenance / Management Costs	Thatched roof, exhibition, building	Revenue	£12,830
Contingency / Inflation	Contingency 14% delivery costs, inflation 6.5%	Revenue	£398,378
Total capital expenditure			£1,269,989
Total revenue expenditure			£787,256
TOTAL PROJECT COST			£2,057,245
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£534,170

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?

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Glencoe Folk Museum Reserves / Public Donations	Y 2022	Y 2022	£75,000
NLHF Round 2 Grant	Y 2022.08	Y 2022.12	£1,400,000
Highland Council Community Regeneration Fund	Y 2022.12	Awaiting outcome	£50,000
SSE Sustainable Development Fund	Y 2022.01	Y 2022.04	£154,000
Museums Galleries Scotland Support Fund	Y 2022.06	Y 2022.07	£45,000
Association of Independent Museums Conservation Grant	Y 2022.02	Y 2022.04	£5,000
Pilgrim Trust	Y 2021.11	Y 2022.02	£20,000
Historic Environment Scotland Support Fund	Y 2021.11	Y 2022.02	£30,000
P.F. Charitable Trust	Y 2022.05	Y 2022.08	£10,000
Maths Week Small Grants	Y 2022.04	Y 2022.05	£2,000
Finnis Scott Foundation	Y 2022.08	Y 2022.10	£2,400
Garfield Weston Foundation	Y 2022.12	Pending	£100,000
Foyle Foundation	Y 2022.	Pending	£100,000
Barcapel Foundation	Y 2022.09	Pending	£100,000
Barrack Charitable Trust	Y 2022.10	Pending	£3,500
Grocer's Charity Trust	Y 2022.08	pending 2023.03	£5,000
Idlewild Conservation Grant	Y 2022.09	Y 2022.11	£1,249
Community Learning & Development Device Fund	Y 2022.09	Pending	£2,350
Hugh Fraser Foundation	Y 2022.11	Pending	£10,000
Total match funding			£2,115,499
CRF requested			£50,000
Total project cost			£2,057,245

6.2 Will the project involve “in kind” support?

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

NO

Please detail:

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

The Museum does not have the financial resources to deliver this project without external funding. If this is not secured we will be unable to meet our public engagement outcomes or achieve financial sustainability and will be forced to close in the medium-term.

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 (Budget forecast included in Business Plan)

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 project will vastly increase our capacity to generate revenue from admissions, retail, events/activities and sponsorship/donations. As a not-for-profit charity, all revenue is re-invested in the Museum to fund continuing developments, bolster financial reserves and ensure the Museum’s long-term financial sustainability.

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

While economic growth is vital to Glencoe Folk Museum, we will ensure that our redevelopment does not displace (i.e. duplicate or threaten) existing businesses in the area.

Our redevelopment should lead to greater tourist visits and dwell time in the Glencoe area, to the net benefit of local shops/cafes/accommodation providers. Our status as the only accredited museum in a considerable radius ensures we do not exist in direct competition with a similar attraction. To avoid duplicating local facilities and risk economic harm to a local small business, we will not introduce any form of refreshment facilities but instead will form a mutual discount scheme with the nearby Glencoe Café (200yds from Museum) to increase our collective audiences.

We also have the opportunity to strengthen existing businesses in Glencoe and contribute to the area’s skills development through our youth work placement scheme, teaching vital employability skills to locals aged 16-21 and mitigating increases in local youth employment exacerbated by the Covid-19 pandemic.

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

YES

Please state your reasons: In addition to the funds outlined above we have also consulted Social Investment Scotland and the Architectural Heritage Fund to explore options for arranging loans to allow the project to progress on schedule if one or more of the grant applications is delayed. As loans carry the risks associated with fixed-terms and paying back interest, the Museum will only pursue them if no other options are available.


7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Highlands Islands Enterprise	Business planning advice
Jura Consultants	Business planning advice
Museums Galleries Scotland	Board development programme
National Lottery Heritage Fund	Steps to Sustainability retail development programme

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 £
High Life Highland	2021	£6,272
Highland Council Business Interruption Grant	2020	£21,000
High Life Highland	2020	£6,322
High Life Highland	2019	£6,273

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: Emma Halford-Forbes, Acting Chair	Date 2022.12.02

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	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	Y
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)	Y
10	Relevant insurance policies	Y
11	Job descriptions (CRF funded posts only)	N
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Y
13	Partnership agreement	N
<p>Reason for missing documentation: (2/4 included in 9. Business Plan) 11. Not applicable 13. Not applicable</p>		
<p>Declaration what the remaining bank balances are for:</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	CRF1146	
1.2	Organisation	Acharacle Community Company	
1.3	Project title	Community Regeneration Project	
1.4	Project costs	Total cost of project	£54,655.42
		Match funding	£4,500
		Grant requested	£50,155.42
1.5	Start date	March 2023	
1.6	End date*	March 2025 (funding drawn down 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	Y
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	Tracy Cameron
Contact number	
Alternative contact number	
2.2 Position	Vice Chair
2.3 Address	
Postcode	
2.4 Email address	tracycameron@acharaclecommunitycompany.onmicrosoft.com
2.5 Website address	https://acharaclecommunitycompany.weebly.com/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC217376
Constituted group		
Public body		
Charity	x	SCO33393
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
David John Cameron	Chair
Tracy Cameron	Vice chair
Gillian King Fiona Cameron Marie-Luise MacDonald	Directors
Lesley MacMaster To be appointed	Community Centre manager Regeneration Officer (new post being sought from CRF)

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.
Acharacle Community Centre, Morrison Place, Acharacle, PH36 4JJ
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>The purpose of this application is to secure funding for a part-time staff position that will support the administration of the Acharacle Community Company and co-ordinate a number of existing and upcoming community projects, all owned and/or managed by the Acharacle Community Company. Having such a post would put the management and administration of the Company onto a more stable and sustainable basis and enable it to enhance delivery of its objects, which include management of community land and associated assets for the benefit of the Community and the public in general; and to promote for the public benefit rural regeneration, in areas of social and economic deprivation within the Community.</p> <p>Acharacle Community Company was set up in March 2001 and became a charitable body in July 2002 . It is therefore a well-established organisation which acts as an anchor within the village of Acharacle and the surrounding area, providing facilities and activities which are available to local residents and visitors alike. Acharacle has a mixed community with both young families and those of senior years being represented. ACC aims to and has provided activities for all represented groups. Within the village and its area other activities are limited by venues not being available, through lack of financial resources, or by the ability of people to step up to organise or run activities. For example the local hall in Acharacle is closed at present owing to needing significant repairs, and until very recently</p>

the Community Council has been in abeyance due to lack of people willing to be involved. During these times ACC has sustained activities for the community, and has ambitions to enhance the number and scope of projects which it can offer, aiming to respond to the needs of our local area and have a positive community impact. However, it has become clear that without additional resources for the Company these ambitions are unsustainable, and we are applying for funding to support a part-time Regeneration Officer who can take our work forward.

There are obviously essential administrative duties that have to be carried out in order for the Community Company to exist and maintain its activities. At the moment such duties are being carried out by the Company Directors on a voluntary basis. Until recently a part-time Project Officer has co-ordinated fund-raising and management of certain projects such as the Play Park (see below). In addition, a part-time administrator undertook Company administration. Both these posts are now vacant, which has given the Directors the opportunity to reassess the Company's needs in terms of both administration and project management. Unless essential administrative duties are taken care of, the Community Company will not be in a position to undertake any ongoing regeneration project work, which it is hoped will enhance its current activities in the community and give it a secure future.

In short, the Directors aim for the Regeneration Officer role, which we hope to fund through CRF, to achieve:

- 1. putting the Community Company on a secure and sustainable administrative footing that will enable it to be in a position to identify projects of benefit to the community:**
- 2. identification and management of those projects that will benefit the community.**

Achieving (1) is essential to the successful achievement of (2).

The Company owns a number of assets in the village, including the community centre, community garden, café, a rental home and a commercial/retail unit. An asset transfer of the village playpark is also due to be completed December 2022. This will contribute to the outcome of PLACE but given that these assets provide venues for activities which meet the needs of local people, they also contribute to the outcome of PEOPLE.

There are three main aspects to the responsibilities of the role of Regeneration Officer. First, there are the essential day-to-day administrative duties associated with the Company, such as Companies House business, servicing Directors' meetings, ensuring policies are up to date; secondly, there are responsibilities related to ensuring good communication to members and the public; thirdly, there are activities related to identifying and co-ordinating future projects.

As part of this third set of responsibilities is envisaged that the Regeneration Officer will research and co-ordinate the following projects within the timescale of the funded project period:

- Feasibility study for commercial building re-development (energy efficiency, potential improvements, community needs/wishes, funding options, business plan)**
- Playpark re-development, construction period**
- Fundraising for car park resurfacing at community café**
- Joint project for electric car charging points**
- Active Travel project roll-out**
- Community Garden development**

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

Commercial building: The commercial building is in Company ownership. It is adjacent to the community cafe and in its current use (rented to a commercial company) is not providing a sustainable revenue stream for the buildings upgrade it needs. We would like to explore what better use the building could be put to. The Regeneration Officer's role in this project would be to lead community consultation and financial forecasting to ensure the development would be of greater benefit to the community and the company. With a dedicated officer to co-ordinate a feasibility study, it is hoped that the under-used building will benefit both the local community and visitors.

Car Park resurfacing: The area that needs resurfaced is outside the community café and commercial building, widely used by village residents throughout the year. The cafe contributes significantly to the local hospitality offer and funding is needed to upgrade the car park to include electric charging points. The capital cost of this is not included in this application; pricing and achieving this funding target would be a key priority of the project.

Electric car charging: The Regeneration Officer would identify the best location, co-ordinate legal and technical arrangements; and co-ordinate partnership work with Urram (a local charity).

In addition, further work to develop the community centre itself will be undertaken:

- Responding to the cost-of-living crisis with targeted support for vulnerable groups, such as continuing to provide 'warm spaces'
- Continuation of the work carried out by the recent project development officer that is funded by the National Lottery Community Fund until 2024, ensuring the centre is catering to a wide range of groups and demographics.

Community Garden: The Community Garden is an area of land near to the Community Centre in the heart of Acharacle. As the Community Garden is already leased by the company, with a small orchard and raised beds in place, this project just needs some management time to develop and reach its full potential. The Regeneration Officer would work on making this space more accessible for all, and supporting current and new volunteers. Community involvement to date has included the school, local playgroup and local residents, all of whom have used the garden and have suggested ways this area could develop. The Regeneration Officer would identify and apply for appropriate funds as the space develops.

Active Travel: The Company has recently acquired e-bikes, accessories, and a storage area with the aim of encouraging greener travel in the area. Bikes are available for hire, and maintenance sessions for the public have been offered. All equipment is now owned by the company and we want to progress volunteer support and communication with the public to ensure high uptake and reach.

Playpark re-development: The Playpark project entails replacing old and outmoded playpark equipment in the centre of the village with state of the art equipment in a new landscaped area. The project is now approaching construction stage and has proved highly successful both in fund-raising and engendering enormous community engagement. The park was designed with children from the local primary school and fundraising done in earnest to secure the full £65,000 needed. The Regeneration Officer will be responsible for overseeing this project to completion, which to date has relied solely on volunteers under a lead

Director. The construction phase will require regular contact with contractors and professionals. The benefits will be felt for a generation.

Management and appraisal of all existing assets will be a key role of the Regeneration Officer, in particular with regards to value to money, sustainability, meeting community needs and potential for development.

(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.*

In order for the owned assets to perform well and deliver tangible benefits to the community, they must be well run and managed. At present, there is over reliance on volunteers and Directors and the assets aren't being used to their full potential due to lack of time and resources.

ACC actively works with established charities and organisations in the area as well as the many volunteers who help run regular groups at the community centre.

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

Activity name	Achieve by (date)
Feasibility Study – Retail unit: community engagement, project timeline and objectives, quotes for work, funding appraisal, business plan, projected income, funding applications	July 2023
Electric car charge points	March 2024
Active travel scheme roll-out	July 2023
Car park resurfacing	March 2024
Building maintenance, health and safety	ongoing
Communications, publicity, PR	ongoing
Training and managing of volunteers	ongoing
Company Secretary Activities	ongoing

(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.*

Roll out of active travel project will help promote e-bikes in the area as a viable alternative to short car journeys in and around the village.

E-charging points are badly needed in the village and the project manager will oversee a partnership project with Urram to deliver this.

An air-source heat pump and solar panels have recently been installed in the Community Centre. This installation at the community centre is a learning opportunity that can be duplication in other community asset buildings.

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 community centre already caters for a diverse mix of people and groups. To build on this, the feasibility study should address how any re-development the retail unit serves the community population – whether economically, socially or in other ways.

Many of the wider company projects – the community garden, re-use shop (now part of the centre), playpark project – have been directly aimed at underrepresented groups. This is reflected in our safeguarding policy and core company aims set out in the Memorandum & Articles of Association.

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

The post holder will have a focus on future income generation and long-term funding by way of revenue generation. Based on the results of the feasibility study, this could be through income from a tourism hub, electric car charging, additional services at the retail unit/cafe area or at the community centre.

They will also be mindful of the project timescale and may look to continue their post with further funding.

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

Placemaking Priorities in Acharacle, outlined in WESTPLAN:

- To protect the integrity of the National Scenic Area and natural heritage interests.
- To direct any commercial or community development to a central location within the village, for example close to MacNaughton Crescent and the medical centre. This central area would be particularly suitable for community uses such as the Reuse Project shed, a community garden and a new play area.
- Improve active travel and green network connectivity within and around the village.

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>

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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
Project Manager Salary	Year 1 £24,460 Year 2 £25,194 Includes employer costs 20%, e.g payroll, managed by Voluntary Action Lochaber; pension; Nat Insurance 3% inflation rise in yr 2 £14 per hr for 28hrs per week* 52 weeks, including 4 weeks statutory holiday	Revenue	£49,665.40
Feasibility Study – Retail Unit	Surveyor/engineer/architect fees for statutory consents Cost of business plan support	Revenue	£5,000
	*based on posts that were advertised for similar positions locally. (Range £12 - £14.87)		
Total capital expenditure			£
Total revenue expenditure			£54,655.42
TOTAL PROJECT COST			£54,655.42
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£24,460

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 cost of the feasibility study is based on similar projects of this size and type. It was not possible to obtain quotes ahead of this application.

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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 £
ACC core funds and underspend from 2021 SLF Project Officer budget	N/A	YES	4,500
Total match funding			£4,500
CRF requested			£50,155.42
Total project cost			£54,655.42

6.2 Will the project involve “in kind” support? <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<p>YES</p> <p>Please detail: The Board of Directors is made up of entirely voluntary hours and will oversee the resource management throughout. This includes ensuring the project is meeting milestones by way of regular meetings and using local knowledge and contacts to support the project manager.</p> <p>Volunteer hours: average 10 per week across board = 520hrs per year = 1040hrs total</p>
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
<p>Community organisations such as ACC provide a variety of essential services that generate little or no income and can only function effectively with the assistance of paid staff. By employing a Regeneration Officer, the aims of the company can be pushed forward with greater momentum and existing projects can benefit from a single point of contact. Reliance on volunteers for administrative duties is also reduced.</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

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?

There will not be any primary income generation, however, as a result of streamlined management and additional fundraising by the post holder, it is expected that the financial sustainability of the company would be improved in the long term, creating a circular benefit to other projects.

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

As the owner of commercial premises, ACC works with and responds actively to the needs to several local businesses. As the commercial premises is due to become vacant this year – by way of the tenant voluntarily moving to another location – we will first work with existing local businesses to explore options of installing a new tenant before undertaking a feasibility study for renovating the premises into a tourism hub.

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

NO

Please state your reasons: A loan may be appropriate for capital expenditure related to income generating projects

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

For example:	Details
Business Gateway	NO
HIE	Yes, for Community centre renewable energy
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 £

Scottish Land Fund – Capital (Community centre asset transfer)	2021	£33,040
Revenue – project officer post		£11,975
Community Centre CARES	2021-24	£63,727
HIE Greening Community Assets Fund		£20,730
SSEN Sustainable Communities Fund		£9,385
National Lottery Community Fund		£42,167
Playpark Project	2021-22	£7,494
National Lottery awards for all		£2,660
The Highland Council		£19,719
People’s postcode Trust		
Covid Grants	2020-21	£15,463

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		
	Print: Tracy Cameron	Date 4/12/22

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	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	
4	Policies – i.e. child protection, health and safety, equal opportunities	Y
5	Confirmation of match funding letters	
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	
9	Business plan (revenue generation projects only)	
10	Relevant insurance policies	
11	Job descriptions (CRF funded posts only)	Y
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Y
13	Partnership agreement	
Reason for missing documentation:		

Declaration what the remaining bank balances are for:

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	CRF1150	
1.2 Organisation	Caol Regeneration Company (CRC)	
1.3 Project title	Thomas Telford Corpach Marina (TTCM)	
1.4 Project costs	Total cost of project	£160,000
	Match funding	£90,000
	Grant requested	£70,000
1.5 Start date	December 2022	
1.6 End date*	March 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	x
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	Andrew McKenna
Contact number	
Alternative contact number	
2.2 Position	Chairman, TTCM.
2.3 Address	Corpach Basin, Fort William, PH33 7JH
Postcode	
2.4 Email address	enquiries@corpachmarina.co.uk
2.5 Website address	https://www.corpachmarina.co.uk/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC292719
Constituted group		
Public body		
Charity	x	SC036941
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?	YES / NO
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.	

3.4 If the organisation is VAT registered, please quote number.	298182752
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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:	
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3.6 Project delivery team	
Name	Job title/area of work
Andy McKenna	Chairperson/Local Businessman
Douglas MacDiarmid	Retired Director HIW (Business Growth)
Donald Corbett	Director & Chair, CRC
Linda Campbell	Director & Secretary
Greg Riddle	Project Manager
Sarah Riddle	Project Manager
Shona MacLeay	Project Manager

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.
Corpach Basin, Fort William, PH33 7JH
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 site (existing land, infrastructure and buildings) is owned by Scottish Canals, the Lochside is owned by Locheil Estates, and the sea bed is owned by the Crown Estate. All parties are very supportive, and have committed to 50-year leases. CRC own the car park, public slipway, marina facilities building – assets worth £2.3m

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>This project will deliver a marina facility that will cater for upwards of 40 berths, with comprehensive marina services, a public slipway, car and trailer parking spaces, and a new building with toilets, showers and laundry facilities and community café. It will be owned by the community through CRC and run as a community enterprise. It is planned that, in due course, other third sector organisations will become involved in operating the visitor facilities and providing some of the marina services.</p> <p>The aims of the project are to stimulate regeneration within the communities of Caol and Corpach, neighbouring Fort William, and the wider Lochaber area, and generate significant economic and social benefits. The marina will be owned by the community, through the Caol Regeneration Company, a registered charity, and will be run as a community enterprise.</p> <p>The outcomes of this project for the local community is forecast to be wide spread in terms of economic recovery. The project will contribute to the success of Lochaber as "The Outdoor Capital</p>

of the UK” and will enhance the Caledonian Canal as a visitor experience and community resource. Within the offering of “The Outdoor Capital” there is very little provision for water based sports and activities as a sector at present. The introduction of an all year fully serviced marina to the area will highlight the fantastic and historical asset to the area - the iconic Caledonian Canal. Providing the community with a facility that not only reflects the historical relevance but gives the community a much needed economic and social boost. At a strategic level this project contributes directly to the

FORT2040 project and is highlighted as a key development. It also fits directly with the Scottish Government’s marine tourism strategy encapsulated in “Awakening the Giant”. The project has been divided into three phases, phase 1 being civil works including public slipway, dredging, culvert, car park and revetments, phase 2 being the Marina Facilities Building (including the community coffee shop), and phase 3 being the floating infrastructure.

Phases 1 and 2 are funded and complete, fundraising for phase 3 was complete and construction is underway due to completed March 2023 As a result of the many delays to this project - well known to the Council through past papers and presentations, coupled with external global factors such as the covid-19 repercussions and the Ukraine War - there has been an escalation of costs which means a shortfall in funding. In summary, currently the project is in a position where funding from the Community Regeneration Fund would be critical to ensure that all contractual obligations as well as essential completion works come to fruition and will allow the marina to finally open in Spring 2023.

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

Corpach, Caol and Fort William form a tight maritime arc around the north shores of Loch Linnhe, connecting the Lochaber Yacht Club, Cruise Liner Landing Jetty, Town Pier, Aluminium Liberty Company Pier, Caledonian Canal Entrance, Boyd Brothers Pier and Gael Force Boatbuilding area. These facilities cater well for private companies and industry but there is a gap for year round mooring berths and water access for members of the public.

Therefore, this project will deliver a marina facility that will cater for upwards of 40 berths, with comprehensive marina services, a public slipway, car and trailer parking spaces, and a new building with toilets, showers and laundry facilities and community café. It will be owned by the community through CRC and run as a community enterprise. It is planned that, in due course, other third sector organisations will become involved in operating the visitor facilities and providing some of the marina services.

Located at the western gateway to the Caledonian Canal, this site was the most feasible with it’s sheltered position and, as it creates an accessible link between the sea, walking trails, bike routes and town centre; ensuring that the space is still within the maritime arc. It enhances and gives new purpose to the area by providing an attractive destination for visitors and increasing the footfall to the wider community e.g. Neptune’s Staircase, best view of Ben Nevis to enjoy a coffee etc and, encouraging participation in healthy outdoor sports, activities and active travel thus addressing the aims of CRC.

There is a requirement for the project due to the severe shortage of boat berthing in the local area (there are no comparable facilities within 25 miles - 1 day sailing range) and no easily accessible public slipway. Fort William “The Outdoor capital of the UK” is the second largest settlement in the Highlands and has little provision for water-based sports and activities as a sector.

The economic benefits are evidenced in an Economic Impact Assessment and Business Plan produced by the respected economist Steve Westbrook which estimates that the project will generate at least 14FTEs, and is financially sustainable in the long term.

Parts of Caol were until recently classed as the most deprived 15% of areas in Highland Region, and most deprived 30% of areas in Scotland (Ref: SIMD 2012). The May '17 Lochaber Community Partnership Briefing on the SEP index identifies 6 data zones in Lochaber with an SEP score less than 4. (In Highland Region there are 221 data zones with a mean average score of 5.34). Five of the most deprived zones are within a 2-mile radius of the project.

The project has been in development for over a decade with the CRC and latterly the newly formed TTCM board driving the project forward. The project has seen backing from local businesses, in particular tourism and outdoor activities/pursuits sector, but also community groups and education with the local high school, primary schools and college delighted at the prospect of the opportunity to use these facilities in line with the curriculum. Letters of support are further detailed in section c below.

(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.*

Currently, with no public slipway in the area nor a marina facility in the 100 miles between Inverness and Oban, visitors, travelling via the canal in Corpach, pass through rather than staying in the local area.

Therefore, our facility will fill an important gap in the marine tourism itinerary. Yachts will be encouraged to venture North from West Coast waters, in confidence that a safe and comfortable haven awaits, as will North European and Scandinavian yachts en route across the North Sea and through the canal.

Our main aims are to:

- create a destination for visitors, whilst promoting heritage assets (Caledonian Canal);
- encourage participation in healthy outdoor watersports and activities, through improved access to the water;
- promote and raise awareness of the natural marine environment (habitat and wildlife)
- increase trade for existing local businesses and stimulate new business start-ups;
- providing opportunities for employment, training and education;
- create a focal point for the local community; and
- support the wider active travel community, acting as a local hub for bikers and walkers, with the new facilities linking to regional routes.

By providing this marina within the local community it will encourage more engagement with our coast and waters providing access to the water for all, complementing the Caledonian Canal as a visitor destination, with a place to berth at the end of the canal as well as providing work experience opportunities for students studying the Marine Tourism degree course at UHI, Fort William.

As a result of the marina facilities we believe there will be additional benefits to the local communities such as:

- Responsible access to the water, alongside the teaching of the impact that our interaction with marine habitat and wildlife has; linking enjoyment of the water to an understanding of the local habitat.
- Enhanced visiting for tourists by boat, who will then explore the local area through the use of public transport, walking and cycling rather than by car.

- Working on making the local area a better place to live, work and visit contributing to the health and wellbeing of the community by providing access to water sports and healthy outdoor activities.
- 14 FTE jobs directly and indirectly contributed by the marina stimulating regeneration and investment. We plan to organise regular events to involve the local community and visitors and encourage responsible participation e.g. opening day, ongoing events (sailing/regattas), “come and try” days, a summer festival modelled on the inaugural “Glasgow Canal Festival”.

Fort William is the second largest settlement in the Highlands and doesn't have any berthing provision, unlike for example Wick or Nairn. Within the offering of “The Outdoor Capital”, there is little provision for water-based sports and activities as a sector. At the West end of the Caledonian Canal, and within the communities of Caol and Corpach, there are few “focal points” or attractive destinations for locals or visitors.

The project has received many letters and emails of support from diverse sources including the following organisations:

- Kilmallie Hall
- Lochaber Disability Access Panel
- The Outdoor Capital of the UK
- Royal Naval Reserve
- Snowgoose Mountain Centre
- Lochyside RC Primary School
- Caol Primary School
- Achaderry Estate
- West Highland College UHI
- Lochaber Small Boat Owners Association
- Lochaber High School
- Lochaber Yacht Club
- Visit Scotland

Throughout the Thomas Telford Corpach Marina project we have ensured regular and detailed press releases have gone out to local press outlets and community interest leaflets, as well as sharing updates from our website on our Facebook page and ensuring this is then shared to community Facebook groups. Throughout the project we have also held community liaison meetings ensuring local business owners and community councillors are invited to discuss any issues as and when they arise. At the beginning of 2020 there was also a public consultation drop in session held with a detailed presentation given about the current status of the project.

We have received strong support over the years from the past leader of the Highland Council; who fully supports this project and has encouraged the expenditure to date. We are also fully engaged with our local MSP Kate Forbes and MP Ian Blackford who have also lent their fully support to the project.

This project with its well-designed slipway accessible at all but the lowest tides, will provide access where people want it to a currently neglected public space – the Loch. The marina and related facilities will greatly enhance the existing amenities at the Corpach basin and its environs. The location enjoys spectacular views over Loch Linnhe to the mountains. The canal towpath and

coastal path from Caol both already offer access for walking and cycling, the new marina building facilities such as toilets and café will encourage more people to visit and enjoy the existing public and green space. The café will also provide a facility currently lacking in the community and will create a focal point for people to meet and socialise.

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

Activity name	Achieve by (date)
Floating infrastructure (Gaelforce contract)	End of March 2023
Professional fees – legal/ project management/ financial control	End of March 2023
Essential extras – primarily surfacing key areas	End of March 2023

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

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

The facilities will encourage visitors to come to the local area by boat, then to explore the wider area through use of use of public transport, walking and cycling (TTCM links in to all these facilities), rather than by car. The project will allow people to have greater outdoor access, leading to an increase in physical activity levels. There is a train station less than 100m from the site, community electric bikes nearby, and a bus stop less than 400m away. The site is also in close proximity to local active travel routes, and long distance routes such as the Great Glen Way and National Cycle Route 78.

The project will provide opportunities for people to get involved in volunteering and community led action, providing increased structure, social networks, control and meaning.

Throughout the project we have looked to minimise environmental impact and carbon footprint for example through re-use of the dredged material on site for the up fill of the new car park and slipway. We decided the best option for disposal of the dredged arisings, in terms of both cost and the environment, was to re-use the material as fill for the new marina car park. Other than localised disruption during the construction phase there are were no significant negative impacts.

In addition the facilities building benefits from solar panels and air-source heating and optimum insulation.

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 Caol Regeneration Company (CRC) is a charitable company, limited by guarantee, which was formed in 2008 to contribute to the social and economic regeneration of the Caol area. Its main objectives are to promote urban or rural regeneration in areas of social and economic deprivation (in particular in the Caol ward of Highland Council).

This will be achieved through:

- the advancement of training and education among unemployed people,
- the maintenance or improvement of public facilities and
- the protection or conservation of the environment.

Previous projects have included, beach clean-ups, improvements to green spaces and footpaths - mainly through voluntary involvement and the use of contractors.

We consulted early on in the project with the Lochaber Disability Access Panel; As a fully Disability Discrimination Act compliant facility, specific encouragement will be given to people of all abilities and ages to use the facilities.

We are committed to use of the Gaelic language through bilingual signage and a Gaelic name for our community cafe.

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

Looking forward we believe the community will see lasting benefits from this project. The community will have a fully functioning marina as well as the café facilities which will become a community focal point.

The economic benefits are evidenced in an Economic Impact Assessment and Business Plan produced by the respected economist Steve Westbrook which estimates that the project will generate at least 14FTEs (net of displacement), and is sustainable in the long term with c. £200k annual revenue generating a financial surplus.

The project will enhance Fort William as an attractive location, for attracting talent, for attracting business investment, for people to come/stay to study, work and live.

The project will develop the workforce, engaging employers with Schools and Colleges, through our links with West Highland College, providing practical experience, work placement, and employment opportunities to Marine Tourism and other students.

The project will deliver enabling infrastructure through investment in the marina.

The project will help to address inequalities, via economic growth and regeneration in an area which suffers from both rural fragility and urban deprivation, in part through the role of social enterprises.

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

The Marina will deliver many social benefits aligned with existing policies and strategies including the Highland Wide Local Development Plan, Fort William 2040 Plan, Highland Council Single Outcome Agreement and HIE Operating Plan.

The project supports the local regeneration strategy/development plan or masterplan for the area, and contributes to Single Outcome Agreements as follows:

The project contributes to the Highland Council SOA for 2013/14 to 2018/19 in many different ways. The Community Planning partnership identified a range of long term and intermediate outcomes that should reduce the inequalities gap and reduce demand for public services in the future. The actions to tackle this mean improving people's life chances, for education, for employment and for taking part in community life.

The key actions which the project will help to address include:

- To widen participation in the labour market across all client groups and across all Highland geographies.
- To increase number of people in areas of deprivation engaged in activities that strengthen the skills and confidence of those communities to take effective action on community issues.
- To improve educational attainment for children suffering disadvantage.
- To reduce health inequalities between targeted areas and the four least deprived areas in Highland.

The delivery plan for the Highland Council SOA was refreshed in 2015 with specific priority outcomes grouped into 6 areas, several of which are relevant.

The Highland-wide Local Development Plan identifies Fort William's important role as serving the West Highland and Islands area fulfilling sub-regional functions for the wider area. The West Highland and Islands Local Plan (as continued in force) April 2012 (WHILP) supports Fort William as the heart of Lochaber where the bulk of growth will be focussed. The Plan identifies the need to upgrade the fabric of the town, provision of mixed-use gateways, heritage-based refurbishment and the re-use of vacated "brownfield" sites. One of the Plan objectives in relation to Fort William is to strengthen the town centre and integrate a major waterfront development as part of a strategy for regeneration, traffic management and conservation. The site is zoned in the Local Development Plan for Business/Tourism (water based).

During 2009 and early 2010, Scottish Enterprise commissioned a report by the Tourism Resources Company entitled "Sailing Tourism in Scotland". The report concluded there is a short fall in berth facilities going forward over the next 10 years. For the West coast in particular that short fall equates to 617 Annual berths and 343 Visitor berths. Another report 'Overview of Marine Leisure Tourism Sector in Lochaber' (Sept. 2006) by Stewart Millar Associates, has clearly established the local need.

The Marine Tourism Strategy for Scotland, "Awakening the Giant", is an excellent fit with the aims of Corpach Marina. The new marina will also deliver many social and economic benefits for the local community and wider area. The development of the new marina aligns well with and is supported by the objectives and planning policies contained within the Scottish National Marine Plan.

A key finding of the Scottish Government's Marine Tourism Strategy is that a new marina at Corpach has been identified as a high priority project of national strategic importance for the growth of the sector. Furthermore, the 2017 Sailing Tourism in Scotland report identifies the need for between 3,175 and 3,820 new berths in Scotland based on their growth projections. The project greatly complements other proposals to realise the potential of Fort William's waterfront and aligns with the FW2040 development strategy. It is co-ordinated at local level, community led and is placemaking in it's nature – creating a new focal point for the community to share and support local events and activities.

The proposed 2017 West Highland and Islands Local Development Plan (yet to be adopted) notes the commitment to support development of a marina at the Corpach Caledonian Canal entrance

and maintains the status of the site as Business/Tourism (water based) “suitable only for water based recreational and tourism uses”.

The Fort William Town Centre Action Plan (2014) workshop and public consultation produced a range of ideas, projects and concepts for renewing Fort William town centre. These reflect the vision and principles addressed by workshop attendees while considering issues that affect the vitality and viability of the town, in particular: accessibility, economy, community and environmental impacts.

The public consultation identified fourteen tangible proposals that could, over time, deliver economic, environmental and social benefits for the town and wider area. These have been categorised into four key themes:

1. Improve town centre environment and gateways
2. Improve movement networks and between the town centre and surroundings
3. Develop new uses for redundant space and buildings
4. Maximise the potential of the waterfront

The TTCM Project was also identified as a key section of the Fort William 2040 plan as a key part of ‘A place facing water’.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES / –NO
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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>
Planning Permission Marine & Civils Works Phase 1	Yes	Yes 17.05.2017
Planning Permission Building Works Phase 2	Yes	Yes 18.09.2019
Marine Licence Dredging Phase 1	Yes	Yes 14.08.2020
Marine Licence Phase 3	Yes	Yes 28.01.2018
Building Warrant Building Works Phase 2	Yes	Yes 25.08.2020

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
COMPLETE FLOATING INFRASTRUCTURE	Increased mooring costs	Capital	£45,000
	Steel price escalation (Ukraine War)	Capital	£29,000
	Water break valve (New Scottish Water regulation)	Capital	£14,000

	Provision for other cost increases	Capital	£15,000
PROFESSIONAL FEES	Legal/ project management/ financial control	Capital	£15,000
ESSENTIAL FINISHING WORKS	Primarily surfacing areas adjacent to marina gangway and slipway for safety and all ability access	Capital	£42,000
Total capital expenditure			£ 160,000
Total revenue expenditure			£ 0
TOTAL PROJECT COST			£ 160,000
Is VAT included in these costs?			Yes/ No
Project expenditure before March 2023			£ 160,000

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?

All costs derived from quotations. Substantial elements procured through PCS (Public Contracts Scotland).

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:
If match funding is confirmed, please provide letters of awards with the application.

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
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MOWI	YES (11.11.2022)	NO - unconfirmed.	£45,000
HIE	YES (16.11.2022)	YES (25.11.2022)	£45,000
Total match funding			£90,000
CRF requested			£70,000
Total project cost			£160,000

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.

YES / NO

Please detail:

This lengthy community project has benefited from many thousands of volunteer hours. Also, local businesses have assisted in numerous ways e.g BSW supplied bark for landscaping and Golden Eagle Construction provided haulage. We have also provided opportunities for individuals serving their community hours.

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

Significant help has been provided by two private companies MOWI and SSE. However, despite dozens of funding applications to other private sources only small donations have been forthcoming. Hence the project has been, of necessity, substantially funded from public sources, around 90% of the total project costs.

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?

Surpluses in the first instance will be reinvested in the business as necessary to maintain a high quality year round marina facility. Any remaining surplus will be available to Caol Regeneration Company to promote their charitable activities in the area.

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

Our focus is to generate new business opportunities for local firms, as well as employment. None of our activities will cause displacement, they will encourage more economic activity.

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

YES / -NO

Please state your reasons:

We have a £500,000 investment from Crown Estate Scotland which requires capital to be repaid over 15 years. We also have a £50,000 working capital loan repayable to HOIL over 3 years. Our business model does not have capacity to support further lending.

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

For example:	Details
HIE	Several small grants over the years
Highland Council	Several small grants over the years
Leader	Several small grants over the years

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 £
<i>*Please see attached total project costs and funding*</i>		

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: LINDA CAMPBELL	Date 2.12.22

Company Secretary of Caol Regeneration

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	N
2	Committee Members or Directors List	N
3	Permissions – i.e. planning, building warrants, marine licences	N
4	Policies – i.e. child protection, health and safety, equal opportunities	N
5	Confirmation of match funding letters	N
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
9	Business plan (revenue generation projects only)	N
10	Relevant insurance policies	Y
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N
13	Partnership agreement	N/A
Reason for missing documentation: Already supplied in previous application.		
Declaration what the remaining bank balances are for: Meeting the remaining project costs.		

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	CRF1240	
1.2 Organisation	Eigg Trading Ltd	
1.3 Project title	Green Shed - Business and Coastguard Units	
1.4 Project costs	Total cost of project	£310,000
	Match funding	£260,000
	Grant requested	£50,000
1.5 Start date	01 st April 2023	
1.6 End date*	31 st July 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	X
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	Miss Rebecca Long
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Business Development Manager
2.3 Address	An Laimhrig Isle of Eigg
Postcode	PH42 4RL
2.4 Email address	Rebecca.long@isleofeigg.org
2.5 Website address	www.isleofeigg.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO		
Other (please specify)	Company Limited by Shares - of which the Isle of Eigg Heritage Trust (IEHT) is the sole shareholder.	177386

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.	YES			
3.4 If the organisation is VAT registered, please quote number.	699 7282 55			
	<table border="1"> <tr> <td>Whole</td> <td>Partial</td> <td>None</td> </tr> </table>	Whole	Partial	None
Whole	Partial	None		

3.5 Is the VAT related to the project being reclaimed from HMRC? Provide relevant details i.e. details of exemptions.	x		
Details: VAT for the project will be reclaimed in the normal manner, via monthly returns to HMRC.			

3.6 Project delivery team	
Name	Job title/area of work
Eigg Trading Board of Directors	Directors – overall ownership of the project. Ensuring clear communication is maintained with the community.
Rebecca Long	Business Development Manager – on-island project liaison. Responsible for reporting to the Eigg Trading Board, the funders and supporting the Project Manager
Fiona Begg	Project Manager - Technical advice and support to ensure appropriate procurement rules are adhered to and project momentum is maintained, to deliver to budget/timeline.
WT Architecture	Architects – leading the design team, comprised of Morham & Brotchie (QS), Harley Haddow (M&E) and David Narro (Structural Engineer)
Compass Building & Construction Services	Main Contractor – they have already delivered Phase 1 and Phase 2A of this project. The subject of this application is Phase 2B, the final phase.

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.
An Laimhrig The Isle of Eigg, PH42 4RL
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. Attached to this application is the boundary plan highlighting Eigg Trading's ownership of the Green Shed and An Laimhrig buildings.

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.

Our project contributes to the fund theme of Economy

A CRF grant will complete the Business and Coastguard units within the An Laimhrig redevelopment, a project that the Highland Council has supported to date, but which now needs additional funds to complete.

An Laimhrig has been transformed from a small, inefficient building to a space of twice the footprint with innovative use of space and energy. Build phases 1 and 2A have been completed, on time and on budget. The refurbished An Laimhrig building has just been given an A rating for its EPC, reflecting the high energy efficiency standards we are applying across the development.

Phase 1 (Taigh Nighe/Wash House) delivered a new building housing: showers, toilets, laundry facilities and a drying room was completed in September 2021. In September 2022, Phase 2A, the main building, was completed. The Shop, Café/bar, Craft Shop, Adventure sports hire and IEHT Offices have moved back into An Laimhrig, to provide an enhanced range and quality of service to Eigg's 110 residents and thousands of visitors.

Phase 2B, the final element of the project, will convert the agricultural 'Green Shed' into four business units and a Coastguard emergency services base. Originally a very high, single open space, the Green Shed has been subdivided internally. Half of the ground floor contains the development's Plant Room, housing two biomass boilers, electrical and water filtration infrastructure, providing all the energy needs of An Laimhrig and Taigh Nighe. The other half and the whole of the first floor will be transformed into usable workspaces to enable island businesses to diversify our economy from being so tourism reliant.

There are no buildings to meet demand for business start-ups or expansion currently on Eigg. The Coastguard operates from a garden shed. The project generates significant economic outcomes by converting an existing building next to other services and with direct access to the pier. These are:

Project Outcomes

- Enabling economic growth: supporting Eigg's fragile economy by generating and growing on-island revenue, visitor income, and export sales
- Creating new space to grow new start-ups, support existing business growth and the coastguard
- Increasing opportunities for year-round employment
- Increasing opportunities for businesses that are complementary to those existing on Eigg to be established or to grow. This is particularly true of the creative industries and food and drink, the growth of which will help balance Eigg's over-reliance on tourism
- Improving provision of lifeline facilities in a more economically sustainable way
- Strengthening community owned assets – specifically the An Laimhrig community hub - making it more robust and financially resilient through rental and ancillary income generated
- Building greater energy efficiency and resilience into An Laimhrig's operations
- Contributing to the long-term sustainable future of Eigg, Lochaber and the wider West Highlands
- Ensuring progress is not lost through lack of investment in ageing or inadequate infrastructure

The Green Shed / Phase 2B was not intended to be delivered as a standalone phase, but simultaneously with 2A. However, since the initial technical design and contract award in 2020, it became apparent the original plan to use the existing metal roof and cladding was false economy in the long term; with weaknesses in the existing cladding already showing.

To create a more energy efficient and future-proofed building it is necessary to strip off the roof and cladding and replace it with pre-insulated panels. This will also allow solar thermal hot water panels to be

installed on the roof and feed directly into the hot water system. This solution will reduce the wood fuel used in the biomass boilers, reduce energy costs, and build energy resilience into the whole An Laimhrig and shower block heating and hot water system.

The Phase 2B removal and replacement of the roof and cladding is scheduled to start in April 2023. This avoids exposing the plant room with its sensitive, expensive equipment to the worst of the winter weather. We have tendered costs from our Contractor, all permissions required, and a 12-week programme of work meaning we are fully complete by July 2023.

The necessary change to the specification for the Green Shed, impacted the cost and timeline for completion of the full An Laimhrig project. More positively, our Contractor agreed to the shift in timeline to complete the work and all existing funders are supportive of the revised approach. The National Lottery increased their award in recognition of the challenges faced to help mitigate this increase. Subject to meeting the shortfall this application would meet, we are shovel ready, with all appropriate permissions in place and a Contractor that knows the island, can mobilise quickly, and hit the ground running.

In our Expression of Interest, we approached the CRF for £100,000 to allow us to fully complete the project, however noted that £50,000 would complete the roof and cladding, create a single business unit and the Coastguard centre on the ground floor. This would leave the first floor as a single open space until funding is found to divide it into three fully specified and usable business units.

The CRF response to our EOI invited us to put forwards an application for £50,000, which in the event of success, would support us in getting anchor tenants situated downstairs. Importantly, the £50,000 would secure the fabric of the whole building. This would ensure that when additional funding was sourced for the first floor, the additional three upstairs units could be easily added into a building that is structurally robust with all access and services already in place.

We have considered the risks to the delivery of the project by its scheduled completion date:

Possible risk	Mitigation
Increased cost to the project through a Covid/Brexit related price rise	Our design team are working with the contractor to reach an agreed price and to scope out the full extent of the work to avoid any unforeseen extras. We have a Contractor willing to enter into a Guaranteed Maximum Price contract which will hold till April 2023.
Contractor availability and robustness	We are currently working with the contractor towards an April 2023 start. The Contractor is a well-established Highland based builder with a robust track record.
Slippage in timescale	Subject to funding, we are shovel ready and can commence as soon as the weather improves, with a date of April-23.
No tenants to move into the ground floor	HM Coastguard have confirmed their tenancy and a suitable tenant has been identified via an Expression of Interest process, currently trading from home and needing premises to expand.
First floor never being completed	We are working on identifying funding sources for creating the 3 rooms on the first floor in the hope we can submit applications as soon as is reasonably possible.

No match funding to CRF contribution

The match funding for the ground floor of the Green Shed project has already been secured.

With commuting daily to the mainland impossible thanks to the limited ferry service, the services and facilities at An Laimhrig are key to Eigg's economic and social development.

IEHT, Eigg Trading, An Laimhrig tenant and other island businesses work in partnership with the community to ensure that businesses and other lifeline services (e.g. post office and coastguard) that operate from An Laimhrig can be sustained.

Covid and the current cost of living crisis have had an extreme impact on Eigg's economy. Visitor numbers are down and those who are coming are spending less in the shop, craft shop and in particular the café bar. Eigg needs to consolidate and diversify its economy to build resilience and create a more robust environment capable of supporting sole traders and businesses with employees going forward. The business units in the Green Shed will provide additional opportunities to expand and diversify existing enterprise. Its prime location, as part of the main community and visitor hub and adjacent to the two piers, is key to maximising sales and access to transport.

(a) Who will benefit from your project?

The theme this project supports is the economy and as such provides benefits to the following groups of people in economic terms.

It should be noted however, that this Green Shed project is one element of the overall An Laimhrig redevelopment, which brings significant additional social benefits to the groups of people listed below.

Isle of Eigg Residents and businesses

The following information gives more detail on Eigg's current economy, the challenges we face in supporting it, and an indication of the impact the opportunity that creating new business units around Eigg's pier will generate.

Our 'Eigg at 20' survey identified that while people love Eigg and feel strongly they are part of the community it has a fragile and inter-dependent economy that is over-reliant on tourism. A further survey in Spring 2022 (pre COL crisis) identified the stark reality of household and fuel poverty. The two documents highlight the following features of the economy on Eigg, which the Isle of Eigg Heritage Trust and Eigg Trading are working to address through creating employment and the provision of business facilities:

- 70% of people have multiple rather than one or two jobs, all part-time and many of them seasonal.
- tourism is Eigg's biggest employment sector, with 25% of residents involved in the tourism sector. This compares to 9% in Highland and 6% elsewhere in Scotland.
- In 2018, 55% reported their Gross Disposable Household Income was less than Lochaber's average of £17,745
- In 2022, 51% of Eigg's households are currently living in absolute poverty (individuals living in households whose equivalised income is below 60% median income).
- 63% of households are living in fuel poverty (surveyed April 2022 – we expect this figure is now higher)
- In Scotland 56% of people said they manage very or quite well; on Eigg it's 41%
- 17% of Eigg residents say they don't manage well financially or have difficulties; it's 8% in Scotland.
- Freight adds 14%-21% to the cost of solid fuels such as stove pellets, briquettes, coal or central heating oil.

- Eigg's shop is good, but its small shop prices are higher because of freight charges
- Transport: Eigg has four ferries a week in the winter, and six a week in the summer. Even in the summer, the timetable is designed to enable those on the mainland to make a day or short trip to Eigg rather than enabling island residents to visit the mainland. The timetable means a one-hour mainland appointment, requires two overnight stays. It is vital that IEHT look to develop robust social and economic opportunities for residents here on Eigg.

In creating one ground floor business unit and an open space on the first floor for up to three more, the project is creating opportunities for business expansion and new business start-ups. Both will create new or extended employment opportunities. The easy access to transport and to other businesses will support collaborative working and shared distribution. In providing dedicated workspace, businesses currently working on a reduced scale from home will be able to develop and become more profitable.

There are no other business unit facilities on Eigg that island businesses can lease. Business growth is limited to what can be achieved in people's homes. Access to land to build business units privately is also limited, with all the Isle of Eigg Heritage Trust land leased to farms or in crofting tenure. Unless an individual has their own land or capital to build premises, they have no option to lease business workspace.

The project will support and develop Eigg's fragile economy, enabling it to become more robust and resilient through creating opportunities for independent businesses to establish or expand. This will address issues of under-employment and help increase wages and so household incomes. In turn this will develop new and existing skills and confidence building, training opportunities, and encourage Eigg's young people that there are long-term opportunities on Eigg for them to stay or return for.

Eigg Trading and its parent charity, the Isle of Eigg Heritage Trust

The project will benefit Eigg Trading and its parent charity the Isle of Eigg Heritage Trust through generating income to maintain employment, secure and maintain assets, and further develop the social and financial economy of Eigg while mitigating the impact of climate change.

- **Sustainability** – increased revenue opportunities for Eigg Trading, in turn to covenant profits back to IEHT, as the parent charity to further its charitable objectives in building on the quality of life of Eigg's residents. This includes the maintenance of existing affordable homes for rent, the creation of new homes and other community facilities, and supporting new development opportunities that enables the community to thrive.
- **Building on the circular economy** – new spaces mean an increased need for electric, heat and other services, which supports other on-island enterprise, sustaining and enhancing existing jobs
- **Securing and retaining assets** – the Green Shed is reaching the end of its life and requires intervention to protect it and enhance its potential. Turning it from a completely under-utilised building, into a community asset.

Visitors to Eigg

Eigg's economy is currently over-reliant on tourism, making it vulnerable to events such as Covid and the cost-of-living crisis. To support tourism, Eigg needs to ensure the rest of its economy is diverse and robust enough to sustain an active and skilled population who can afford to make their home on Eigg and stay here. In adding to and broadening opportunities for complementary business development on Eigg, the project benefits visitors to the island by securing a more robust and resilient economy all round, one which can continue to provide a breadth of high quality accommodation and other visitor services and experiences.

(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.*

Eigg celebrates 25 years of Community Ownership this year (2022). Many achievements and successes over the course of those 25 years, but much remains to be done. This project began shortly before Eigg celebrated 20 years in 2017. It has been a long haul to get this far, but completing the final stage of the Green Shed will meet the needs, ambitions, and aspirations the community has expressed over that time.

The expansion and redevelopment of An Laimhrig and introduction of new opportunities, services and facilities was originated by Eigg's Community and has been led by them ever since. Consultation for the project began in 2016. Using different kinds of consultation from surveys and workshops to community meetings, island residents, An Laimhrig tenants, stakeholders, user-groups, and visitors identified the need for more accessible, energy-efficient, financially viable, safer and inclusive space. A need for additional space for existing businesses as well as new start-ups was also identified to secure a more diverse, robust and resilient economy for the island.

Since this point we have successfully delivered new visitor focused facilities, new infrastructure, services, and opportunities for existing businesses to expand and develop and new multi-purpose spaces. The last piece of the of the jigsaw, is to deliver space for new business start-ups to develop, and a space for our lifeline Coastguard Service on which we all rely. The Coastguard HQ will improve the support the coastguard provides to the Scottish Ambulance Service, NHS Highland, and the RNLI lifeboat, all of whom are involved in responding to an on-island emergency or evacuation.

Local support has been consistent through the project development stages and project delivery. However, while residents recognise An Laimhrig is almost complete, it is missing this final Green Shed element.

Evidencing community need and opportunity. The survey 'Eigg at 20*' that helped inform and shape An Laimhrig's development, identified that Eigg is over-reliant on the tourism and hospitality sectors, by comparison to the Highlands and the rest of Scotland. The units will create opportunities for development of new sectors, especially being so close to the pier, making direct sales as well as export off-island much easier. Arts, craft, entertainment, and media was the second biggest sector after tourism. All but one of those creative businesses are currently working from home. They all have potential for growth; their in-demand products are all easily exportable as well having an appeal to island residents and visitors. The new units will support their growth and help grow the economy.

At present most people have multiple, part-time jobs, but there is a want to move to having just one. We want to support potential employers, new business start-ups and existing businesses to grow, to sustain their own and other people's employment opportunities.

Existing barriers to business development on island, centre around access to premises and access to suitably skilled staff, these came second after freight. We know we have a need for space and a need for people to employ, the first of which can facilitate the second.

With new enterprise developing across the island, particularly focusing on food and drink (Kildonan Bay Oysters and Isle of Eigg Brewery), there is real potential to grow the food and drink sector on Eigg with complementary food and drink products to be used and sold in Eigg's two restaurants, shop, and visitor accommodation; all of whom are keen to increase their use of local produce. This will enhance Eigg not just as a visitor destination, but also as an exporter of quality products. The Isle of Eigg Heritage Trust is a

member of the Lochaber Chamber of Commerce and is keen to develop links with mainland businesses in the area with a view to expand the market for island businesses.

Another area for potential growth is in Eigg’s circular economy, particularly around reuse and recycling. The Eigg at 20 survey reported the community’s third greatest community concern was waste management, including recycling and marine litter. Islanders are exploring not just how to collect and process marine waste, but to make better re-use of the unwanted or broken equipment or materials we already have on-island. The potential of a re-makery social enterprise to be based at the pier is being explored, one that supports a waste free Eigg by providing residents with the skills and opportunities to live more sustainably. This would build on Eigg’s existing “Swap Shop” and Eigg Environmental Action Group’s work on marine litter.

*Eigg at 20, a community wide survey and consultation, identified current concerns and future aspirations from Eigg’s Community. With an 82% response rate, the survey identified missing or substandard infrastructure as a barrier to economic and community growth. It also identified the old An Laimhrig was too small for users, the lack of space also making working conditions difficult and restricting new job creation.

Eigg Residents’ priority was to ensure that Eigg’s success in population retention and expansion over the last 20 years is continued. The sustainable growth strategy in our business plan reflects these views.

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

Activity name	Achieve by (date)
Contractor mobilisation	April-23
Phased removal of existing metal cladding on roof and walls, increase strengthening of existing steel frame. Remove lower stone section to form entrance to letting space 1. Install preformed insulated metal cladding panels.	April-May 23
Fit new high-performance windows and rooflights. Internal alterations to form 2 letting spaces. Extend services from plant room for heat and light.	May-23-June-23
Install solar panels to roof and connect into plant room	June-23
Form new log store and lean to over external cold-water tank	June-July-23

(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.

Eigg is already identified as a place which takes its environmental responsibilities seriously. Having won national awards like NESTA’s Big Green Challenge and the Ashden Gold Community Award, islanders

have consistently worked towards reducing Eigg's environmental impact. Most recently, the community have worked together to create a Clean Energy Transition Agenda which identifies how the island can move to be net carbon zero by 2030.

The redevelopment of An Laimhrig has been guided by this process and by the work done previously by Eigg Electric, Isle of Eigg Heritage Trust, Eigg Trading, Isle of Eigg Residents Association and the Eigg Environmental Action Group working together to deliver a range of environmental projects within the community as well as through businesses and privately owned properties.

The design of the redeveloped An Laimhrig reflects the community's collective view. A Community survey undertaken 'Eigg at 20,' identified that for 90% of residents, Eigg's "green" credentials are important or very important to them. As such, ensuring the redevelopment was as energy efficient and used as low impact materials and construction was a priority.

The Green Shed is part of the development of the An Laimhrig area, including the improvement and expansion of the original community hub, creating a new shower block and the transformation of the Green Shed from an agricultural shed to business units. Mitigating environmental impact on the climate has been at the centre of all design decisions to great effect. As a result, the new An Laimhrig building has been given an A rating, which is an exceptional achievement for a refurbishment. The same design principles are being applied to the refurbishment and conversion of the Green Shed, with new energy efficient cladding replacing the ageing and poor condition metal wall and roof sheeting, solar thermal hot water panels on the roof, and heated by the biomass boiler.

The Green Shed houses the plant room for the entire An Laimhrig development, its heating and hot water system which has been designed to accommodate a combination logs, excess energy from Eigg's Green Energy grid, and solar thermal energy. The Green Shed' solar thermal hot water panels will feed into the main buffer vessel, increasing the overall robustness and resilience of the heating/hot water system for An Laimhrig.

The original An Laimhrig building was built to 1998 standards; its insulation, windows, doors, and lighting specifications far below those of a building created today, far less for the future. While it has solar hot water panels on the roof, the bulk of the building's hot water and all its heating is provided by an oil-fired boiler.

The refurbished and expanded development is powered entirely by electricity generated by the islands renewable micro-grid and the heating and hot water is produced by two biomass log boilers, supplied by wood fuel produced by Eigg's community wood fuel business. Sourcing low carbon fuel from this local, island supplier, not only reduces the distance it must travel, but also supports the community business, strengthening its long-term financial sustainability and ability to provide affordable low carbon fuel to the whole community.

Energy efficiency measures, passive solar gain through large windows that bring in light, the use of locally grown timber as much as possible, low flush toilets, all help to reduce the building's carbon footprint. Incorporating the Highland Council's need to create a more efficient recycling and waste management area, bicycle racks, and car parking that could accommodate an electric charge point have all been built into the design development.

The aim is for the building to include a real time display of the amount of renewable energy that's being generated on the island alongside information of how much is being used concurrently. This, along with other interpretation about how our renewable grid works, our wood fuel and replanting strategy, and other

waste and food-based projects being developed as part of our work on the green circular economy, will engage islanders and visitors with the steps we are taking towards that net carbon-zero future.

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 nine protected characteristics are

1. age
2. disability
3. gender reassignment
4. race
5. religion or belief
6. sex
7. sexual orientation
8. marriage and civil partnership
9. pregnancy and maternity.

The project does not specifically target any group of people on Eigg who identify with one or more of these protected characteristics. However, its design and delivery does aim to take all reasonable steps to ensure people are not excluded or disadvantaged from the project, whether they have these protected characteristics or not.

Lease and rental for the spaces will be issued on a fair and equal basis, balancing the need for financial viability of both the tenant and the landlord. A leasing policy has been developed to ensure that in the event of there being two competing requests for space, both applicants are treated fairly. This policy will be reviewed every five years to reflect any change in need of people living on Eigg with protected characteristics. For example, supporting youth enterprise or to encourage more women or new residents to enter the workplace or start new businesses.

More broadly, the project supports greater equality of people living on Eigg; an island whose location means it is disadvantaged in terms of access to employment, health, social opportunities and choice of goods and services.

In their Review of Equality Evidence in Rural Scotland of 2015, the Scottish Government identified that although the story for many households in rural Scotland is one of a good quality of life, there are pockets of poverty and vulnerability due to income, disadvantage, stigmatisation, and isolation. Population is dispersed over great distances meaning that service provision is often difficult and expensive and innovative solutions are required to ensure equality of opportunity.

Following The Islands (Scotland) Act 2018, a National Islands Plan was created in 2019 setting sets out 13 Strategic Objectives which are practical, common sense, but will also be critical over the next five years to improving the quality of life for island communities.

The Act and Plan recognised that those living in island communities can find it more difficult to access public services or high-quality employment. Depending on the island's size or its location relative to the mainland, the consequences of geography can create particular problems for island communities. These might include for example, a higher general cost of living, more expensive and more complex transport options, higher fuel or construction costs as well as environmental factors and infrastructure issues such as poor digital connectivity.

Moreover, island rurality can exacerbate inequality already experienced on account of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These characteristics are known as “protected characteristics” as defined in the Equality Act 2010.

On Eigg we recognise almost all of what the Act and Plan outline. Some aspects we feel more acutely and the task of island-proofing Eigg, translating Scotland-wide solutions or developing our own to make them work for our current and future population is based on consultation and review.

Eigg’s geographic location makes access to goods and services, to employment, education, and health less equal to those who live in mainland locations. However, it is worth remembering that equality is not always defined by where you live, but also how you live. In developing the An Laimhrig project, it was necessary to remind ourselves that equality is an issue for us all and that not everyone starts from the same place. In creating a community hub for Eigg residents to share with visitors who come to the island, we need to recognise people have different needs in order to create indoor and outdoor spaces that treat people fairly and with respect.

In developing a new building or service such as An Laimhrig, ensuring equality means goes far beyond physical accessibility alone. The design brief was based on consultation to establish how different ages might use the building or benefit from what it could provide. But it also looked at how flexible spaces might support needs of different people.

The An Laimhrig redevelopment has prioritised equality of access as much as of opportunity. Consultation and detailed planning with technical and specialist advisers, combined with ideas generated by the community for new business or community driven initiatives, has resulted in the design incorporating elements which increase physical, social and economic access.

From an economic access point of view, access to new employment opportunities on island, less seasonal, with more flexible full or part-time options. Aiming to create a wider choice of goods and services.

The community owned and managed nature of An Laimhrig means that the day to day running and management of the area will continue to be people-led. By working with tenants, the Isle of Eigg Heritage Trust and its three member organisations, the Isle of Eigg Residents Association, Highland Council and Scottish Wildlife Trust, Eigg residents will continue to benefit from access to public and commercial services in a fairer way and are able to have their say about them.

We will be working with the existing Contractor, which has been a successful working relationship to date, retaining local construction jobs, with Eigg Construction working as a nominated sub-contractor. We will be prioritising the ground floor, providing a permanent base for the Coastguard, to ensure that a community which is disadvantaged by its island location has access to emergency service support and another unit to support a business start-up. Rent will be offered at a competitive rate to support local economy, making it affordable/accessible for new businesses getting started.

The aim is to then be able to grow into the spaces upstairs, as we work to introduce new spaces for growing enterprises.

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

CRF funding will be the last brick in the funding wall, completing not only the Green Shed, but the entire redevelopment of An Laimhrig. It transforms the area around Eigg's two piers for islanders and visitors, reflecting the impact of what the community buyout 25 years ago has achieved. From an island of just 65 people, with no infrastructure, high unemployment, and few visitors, the new An Laimhrig complex has created a gateway building for a thriving community with an international reputation for innovation and entrepreneurship.

CRF funding will transform an under-used 20-year-old agricultural building coming to the end of its useful life – the metal cladding roof has less than 5 years left and is already leaking in places – into an energy efficient building to accommodate a lifeline service and business activities. The opportunities An Laimhrig and the Green Shed creates to expand existing businesses and support new businesses will not only grow Eigg's economy, but it will also help diversify it beyond tourism, seeing an expansion in food and drink, creative industries, circular economy, research and business service sectors. There is opportunity to support up to four new businesses at any given time, supporting at a very minimum four new jobs, which in the context of a community of 110 has a significant impact.

Once the build is 'complete', management will continue under the functioning structure that is already in place. IEHT's subsidiary Eigg Trading Ltd was set up to run and manage An Laimhrig and the surrounding area and it has successfully done so over the last 20+ years. Eigg Trading are directly responsible for the public spaces in and around An Laimhrig, overseeing tenant leases and management of maintenance staff. This model will continue, decision-making from the board of six Directors, supported by the IEHT Business Development Manager.

The financial projections for Eigg Trading show An Laimhrig, including the Green Shed and Taigh Nighe will be self-sustaining, with revenue generated from the services and facilities securing its long-term future. The mixed revenue streams - from multiple tenant rents to the provision of hot-desking and meeting room facilities - will underpin the financial viability of the complex, ensuring a robust maintenance schedule prioritising energy efficiency is delivered.

The project's transformational impact on the island will be to support economic regeneration and build long term sustainability and resilience. It will strengthen the financial capacity of Eigg Trading, IEHT and Eigg Electric to further support community and business development on the island.

The lasting legacy will be the continuing growth and success of one of Scotland's first community buyouts supporting a thriving population who welcome visitors from around the world to enjoy and learn from its achievements.

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

LOCAL / ISLAND

Eigg's 10-year strategic plan identifies the need to improve and expand infrastructure and strengthen the island's capacity to manage its increased population and growing visitor numbers. It prioritises the need to provide greater social and economic opportunities for islanders, better access to services and facilities, and a better range and quality of experience to visitors. It seeks to create new employment opportunities for all ages, recognising that for the young this can be particularly hard.

Eigg at 20, an island survey and community consultation carried out in the winter of 2017/18, provides evidence to support the strategy's aims. The survey aimed to form a better understanding of Eigg today, its

people, priorities, economic profile and future aspirations. 83% of community completed the surveys 53 detailed questions.

Missing or substandard infrastructure was seen as one of the key barriers to economic and social development. For example, with more residents AND visitors, not only was An Laimhrig seen as too small for all those who wanted to use it, but that lack of space also limited creating new jobs or providing new products or services to meet the increasing visitor demand. The survey revealed concerns around not meeting visitors' expectations, missing out on new opportunities to develop existing or new businesses, and residents feeling their community's shop, café/bar and other social facilities were being prioritised for visitors and that the island's strong social cohesion was under threat. The growth in population, particularly of young people and families was seen as very positive, but there were real concerns that without a good social scene and without business support to create opportunities for jobs for those without the skills, confidence or capital to start their own business, these young people would leave.

The survey also identified that while people love Eigg and feel strongly they are part of the community, it has a fragile and inter- dependent economy, with over 60% in self-employment and 70% having multiple jobs, many of them seasonal. Tourism is the biggest employment sector on Eigg with 25% of Eigg's residents involved in the tourism sector, some full-time, some part-time. This compares with 9% in Highland and 6% elsewhere in Scotland.

Food, fuel and transport costs are higher than the mainland, and incomes are significantly lower on Eigg, with twice as many people saying they don't manage well or are struggling financially than elsewhere in Scotland. The limited ferry service is scheduled to make it easy for those on the mainland to make a day or short trip to Eigg. However, this same schedule means residents cannot visit the mainland for business or pleasure without two overnight stays. It is important that IEHT look to develop social and economic opportunities for residents here on Eigg.

Eigg's island location makes it even more important to be able to deliver robust services and facilities at a local level. Commuting daily to the mainland for work, social or welfare reasons is not possible due to the limited ferry service, so the services that businesses at An Laimhrig provide are Eigg residents' only options. IEHT, Eigg Trading, An Laimhrig tenant and other island businesses work in partnership with the community to ensure that businesses and other lifeline services (e.g. post office and coastguard) that operate from An Laimhrig can be sustained.

IEHT and Eigg's community recognise that to future proof Eigg development of opportunities socially and economically are essential. Local businesses such as the café/bar /bar and shop vital for residents and visitors alike.

Meeting the increasing demand from visitors coming to Eigg to enjoy its landscape, wildlife, culture and history, or find out about its unique and world-renowned electricity scheme and community ownership, provides opportunities to sustain and grow existing businesses and create new ones. As the gateway to the island, An Laimhrig has a strategic role to play in managing visitors, providing what they need there and then, but also sign-posting them to elsewhere on the island to enjoy its natural and cultural heritage and take advantage of other businesses and services sited elsewhere on the island.

As the community hub of the island, An Laimhrig is core in enabling all businesses and enterprises to develop and achieve their full potential, for the benefit of residents and visitors alike. Its development is of vital strategic importance in the economic and social future of Eigg. An Laimhrig provides lifeline services, employment, and social cohesion to everyone who lives on the island. Its redevelopment will ensure Eigg's viability as a robust and resilient community. Without it, Eigg will struggle to sustain its own or its visitors'

needs; threatening the success of positive impacts that have been achieved, particularly in terms of population growth and retention, and ultimately putting Eigg's long term sustainability at risk.

The Hub redevelopment comes at a time where Eigg's Community are seeking to be an exemplar community in the current Climate Challenge. Eigg has signed the Clean Energy for EU Islands pledge and as a Community have worked together to produce a Clean Energy Transition Agenda, as we work towards our target of being a carbon neutral island by 2030. The redevelopment has seen a move away from Kerosene use for heating/hot water to a Log Boiler, fuelled by biomass produced on the island, due to be further supported by solar PVs for water heating (taking advantage of the Southern solar gain from the building's roof). To facilitate the increase in size and amenities, Eigg's renewables electricity grid, has been strengthened to meet the additional requirement of the redevelopment and greatly reduces the dependence on a back-up diesel generator.

After twenty years of focus on facilitating opportunities for those within the community, IEHT recognises that with an expanding population and increasing demand from visitors it also needs to grow its own income generation in order to employ additional staff to manage island infrastructure and reinvest in strengthening the community. Developing An Laimhrig is an important part of this strategy, infrastructure that benefits the economy of the community, but that in turn will generate revenue for IEHT to facilitate future sustainability of the organisation, island community and the natural environment.

FIT WITH REGIONAL and NATIONAL STRATEGY

This project aligns neatly with the Scottish Government's focus on National Outcomes. Community focused, the project aims to build on Eigg as a place to live and a place to visit; to meet the needs of a growing, diverse population, celebrate Eigg's natural environment and highlight its culture – past and present. It aims to further develop Eigg's economy, employment and learning opportunities and promote both indoor and outdoor spaces.

The project has worked with partners to ensure the solutions it presents are "island-proof" and meet the ambitions of the National Island Plan

The Highland-wide Local Development Plan (HwLDP) vision is that by 2030, Highland will be one of Europe's leading regions. Sustainable communities will be created that balance population growth, economic development and safeguarding of the environment across the area. By doing so, a fairer and healthier Highlands will be built. Redevelopment of Eigg's Community Hub supports HwLDP aspirations of:

- Increasing the population of the Highlands, to include a diverse age range
- Ensuring the special quality of the Highlands natural, built & cultural environment is protected & enhanced.
- Providing opportunities which encourage economic development and create new employment across the area focusing on the key sectors whilst at the same time improving the strategic infrastructure necessary to allow the economy to grow over the long term.
- Promoting the development of tourism: additional accommodation or new facilities.

Scottish Gov. Community-led regeneration lies at the heart of the redevelopment of Eigg's Hub:

- The local community has identified issues and opportunities in the local area
- They have decided on action required to address them and are now seeking to make positive change

Scottish Gov Energy Targets:

- In contributing to Eigg Electric increased capacity, this project accelerates the uptake of community and locally owned renewable energy to meet Scotland's 2030 2GW targets.
- In addition to Eigg's community inclusion within the Clean Energy for EU Islands, Eigg is one of only seven off-grid communities in Scotland that generate and distribute energy with a focus around renewables.
- At a time when energy targets and statistics are under ever-increasing scrutiny, Eigg is working towards a decarbonisation plan for the island, power, heat and transport.
- Further developing Eigg's overall sustainability

Place Principle and Infrastructure Investment – both strategies are reflected in this project, growth in local services and economy, good environmental practice, tackling inequality, through combining people, location and resources.

National Tourism Strategy (TS2020) – the project will contribute towards the key objectives of the strategy and the Highland Tourism Action Plan

- Delivering a high quality, value for money and memorable customer experience to visitors
- Help grow visitor spend, increase employment in the tourism sector and in tourism turnover

National Islands Plan

Strategic Objective No: 2 – Sustainable Economic Development: To improve and promote sustainable economic development the Scottish Government have committed to identify key actions to drive inclusive and sustainable economic growth on islands, such as community-run businesses, e-commerce and digitally enabled island-based businesses. This project contributes to meeting that commitment through the creation of facilities that support community-run businesses and drive inclusive and sustainable economic growth.

Strategic Objective No: 9 – Climate Change and Energy - To contribute to climate change mitigation and adaptation and promote clean, affordable, and secure energy, the Scottish Government have committed to work with island communities to support their climate change aspirations. This project contributes to meeting that commitment by creating an energy efficient building that incorporates renewable heat and electricity in its design and operation and contribute to Eigg's community led Clean Energy Transition Agenda.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES
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If YES, please detail below - provide evidence with the application if granted.

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Planning Permission (21/05921/FUL)	Yes (11/01/22)	Yes (23/06/22)
Building Warrant (22/00651/NDOM7)	Yes (13/04/22)	Yes (28/07/22)

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
Construction	Prelims	Capital	£96,000
	External building fabric, including new cladding	Capital	£133,000
	Services	Capital	£60,000
	Internal Fit Out	Capital	£21,000
Total capital expenditure			£310,000
Total revenue expenditure			£0
TOTAL PROJECT COST			£310,000
Is VAT included in these costs?			No
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 costs in the table above are based upon a tendered price provided by Compass Construction and Building Services. Compass have been the Contractor responsible for delivery of the An Laimhrig, Community Hub redevelopment project here on Eigg.

Morham & Brochie, our Quantity Surveyors produced a tender report and advised on overall value for money. We have been through a cost saving exercise, but there is very little that can be trimmed off the project budget without reducing the overall scope of the project. The decision has therefore been taken that in order to push forwards with the project, we will remove kitting out the first floor. Everything will be in place to support this work being undertaken at a later date. In the first instance, we need to ensure that we take action to protect what is already inside the building – the plant room – and introducing a permanent home for the Coastguard, as well as one other unit for commercial rent, to get some anchor tenants into the building and for it to start generating some revenue.

We believe we possess the skills on-island to be able to deliver the additional three first floor units upstairs at a later date. The priority is to take action now to protect and enhance the Green Shed as an asset for Eigg's Community.

Our Design Team, led by WT Architecture and Morham & Brochie have a strong track record of delivering projects in remote and rural island locations. The costs therefore reflect the added challenges of building on a remote island; procuring a contractor and appropriate workforce and work within the timescales and logistical constraints, freight vessel hires, shipping machinery, materials, added freight

costs, adverse weather conditions etc. This has all had an impact on the budget, our QS has calculated this to be 35% of the total build cost. This percentage is based on what Morham & Brotchie are experiencing on live construction projects, working on projects on the West Coast and surrounding region.

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 – Community Assets	Yes (Mar-20)	Yes (Oct-20)	140,000
Highland Council Coastal Communities	Yes (Jan-21)	Yes (May-21)	80,000
Centrica – Energy for Tomorrow	Yes (Jul-21)	Yes (Nov-21)	40,000
Total match funding			£260,000
CRF requested			£50,000
Total project cost			£310,000

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.

YES

Please detail:

The staff cost of managing the project has not been included in the overall budget. This has not been quantified in detail, but the Isle of Eigg Heritage Trust Business Development Manager has worked on the An Laimhrig redevelopment project on an increasing amount of time since its inception in 2016. As the project evolved from the feasibility to delivery stage, a MOU was created between the IEHT and Eigg Trading that IEHT would support the full costs of Eigg Trading’s project management to deliver the An Laimhrig redevelopment project. This equates to around 40% of the IEHT Business Development Manager’s time over that period, at a cost of around £42,000.

Additionally, there have been 1,000s of hours put in on a voluntary basis by Directors of the Isle of Eigg Heritage Trust, Eigg Trading, Eigg Electric. In addition, An Laimhrig tenants and residents of Eigg have helped to identify costs, provided initial technical surveys, cleared ground as well as contribute many hours in consultation events over a five-year period. A very conservative estimate of 10,000 hours over the last five years at £10 per hour equates to £100,000.

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

Without public funding, delivery of the project is not viable.

Building in our remote, rural island location is proving to be 35% more expensive than building in a mainland setting. Given the increase in the cost of materials, fuel, labour etc. impacted by the likes of Covid-19, Brexit, the Ukraine War and other market factors, the overall total of our project has gone up and this is why we are seeking additional funding to allow us to deliver this project. As a small island organisation, Eigg Trading does not have the means to build up a capital pot large enough to deliver these works. The organisation is taking out a loan as part of the overall funding package for the An Laimhrig project, recognising that we need to put resources in as much as we are able. Without funding the existing disintegrating roof and wall panels will continue to leak. If they are not replaced as part of this project, the plant room for the entire An Laimhrig complex will be under threat from water ingress. Damage aside, without public funding the coastguard HQ, one complete business unit and the open space to create three more units will not be possible. The Green Shed element of the whole An Laimhrig redevelopment project will not be completed and the match funding it has attracted would have to be returned.

Beyond the capital works the development is designed to be self-sustaining, with income generated by An Laimhrig going towards the running costs of the building and in the longer-term developing a surplus that can be reinvested into both the development and other IEHT projects. If the Green Shed is not completed as proposed, the revenue to support this work will not be achieved.

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

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 income generated will go towards the running costs of the building, to support the development as self-sustaining. In the longer-term the surplus generated will be reinvested into the area and other Isle of Eigg Heritage Trust projects, to directly benefit the overall quality of life of Eigg's residents.

Eigg Trading is a wholly owned subsidiary of the Isle of Eigg Heritage Trust, a community-controlled charity. Any profits generated by Eigg Trading are invested back into IEHT to support the organisation in furthering its charitable objectives, which is focused on retaining a vibrant and empowered community.

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

Currently there are no business units or spaces on Eigg that anyone wanting to start or expand a business could use. Business growth is limited to what can be achieved in people's homes. Access to land to build business units privately is also limited, with all of the Isle of Eigg Heritage Trust land leased

to farms or in crofting tenure. As a result, far from disadvantaging local organisations or businesses, this project can only enhance them.

The Isle of Eigg Heritage Trust and its subsidiary Eigg Trading work to increase access to opportunities for people living on Eigg to develop business, social and environmental activities which add to the island's long-term viability and future. As part of creating new facilities such as An Laimhrig, the Trust and Eigg Trading develop policies to ensure that access is sustained fairly. These policies are created and reviewed in consultation with the community, to respond to priorities or changes they identify as important.

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

Please state your reasons:

Loan funding already makes up a proportion of the overall wider project. Loan funding has been included at a level that can be responsibly managed by Eigg Trading, to ensure we are not putting the organisation at risk. The loan element of the project was discussed and agreed upon by Eigg Trading Directors, in conjunction with reviewing Eigg Trading financial projections and involved a wider team e.g. Eigg Trading's Accountant.

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

For example:	Details
Business Gateway	
HIE	HIE have been working with Eigg from the outset of the project and have provided direct support via capital funding, but also to engage the services of Community Enterprise.
Other	Community Enterprise

7.5 Have you previously received public funds for the organisation?

YES - all funding has been utilised in the overall delivery of the project to expand and alter An Laimhrig, across the course of Phase 1, Phase 2A and the still to be delivered Phase 2B.


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

Funding	Year of award	Amount £
Highlands & Islands Enterprise	01/09/2019	£200,000
Rural & Tourism Infrastructure Fund	01/10/2019	£273,624
Regeneration Capital Grant Fund	01/02/2020	£1,200,000
National Lottery	01/06/2019	£1,092,000
CARES – Let's do Net Zero Buildings	01/01/2022	£20,624
THC's – Highland & Islands Infrastructure Fund	Mar-22	£50,000
Inspiring Scotland – Island Communities Fund	01/10/2021	£149,685
Highlands & Islands – Green Recovery Fund	01/10/2020	£78,500
Highlands & Islands – Greening Community Assets	16/03/2022	£73,000
Highland Council - Coastal Communities Fund	01/05/2021	£100,000

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: Maggie Fyffe, IEHT Company Secretary	Date 05/12/22

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	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	Y
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)	Y
10	Relevant insurance policies	See note below
11	Job descriptions (CRF funded posts only)	n/a
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	n/a
Reason for missing documentation:		
Match Funding – The Lottery awarded an uplift to our original grant award of an additional £47,500, which was confirmed on 29 th Sept 2022, in an email. We can send on the email chain if this is needed.		
Insurance documents – we have just concluded our insurance renewal and are waiting for renewal documents to be issued. We will send the documents/certificates as soon as they become available.		
Declaration what the remaining bank balances are for: Bank balance is reflective of grant match funding held (ring fenced) to commence works from April 2023.		

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	CRF1164	
1.2 Organisation	Communities Housing Trust	
1.3 Project title	Glengarry Affordable Housing and Woodland Crofts	
1.4 Project costs	Total cost of project	£1,144,490
	Match funding	£1,050,000
	Grant requested	£94,490
1.5 Start date	10.02.23	
1.6 End date*	10.03.24	

**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 / NO	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Susan Hunter
Contact number	
Alternative contact number	
2.2 Position	Principal Officer
2.3 Address	Communities Housing Trust (CHT) 7 Ardross Terrace Inverness
Postcode	IV3 5NQ
2.4 Email address	susan.hunter@chtrust.co.uk
2.5 Website address	www.chtrust.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC182862
Constituted group		
Public body		
Charity	X	SC027544
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	YES / NO
--	---------------------

3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	YES / NO
---	---------------------

3.4 If the organisation is VAT registered, please quote number.	980 7002 27
---	-------------


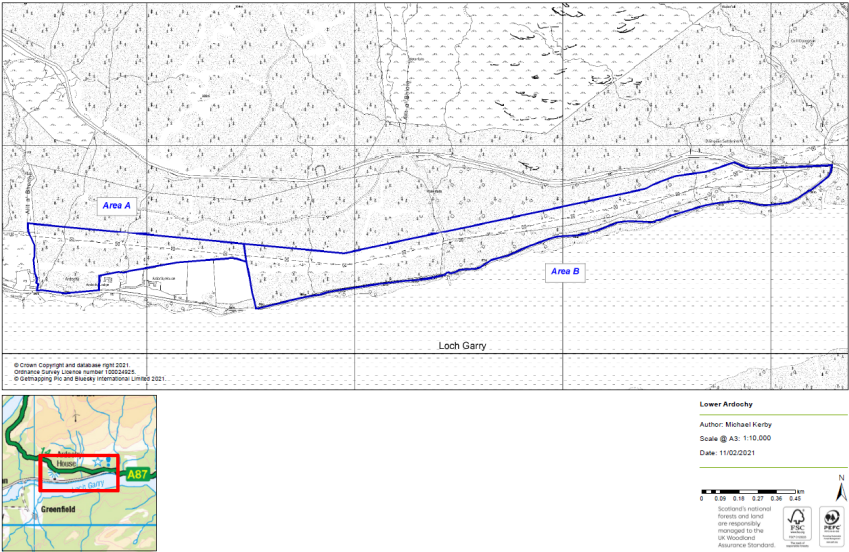

3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	Whole	Partial	None
		X	

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

3.6 Project delivery team	
Name	Job title/area of work
Morven Taylor	Communities Co-ordinator, Communities Housing Trust. Responsible for community engagement and pre-development work.
John Forbes	Community Led Housing Co-Ordinator, Communities Housing Trust. Responsible for engaging contractors and project management of pre-development and development work.
Robert Humphrey	Development Officer providing support to Community-led Housing Co-ordinator
Jamie McIntyre	Consultant, The Woodland Croft Partnership (WCP). Providing support to CHT team on the establishment of woodland crofts.

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.
Lower Ardochy Forest, Glengarry, Lochaber PH35 4HR
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>Yes.</p> <p>CHT have completed the acquisition of Area A, Lower Ardochy Forest from Forestry and Land Scotland at market value.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <p>Forestry and Land Scotland Coilltearachd agus Fearann Alba</p> </div> <div>  </div> <div style="margin-left: 20px; font-size: small;"> <p>Lower Ardochy</p> <p>Author: Michael Kerby</p> <p>Scale @ A3: 1:10,000</p> <p>Date: 11/02/2021</p> <p>© Crown Copyright and database right 2021. Ordnance Survey Licence number: 100039232. © GreenMapping Pro and Esri/DeLorme International Limited 2021.</p> <p>Scotland's national forests and land are responsibly managed to the UK Woodland Assurance Standard</p>  </div> </div>
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.

CHT and GWC have a shared vision of delivering a two-phase project for the community in Lower Ardoch Forest, Glengarry with CHT purchasing Area A to develop Phase 1 and piloting the two woodland croft tenures as well as much needed affordable houses for rent. CHT has used their own funds to complete this purchase as they are ineligible for Scottish Land Fund grants.

GCW successfully secured funding from the Scottish Land Fund to purchase Area B from Forestry and Land Scotland via the Community Asset Transfer Scheme (CATs) in 2022. They will develop four woodland crofts

Phase 1: Area A, belonging to CHT will deliver:

4 homes for affordable rent and 2 Woodland Crofts (with housing)

Phase 2: Area B, belonging to Glengarry Community Woodlands will deliver:

4 Woodland Crofts (with future self-build plots)

This application is based on Area A, belonging to CHT which has been designed as the first deliverable phase of the project.

The project will **improve the Place** by transforming what is currently an area of harvested woodland into a sensitively designed rural settlement of affordable homes. The creation of a masterplan to be adopted by planners will ensure that the development is compatible with the surroundings and allows adequate space for people to live, work and play. Re-planting of woodland around the homes and on the crofts will revitalise the land to become vibrant once more.

1. Sustainable/viable

CHT developed a Business Plan to accompany the Scottish Land Fund/CATs submission by GCW. The proposal for affordable housing alongside woodland crofts helps to create housing and economic opportunities in tandem. The community-led housing proposal is based on other similar models which have been developed by CHT. This project will be innovative in that it will create a new legal template to link affordable housing and woodland crofts; with one rented home and croft; and a second owner-occupied home and croft sold at a percentage of market value and protected by a Rural Housing Burden. It is envisaged that this model can be replicated across Scotland by other communities.

2. Providing value for money

In providing affordable housing, CHT follows the procurement routes set out by the Scottish Government to be eligible for the Rural and Islands Housing Fund. This means that at least three quotes are requested for consultants and all pre-development work. An Employer's Agent undertakes a competitive tendering exercise for all construction projects to ensure best value for money is achieved. This funding request is to develop the master plan and gain planning approval as well as all other consents required to secure future project funding.

3. Providing additionality

Glengarry, like many rural Highland villages has an ageing demographic and one of the main aims of this project is regenerating and repopulating the glen, which is located 7 miles from the village of Invergarry. The area has a limited supply of social housing, and most properties are owner-occupied, second homes or simply, unaffordable. The housing shortage results in families and younger people migrating to larger centres for housing and employment. This project fits the Highland Council's mainstream Affordable Housing Supply Programme & Strategic Housing Investment Plan and will be eligible for the Rural and Islands Housing Fund.

4. Able to evidence local support/local benefit; and

Extensive community engagement was carried out prior to the acquisition of the land. GCW engaged with residents directly and with a wider audience through social media, newsletter articles and flyers. This resulted in overwhelming support for Woodland Crofts and for good quality affordable housing in a variety of tenures, to meet local needs and budgets. The community supported the purchase of lower Ardochy Forest (Areas A & B) to give further stability to GCW and the community, and to address their economic and housing issues. Strong local support and demand for these proposals has been identified.

5. Able to evidence positive impacts for communities and/or the local economy.

This project will help to create many opportunities from the outset including:

- Supporting GCW, a local social enterprise to retain staffing levels and be more sustainable
- Creating work for architects, engineers and contractors who will take on the project – where possible, from the local area
- Utilise local timber in the development (potentially owned by GCW)
- Replanting areas of woodland and carry out sustainable forestry activities by developing a new Forest Management Plan
- Provide affordable housing at social rent level or low-cost homes ownership
- Secure housing for sale via a Rural Housing Burden
<https://www.chtrust.co.uk/rural-housing-burden1.html>
- Providing economic opportunities, through the creation of 2 woodland crofts in phase 1 (and 4 in phase 2) for woodland management; agriculture; horticulture; recreation; tourism; home-working and self-employment.
- The Invergarry Primary School has 32 pupils (HC) and this project will help to sustain the school and other local services.

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

The creation of homes and Woodland Crofts will significantly benefit the local community from the outset of the project by creating employment. The allocation policy agreed with GCW, targets equally local residents and non-residents, to encourage a broad spectrum of people to settle in the new homes. With the added benefit of being able to create a business locally, the scheme will be in high demand.

A Rural Housing Burden will be applied to house plots to control future sales and keep the property affordable in perpetuity and allocation policies drafted to reflect local priorities to help retain existing families.

https://www.chtrust.co.uk/uploads/4/6/8/5/46858349/rural_housing_burden_factsheet.pdf

In summary, the project seeks to deliver public and community benefit over the long term as well as benefitting the local economy by:

- Having a locally driven housing and croft allocations policy in place to reflect community needs.
- Strengthen existing intergenerational networks
- Attract new skills and business opportunities
- Increase the population of working aged people
- Add to the pool of local volunteers, who are directors of local organisations and help run the hall and other facilities
- Create woodland based, sustainable and environmental benefits through family forestry

(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.*

Project proposals have been fully discussed with the community at various stages in order to secure the funding from the Scottish Land Fund and the support of Forestry and Land Scotland to release the land via the Community Asset Transfer Scheme. Business plans have been developed and an independent report from the Woodland Croft Partnership which demonstrates the viability of the project. The Scottish Government have also targeted this project as a Repopulation Pilot for others to learn from.

Please see attachments which illustrate the support.

Recent article:

<https://www.scottishconstructionnow.com/articles/land-secured-for-woodland-croft-repopulation-project-in-glengarry>

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

Activity name	Achieve by (date)
Secure consultants to undertake design work	February 2023
Develop concepts & designs with consultants	March 2023
Community Engagement on proposals	April 2023
Submit Planning Application	May 2023
Submit Building Warrant Application	June 2023
Approved applications	December 2023
Secure development costs and project funding (inc. RIHF)	February 2024
Appoint contractors to commence build	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.*

The project involves providing affordable housing that will meet current building standards as a minimum specification. Where possible the aim is to increase the standards to help achieve net zero. Measures that may be incorporated include:

- Designing the building fabric to be well-insulated and reduce the requirement for expensive heating solutions
- Explore the options for a biomass district heating system given the natural resources available and the scope of the project to replant and manage a sustainable local fuel source.
- Electric car charging point (shared or per home)
- Reduce waste by recycling and incorporating timber from local sources to build fences, bike sheds, workspaces and possibly for cladding part of the buildings
- Reduce transportation of goods and employees by encouraging local tradespeople to tender for the work

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 project will have an allocations policy which has been designed by CHT and GCW to help meet local needs but also to address repopulation. An applications form will ensure that all data collected is the same for every applicant. The data will be stored in line with GDPR.

The assessment and allocation of the homes/crofts will be carried out based on a standard anonymised format and a panel will make the final decisions, thereby removing individual bias. Homes will be designed to allow for a downstairs toilet and potentially a downstairs bedroom, to prevent people having to move home if they require an accessible home.

CHT has an equalities policy which it will follow to ensure that no-one is excluded from applying for a home.

The target groups will be:

- Everyone in the Glengarry area who can demonstrate the requirement for an affordable home
- People wishing to move to Glengarry who can demonstrate and bring in skills/economic activity

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

After the CRF funding has been utilised to achieve planning permission and contract drawings, the project will be able to move onto the tendering phase of securing a main contractor to undertake the housing construction. Once the full costs are known, CHT will secure the remainder of the funding package, i.e., Rural and Islands Housing Fund, grant, other grant funding such as wind farm community benefit, CARES as well as development finance and long-term loans that can be supported by rental income.

The project has the potential to leave a lasting legacy through the affordable housing by creating a settlement in an area that has historically been a thriving community. The homes will be a springboard for the development of crofting on GCW's land and help to regenerate Area B for 4 woodland crofts and a recreation area. There is potential to integrate paths through the woodland to encourage a healthy lifestyle and wellbeing for residents and visitors.

The project group intends to share the lessons learned, create legal templates and a basis to inspire other groups to take on similar projects, that will have far-reaching benefits to the people, place, economy and the environment.

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

This project fits with the Highland Council's mainstream Affordable Housing Supply Programme & Strategic Housing Investment Plan as well as the Scottish Governments support for an increase in the number of woodland crofts.

Invergarry is listed as a growing settlement in the adopted West Plan.

It also fits well with GCW, a growing social enterprise, which has recently launched a share offer to support their project Glengarry Forest Cabins (eco-tourism). The cabin business is aimed at providing suitable accommodation for tourists in an effort to balance the number of second properties coming onto the market and to fill the gap in provision of holiday accommodation. The cabins eco-social enterprise will create more jobs and bring people to the area who will support other local businesses. The cabins will complement the affordable housing and crofts project, which has similar aims for sustainable community growth. They are also planning to develop a Community Plan.

CHT have worked closely with GCW and will continue to do so to complete this project.

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)
Planning Consent	No	No
Building Warrant	No	No
SEPA (Car License)	No	No
Private water supply – HC registration	No	No

SECTION 5: BUDGET

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

5.1 Main project expenditure – 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
Design Fees	Architect Fees for developing designs to achieve Full Planning and Building Warrant. Engineer Fees for designing private water supply, drainage solutions, wastewater treatment, electricity connections and road infrastructure. Tree stump removal Bore hole test site for water supply Landscaping design to fit with forest plan (being commissioned by GCW)	Capital	81,090
Planning and Building Warrant Fees	Fees for Local Authority	Capital	9,900
CHT Resources	Contribution for staff input	Revenue	3,500
Total capital expenditure			£90,990
Total revenue expenditure			£3,500
TOTAL PROJECT COST			£94,490
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£94,490

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?

CHT have not sought quotes for this project as yet given the volume of quotations that are being asked of consultants to date. We have estimated the figures above based on actual quotations received within the last 2 months for other similar projects throughout the Highlands. We regularly work with Architect and Engineering teams to develop projects and we believe that this budget accurately reflects the cost of the work involved. Requests for 3 quotes will be sought in the event of a successful application to CRF.

MATCH FUNDING: As CHT is based in Inverness and not local to Glengarry, it does not qualify for funding support from the Fern Community Fund or The Glengarry Trust windfarm funds. CHT does not qualify for Scottish Land Funding or Big Lottery support for the same reasons.

CHT has committed £39,000 in purchasing the land as well as considerable staff resources to this stage.

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 £
Scottish Government, Rural and Islands Housing Fund	No	No	720,000
Commercial Lender	No	No	180,000
Complimentary grants to be sourced	No	No	150,000
Total match funding			£1,050,000
CRF requested			£ 94,490
Total project cost			£1,144,490

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:

Although we have included a cost CHT staff in this application there will a considerable staff input which will be required over and above this cost. Also, in-kind support is from CHT’s volunteer board members and directors and also local volunteers involved in GCW.

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

It is not possible to provide affordable housing unless there is a significant investment from public funding as the low rent levels will not cover commercial lending require to build new homes. As with all social and affordable housing the project is not deliverable without public funding investment.

By securing grant funding for the design phase of the project, this makes the whole project more financially viable and deliverable. It reduces the risk to contractors tendering for the work, especially in these turbulent times, and of the project failing or not proceeding. This approach aligns with the Scottish Government's guidance for the Rural and Islands Housing fund, where projects are required to have statutory consents in place before funds for the housing will be granted.

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 project to complete the design phase of the work will not generate any revenue.

Once the homes are completed, CHT reinvests any surplus into achieving the following social purposes as set out in our Business Plan.

2.1 Our Vision:

To make community led development mainstream by bringing growth through inspiration, innovation and empowerment of our communities.

2.2 Our Mission:

To provide services to support, inspire and stimulate resilient and sustainable communities challenging affordable housing conventions and making lasting environmental, social and economic impacts.

2.3 Our social purpose:

We care about the people and the communities that we serve. We work, in collaboration with others, to create stable, secure, trusting and supportive environments, where people feel they belong.

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

Additional homes in the area, that will help to retain families will not displace or disadvantage local organisations or businesses. In fact, the development of new affordable homes will help keep people in the area to the benefit of businesses / organisations. The project will not displace any businesses or organisations it is CHT's ethos to be inclusive and community-led and this includes working with individuals, local organisations and businesses.

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

~~YES~~ / NO

Please state your reasons:

CHT has already committed funds to this project through the land purchase and will secure commercial lending for the project at a later stage, when the project has been tendered for construction. To reduce project risks, grant funding is required at the initial stages of the project.

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

For example:	Details
N/A	

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 £
Highlands and Islands Enterprise	2020	25,000

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 – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print: Susan Hunter	Date 25.11.2022

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	x
2	Committee Members or Directors List	x
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A
5	Confirmation of match funding letters	N/A
6	Bank statement – latest available * <i>please provide a statement below declaring what the remaining bank balances are for. Operational costs, loan repayments</i>	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)	N/A
10	Relevant insurance policies	x
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	x
13	Partnership agreement	N/A
Reason for missing documentation: CHT Annual Accounts: https://www.chtrust.co.uk/financial-information.html Committee / Board Members: https://www.chtrust.co.uk/our-board--advisors.html CHT Memorandum and Articles of Association: https://www.chtrust.co.uk/articles-of-association.html Please advise if any policies are required for your review.		
Declaration what the remaining bank balances are for:		

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	CRF1242	
1.2	Organisation	The Isle of Eigg Heritage Trust	
1.3	Project title	Old Surgery – Affordable Housing Project	
1.4	Project costs	Total cost of project	£759,256
		Match funding	£659,256
		Grant requested	£100,000
1.5	Start date	Spring 2023	
1.6	End date*	Winter 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	Miss Rebecca Long
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Business Development Manager
2.3 Address	An Laimhrig Isle of Eigg PH42 4RL
Postcode	
2.4 Email address	Rebecca.long@isleofeigg.org
2.5 Website address	www.isleofeigg.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	170339
Constituted group		
Public body		
Charity	x	SC025609
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
			X

Details:

The Isle of Eigg Heritage Trust is a company limited by guarantee and a registered charity. IEHT is not registered with HMRC and therefore not able to reclaim VAT.

3.6 Project delivery team	
Name	Job title/area of work
Rebecca Long	Business Development Manager – works across IEHT Projects, specific focus on housing
Jonathan Jobson	Business Development Officer
Wittets Architects	Architects – Design team lead and contract administrator
Jon Howarth	Quantity Surveyor

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.
Grianan Isle of Eigg, PH42 4RL
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>Yes.</p> <p>IEHT acquired the Old Surgery Building and land parcel adjacent in March 2021.</p> <p>The site plan is attached to the application, showing boundaries and new access tracks.</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 project theme this application focuses on is People.</p> <p>Community Regeneration funding will be used to build two new homes for social rent on Eigg. After a larger housing project was shelved in 2019 due to funding constraints, largely a result of infrastructure costs, IEHT were successful with the acquisition of the 'Old Surgery' building from NHS Highland in 2021. The building which once served as the Small Isles Medical Practice has sat disused since 2016. The structurally sound building will be converted and extended into a two-bedroom home. A second two-bedroom newbuild will be built on land just north of it. Both will be owned by IEHT and rented at an affordable rent.</p> <p>We have architects' designs and a design team in place, full planning permission, building warrant, and have identified potential contractors to invite to a tender process to be complete by the end of this year. Once we have full tender costs, applications for funding will be submitted to the Rural and Island Housing Fund who have supported and been closely involved in the project since its inception. In addition to funding already secured from different sources for site acquisition, design and development, Island Infrastructure funding has recently been secured to provide access, water and electricity to the sites. The serviced sites will be ready before the end of March 2023 meaning, subject to funding, we will be ready to start building from April 2023.</p>

We have been in touch with other recent island and remote/rural community-led housing projects to learn from others experiences to build on the overall deliverability of the project.

Housing has been identified as a continued priority through Community Strategic Plans, Housing Need and Community Surveys. IEHT already provides ten homes for social rent and has a housing allocations policy that supports fair and equal access to islanders in housing need. Increasing the number of homes for rent is an ambition that IEHT have been working hard to deliver for the last six years. IEHT offers homes for affordable rent under short-assured tenancies.

Eigg's population has grown steadily over the 25 years since the community buyout of 1997, it now stands at 110 people and continues to grow. However suitable housing has not kept pace. A community survey in 2018 identified housing (availability, affordability, condition) as one of the community's top three concerns. A survey in April 2022 (80% return rate), identified 23% of households (16 people) are living in temporary accommodation (shed, caravan, tent or yurt) or are registered homeless. These include key workers in the School, Health Centre, Island Shop, Electricity Maintenance and Forestry teams.

Over the last two to three years, a lack of housing has meant people, including young families, have had to leave Eigg. Others, particularly young people, have not been able to return or move here. Those in temporary or unsuitable accommodation face a continuing lack of security and may feel they also have to leave. With few properties coming up for sale, affordable housing for rent is key to sustaining our island, socially and economically.

The two new houses will be an important part in Eigg's target to be a carbon zero by 2030. The new homes will be highly insulated, energy efficient, and have solar thermal panels on the roof, an air source heat pump powered by Eigg's renewable energy supply (part of a wider heat demonstration project focused at capturing information to inform the next phase of our Green Energy grids expansion), and a stove using wood fuel grown and processed on-island.

Outcomes are:

- Two households will have secure tenancy of an affordable home that meets their needs.
- The number of households living in temporary or unsuitable accommodation will reduce from 23% to 19%, benefiting individuals' physical and mental health and enabling them to plan a more sustainable future living and working on Eigg. while contributing to the island's social and economic resilience
- Island employers, concerned their skilled workers may leave Eigg due to a lack of suitable housing, will be more confident in their business's long-term viability.
- Reducing housing need supports Eigg's school, health centre and other key services for all residents
- By maximising use of its land and assets, IEHT will increase the number of homes available for social rent, ensuring a greater proportion of Eigg's housing cannot be sold as second homes or holiday lets.
- Rents provide an income stream for IEHT to develop more new housing and upgrade its existing housing stock to meet net zero energy efficiency standards.
- Eigg Electric will gain vital information regarding the use of electricity from our renewable grid for providing heating, to inform an ongoing feasibility study focused on the next phase of our grid's expansion, a critical element in Eigg's journey towards a fair transition to carbon net zero.
- Provide opportunities to learn and share knowledge on how to convert existing and create new buildings to meet net zero energy efficiency standards with the wider community.

The project theme this application is focused on is people:

Eigg's community includes a wide range of ages with differing needs. Almost two-thirds of the population were not here at the time of the buyout. New people and families have arrived, making their home alongside more established families that have grown as their young people have chosen to stay on Eigg and make it their home, rather than leave as they once might have done.

55% of Eigg's population are under the age of 50, with 15% of the total under the age of sixteen. This is a great success for a small remote community like ours and perhaps runs contrary to similar communities who suffer from depopulation and an aging demographic.

We have multiple examples of surveys, consultations, and strategic plans that all evidence local support for the project, identifying a fear that lack of suitable accommodation will result in people, particularly our younger community having to move away.

Additionally, we also have the ‘unquantified need’ of Eigg’s young adults, who have moved away for work or education, that look to return and to start families of their own.

The project has been developed in close consultation with the Community and has remained community led as it has progressed. Consultation has been delivered in such a way as to be inclusive as possible, to ensure anyone who wants to participate has been afforded opportunity to do so. The consultation process has included focus on site specific queries, servicing and the design proposals produced, and has addressed the priorities and concerns raised from the previously shared Sandavore Housing Project, as well as understanding any new thoughts the community had. The designs have been met with positivity from the Community, as well as comments around the project feeling more manageable and achievable.

Project Risks and Mitigations

IEHT have given careful consideration to the potential risks of embarking on a community-led housing project. From the outset IEHT has been in discussion with the Rural and Island Housing Fund (RIHF) with meetings on a regular basis as each stage of the project has advanced, and has also maintained a dialogue with commercial lenders.

IEHT has approached the project in phases, from the initial pre-development engagement with the community, to funding a package to acquire the Old Surgery building and parcel of land adjacent, and then to appoint a suitable architect and surveyor to produce planning applications and sketches. IEHT is now in receipt of planning permission and building warrants and is moving to the next stage which is infrastructure enablement – access tracks, a bore hole for water supply and also connections to Eigg’s electric grid. Once infrastructure is in place, IEHT will then move towards final costings and going out to tender with the hope of having contractors on site in Spring 2023.

Risks	Mitigations
Statutory Permissions	Planning approval and building warrant are already in place.
Project viability and deliverability	Having taken learning lessons away from the unfeasible Sandavore project, we have broken the project into stages, beginning with an infrastructure focused project, which is fully funded and will deliver two serviced sites ready to take foundations by the end of March 2023. We are making full use of an under-utilised building, converting instead of knocking down and starting again.
Identifying a Contractor to work with	We are utilising information produced by our Design Team, our IEHT Board and the surrounding Small Isles, as we work towards a tender process, all the more important given the current climate. Procurement has been discussed and agreed by the Rural & Islands Housing Fund.
Completing the funding package	Early engagement with funders. We have remained in regular contact with RIHF (see attached support letter), as well as constantly looking for other opportunities. We have also been in dialogue with two commercial lenders. By breaking the project into stages, we have been able to attract funding and then take action, which we hope highlights our ability to deliver.

	The feedback we received from our EOI was that CRF want to see a fully funded project and we will be keeping you updated with progress.
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(b) How will the project benefit local communities or the local economy?

Recent IEHT housing need studies (2016 & 2021) have identified an urgent need for one- and two-bedroom properties for economically active people living on Eigg in substandard accommodation.

In a community of only 110 people, every person makes an impact. Many of those currently in housing need, are considered key workers, with the potential loss of even one through lack of housing having a negative impact on Eigg's Community and the local economy.

Although our population is growing, so too is homelessness and the number of people living in temporary accommodation. These people include an early years teacher, a health care worker, construction workers, and employees of the island shop, oyster business, and Eigg Electric. Without a permanent home, these individuals may leave the island. The decision that IEHT should embark on a programme of new affordable housing for rent was made in consultation with the community and through the Eigg Residents Association.

The project is aimed at supporting the growth and retention of population on the island. The development of new homes for Eigg follows a consultation and survey process which established both need and demand. As a small and highly integrated community, ensuring we support a diverse demographic, retain key skills, and address housing need is vital in ensuring community resilience and viability.

From the outset of the project for new homes on Eigg back in 2016, IEHT has engaged with the community, with several community consultations held during which feedback was sought as to what were the priorities for the community, what designs or types of homes would best suit the island's housing needs and which sites on the island would be best utilised for new homes.

New housing ensures that skills and specialist services can be kept on the island, redirecting wealth back into the local economy rather than be reliant on external providers. As the principal landlord on the island, the Isle of Eigg Heritage Trust can exert influence on the design, procurement, and delivery of all stages of capital works projects. In using its land asset to create new opportunities for housing, the Trust fosters greater community resilience while sustaining its anchor role in generating positive social, economic, and environmental change on Eigg.

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

We know there is an urgent demand for housing on Eigg, particularly affordable homes to rent. Lack of available housing has continued to be a pressing need on Eigg over recent years, consistently coming out at the top of community consultations and strategies and an issue that IEHT have been working to address.

Over the last two to three years Eigg has lost residents, including young families as a direct result of lack of suitable housing. Affordable rental housing is key to sustaining our island population.

As a small island there is limited land available for housing development; water and access being two of the main restrictions. After a larger housing project proposal was shelved due to the infrastructure costs associated with our remote island location, IEHT has been working to identify any and all opportunities arising from under-utilised island assets.

Local support for the project is evidenced through community strategy, surveys and consultations that have all been led by Eigg's Community. Eigg's last 10-year strategic plan identified the need to improve and expand infrastructure and strengthen the island's capacity to manage its increasing population.

'Eigg at 20,' a community wide survey undertaken in 2017/18 (with an 89% response rate) identified the availability, affordability, and condition of housing as a priority (75% of respondents), the second top priority after the long-term security of Eigg's renewable electricity supply (76%).

Eigg's population has grown by 70% since 1997 to around 110 strong – and it continues to grow – however whilst this growth, particularly of young people and families is viewed very positively, there are very real concerns over lack of housing, undoing these successes. Respondents noted key housing concerns of:

- Lack of smaller, starter homes for single people, small families, those on lower incomes
- Lack of affordable housing to rent year-round
- Growth of holiday homes lying unoccupied for most of the year (currently only four on Eigg)
- Local people being priced out of the housing market

A further community survey in March 2022 (response rate of 80%), identified 23% of Eigg households (16 people) are in temporary accommodation, homeless or living in unsuitable accommodation (a caravan, shed, bell tent or yurt). A high proportion of them are key workers, working in the school, medical practice, shop, oyster farm, electricity maintenance team and wood fuel businesses.

Affordable housing for rent is key to sustaining our island population. Very few properties come onto the open market for sale. When they do, with household incomes below the Scottish average and high island house prices, many in housing need find it impossible to get a mortgage.

Food, fuel and transport costs are higher than the mainland, whilst 55% of respondents noted that their Gross Disposable Household Income was less than Lochaber's average of £17,745 (2017). Eigg has a higher percentage of people who are economically active (80%), compared to Highland (72%) and Scotland (69%). This is indexed against the Scottish Household Survey.

The objective from this project is to enable residents currently in temporary accommodation to have security of tenure, improving both mental and physical wellbeing and crucially affording them the time and opportunity to embark upon new jobs, economic activities and investment in a community in which they have a stake and not the constant concern of moving between short-term (often 6-monthly) housing solutions.

Evolution of Community-led consultation and project development

There has been significant community engagement from the outset of this process.

Consultation has spanned different events and over an extended time period, as we have worked to develop a project that is both deliverable, but meets Community priority and need.

In 2016 feasibility work began to deliver four new homes for affordable rent – the Sandavore housing project. Finding a site was a challenge. Although IEHT owns the island, much of the land is tenanted (farms and croft land), protected natural heritage sites, is commercial forestry, or far from water, electricity and the

island's only road. Options for any IEHT development, housing or otherwise are constrained as a result. However, a site was identified and feasibility study consultation commenced.

The feasibility study included a programme of community consultation, taking time to capture, understand and explore the viewpoints shared, with the aim to encourage everyone – individuals, local stakeholders, community to all input into each stage of the design.

The detailed consultation produced a range of ambitious ideas, aspirations, priorities and concerns. The first round focused on gathering as much information from the community as possible including:

Key priorities:

- Houses must be energy efficient, comfortable, with low heating and electricity bills
- Rents for houses must be affordable

Key concerns:

- Capacity within the existing electricity supply to serve the new houses
- Capacity of existing water supply to serve the new houses

There were three rounds of community consultation in total, each building on the one before, with the Architects team incorporating all the ideas, comments and feedback gathered into the design proposals. Each consultation session spanned across two days, with extended drop-in sessions held, at different times of day and different locations to encourage as many people to come along and share their thoughts as possible.

The consultation allowed the community to steer the design's development and take ownership of the project. Unfortunately, the Sandavore housing project proved to be unfeasible at the time, a large proportion of the project cost tied up in infrastructure costs that were proving challenging to fund. However, the feasibility and consultation process had been hugely helpful in helping the community and IEHT identify and shape how to move forward.

IEHT changed approach. An opportunity to acquire the Old Surgery building from NHS Highland presented itself. IEHT approached the Eigg Residents Association to test out the community's thoughts towards purchasing this and the land parcel adjacent for creation of new homes for affordable rent. The proposal was met with complete support.

IEHT took everything learnt from the consultation process for the Sandavore project and applied it to the Old Surgery project. The scale of infrastructure works was deemed manageable, given the differences between the Old Surgery site and Sandavore.

The consultation processes this time focused on site specific queries, servicing and the design proposals produced, having incorporated, and addressed the priorities and concerns raised previously, as well as understanding any new thoughts. The designs were met with positivity from the Community, as well as comments around the project feeling more manageable and achievable.

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

Activity name	Achieve by (date)
Contract Tender Period	Dec-22
Contractor Appointment	Jan-23
Application to RIHF	Jan-23
Start of Works	April-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.*

IEHT takes its environmental responsibilities seriously. Eigg is currently working towards being a net zero island by 2030. An ambitious target, led by the Community and supported by a community-led Clean Energy Transition Agenda that focuses on circular economy, community engagement and efficiency of heating within buildings.

Energy efficiency within homes is a central part of our net zero by 2030 strategy. With Eigg's green energy grid already producing our island's electricity, focus is turning to lower carbon heating solutions, exploring the use of electricity from our renewables, producing heat for homes, and further developing our community run, sustainable woodfuel business.

The proposal is for the new houses to be lifetime homes, of high standard and low energy consumption designed by Wittets architecture of Broadford, Skye – www.wittets.co.uk.

Our plan is to refurbish the existing Old Surgery building and build another home within the site boundary. The houses are to be highly insulated and energy efficient, and will look to maximise the solar gain afforded by this south-east facing site.

Heat and hot water will be provided by a complementary system. A first for Eigg, Eigg Electric is utilising these properties to trial electricity for heating, installing an Air Source Heat Pump (ASHP) into both properties. This ASHP will be supported by Solar Thermal Hot Water panels on the roof of each house and a back-up wood stove, which can be fed by wood from the Eigg Forestry Plantation. The aim of the Heat Demonstration project is to showcase Eigg's Green Energy Grid as a sustainable provider of energy for heating in the near future. For this to be achieved, Eigg Electric needs to ascertain the usage per household of ASHPs to allow for the expansion of the current grid to allow for all Eigg homes to be heated using ASHPs, moving homes away from kerosene or coal and allowing IEHT to achieve the aim of being carbon net-zero by 2030. This project will be a key step on the road to achieving that goal.

All appliances within the homes will be energy efficient. A more energy efficient home is a more comfortable home, with reduced costs associated with heating. A March 2022 community survey highlighted that 63% of households on Eigg are currently living in fuel poverty. The houses will be delivered to meet the upcoming energy performance targets.

The surrounding habitat has been surveyed by on-island wildlife rangers to make sure we are preserving and protecting our natural landscape. We have protected trees within the project, which are well established and add to the overall amenity of the sites. IEHT will look at further opportunities afforded by the project to enhance the immediate area with possible tree planting and other sympathetic landscaping.

The aim is to utilise local workforce and resources on the island to complete work where possible, reducing the need for people travelling long distances to and from the island. A model that has already been tried and tested in another recent island capital works project.

IEHT has an environmental policy in place.

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 nine protected characteristics are

1. age
2. disability
3. gender reassignment
4. race
5. religion or belief
6. sex
7. sexual orientation
8. marriage and civil partnership
9. pregnancy and maternity.

The project does not specifically target any group of people on Eigg who identify with one or more of these protected characteristics. However, its design and delivery does aim to take all reasonable steps to ensure people are not excluded or disadvantaged from the project, whether they have these protected characteristics or not.

IEHT's equalities and diversity policy supports principles of equality, diversity and inclusion and work hard to demonstrate and deliver equal opportunities. IEHT's role is to support the continued positive development, sustainability, and wellbeing of Eigg's community.

More broadly, the project supports greater equality of people living on Eigg; an island whose location means it is disadvantaged in terms of access to employment, health, social opportunities and choice of goods and services.

In developing the project we have considered the needs of those with protected characteristics to ensure that nobody is excluded or disadvantaged from benefitting from the project. In progressing Eigg's urgent housing need IEHT regularly consults with the community to establish how that need is represented in terms of the size of homes needed, and the age and any mobility or other criteria tenants may have.

In their Review of Equality Evidence in Rural Scotland of 2015, the Scottish Government identified that although the story for many households in rural Scotland is one of a good quality of life, there are pockets of poverty and vulnerability due to income, disadvantage, stigmatisation, and isolation. Population is dispersed over great distances meaning that service provision is often difficult and expensive and innovative solutions are required to ensure equality of opportunity.

Following The Islands (Scotland) Act 2018, a National Islands Plan was created in 2019 setting sets out 13 Strategic Objectives which are practical, common sense, but will also be critical over the next five years to improving the quality of life for island communities.

The Act and Plan recognised that those living in island communities can find it more difficult to access public services or high-quality employment. Depending on the island's size or its location relative to the mainland, the consequences of geography can create particular problems for island communities. These might include for example, a higher general cost of living, more expensive and more complex transport

options, higher fuel or construction costs as well as environmental factors and infrastructure issues such as poor digital connectivity. Housing sits in the centre of all of this, without quality, affordable homes to support our island communities, opportunities for growth and development are hugely limited.

Once completed the existing Eigg Housing Allocations Policy will be used to rent the two new properties. IEHT's housing allocation policy has been developed with Eigg residents and is reviewed every few years. It reflects the community's ambition to grow our population and its demographic. The housing allocation policy does not discriminate against anyone based on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Nor does it currently target any one of these or any other groups of people. However, as the responsibility of addressing homelessness in Highland area is managed through the Highland Housing Register, Eigg's allocations policy prioritises those in housing need already living on the island.

The policy is reviewed every five years and its current aims are:

- To provide access to housing stock in order to sustain the Isle of Eigg as a viable community and make the best use of available housing stock.
- To prioritise the housing needs and to provide access to housing stock for local residents on a fair and equitable basis.
- To provide or promote the provision of housing on the island for people in necessitous circumstances and also specially designed or adapted housing for the elderly, handicapped or disabled.
- To use the availability of housing stock to encourage key workers to join the community.
- Houses will be allocated on the basis of housing need

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

The lasting benefits and legacy of this project will be to introduce two new housing assets to Eigg, new homes, for islanders to call their own.

IEHT is an experienced social landlord, having managed properties on Eigg for the last 25 years and is well situated to add two new homes into its current portfolio of ten. IEHT has a housing allocations policy, developed by Eigg's Community, to support fair decision making when it comes to allocating who will move into these new homes.

Beyond the CRF funding, the houses will be self-sustaining. A revenue budget has been produced to ensure that the homes pay for themselves in the future. 15% of the annual rental income will be ring fenced into a maintenance budget.

IEHT is committed to building energy efficient homes to help work towards our community's commitment to be a carbon net zero island by 2030, and to help support lower running costs for our tenants.

The houses will be looked after on island, by both IEHT and Eigg Electric. Eigg is fortunate to have access to a population with a wide set of skills that can maintain existing and new homes – including individuals trained in PAT testing. In the longer-term, Eigg is looking at the feasibility of working together with the other

Small Isles and Knoydart to deliver a Small Isles Maintenance Partnership, to further build up resilience and skills on the islands and reduce the reliance on mainland contractors.

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

Eigg's last 10-year strategic plan identifies the need to improve and expand infrastructure and strengthen the island's capacity to manage its increasing population. Eigg's Community is in a fortunate position to have an increasing and diverse population. However, lack of suitable housing has been identified as a threat to this. 'Eigg at 20' a community wide survey in 2017/18 identified housing (availability, affordability, condition etc) as one of the top three concerns shared by the community. A more recent survey in April 2022, identified 23% of residents are living in temporary accommodation (shed, static caravans, tent or yurt), or are registered homeless.

Eigg's community are working towards an ambitious target of becoming a carbon net zero island by 2030, and have produced a Clean Energy Transition Agenda to help act as a focused guide towards this target. An integral part of the CETA focuses on decarbonising heating within buildings, alongside improving energy efficiency of homes. The electrical connections established as part of this infrastructure project will support the proposed Air Source Heat Pumps to be connected to the grid.

Community focused, the project aims to build on Eigg as a place to live, to meet the needs of a growing, diverse population and ties in with wider regional and national strategy:

Highland Council - Local Housing Strategy

The new local housing strategy is focusing on four main outcomes, which neatly dovetail against the objectives from Eigg's Community with regards to providing housing. When setting the vision, affordability, for local people, came out on top in terms of priority (52%), followed by sufficiency i.e. making sure we can meet the need of local demand (22%) and this is very much where IEHT is focused.

- Housing supply enables strong economic growth and creates resilient communities and places – even losing one household on Eigg impacts on overall economic activity and viability of the community. Currently those in housing need are in key worker positions, from managing forestry, Eigg's Green Energy grid, through to healthcare workers in our medical practice.
- Health & wellbeing outcomes will improve by investing in housing solutions which enable everyone in Highland to live independently in the community they prefer – without housing, people must leave the island, there is no option to move to a location nearby, it results in leaving the community they have chosen as their home.
- People in Highland have access to a wider range of housing options and choices and the support they need – many are not in a position to be able to purchase a home, IEHT is the anchor organisation on the island, and as such is well placed to deliver housing solutions.
- Partnership and innovation builds capacity in Highland so that housing condition and energy efficiency improve and all homes to move towards net zero – IEHT are exploring options for partnership, within the Small Isles and wider as we work towards targets for energy efficiency and our island's net zero target date of 2030.

West Highland and Islands Development Plan

With any new development on Eigg, we must consider our island location and infrastructure:

- Direct most significant development close to the ferry terminal and within active travel reach of the island's community and commercial facilities – the pier, where the island shop, tearoom and community hub are located are within easy reach of the development as is the island's community hall.

- Water and electric in any consideration – we are working with Eigg Electric and introducing a robust water supply in partnership with NHS Highland

Place principle and infrastructure investment

The project supports the Scottish Government’s Place Principle. By adding to the availability of rental properties on Eigg to complement those of Lochaber Housing Association and Highland Council, this IEHT project takes a collaborative approach to the provision and development of Eigg’s assets and services to achieve better outcomes for its people and community. It is a pragmatic and flexible response to an opportunity which responds to the urgent and specific lack of housing provision on Eigg, whose remote location presents distinct challenges to similar sized communities on the mainland.

Scot Gov – Housing to 2040

The strategy recognises that small-scale action can bring about significant impact in our remote and rural communities. A small number of additional homes can have a generational impact, building on the long-term resilience of our community.

Community-led housing projects such as this one, introduce solutions that are fit for the purpose in the individual remote and rural locations we find ourselves in. Creating affordable homes supports the growth and retention of our island population. All other economic, social and environmental growth and sustainability factors stem from this.

National Islands Plan

The housing project that follows this infrastructure stage reflects the overall objectives of the Scottish Government’s National Islands Plan. It links directly with three of the strategic objectives:

- 4 - to improve housing – 23% of Eigg’s Population live in temporary or substandard/inappropriate housing, including static caravans, sheds, yurts or tents
- 5 - to reduce levels of fuel poverty – a survey in March/April 2022 revealed 44% of households on Eigg are in fuel poverty and 23% are in extreme fuel poverty, almost double Scotland’s fuel poverty rates. The new housing will be well insulated and energy efficient, contributing to the Scottish Govt 2040 target that no more than 5% of households should be in fuel poverty, and no more than 1% in extreme fuel poverty.
- 9 - to contribute to climate change mitigation and adaptation and promote clean, affordable and secure energy – when built, the houses will be fitted with ASHPs, powered by Eigg’s renewable energy grid.

With regards to other local initiatives, we have been liaising with the other Small Isles to create a ‘Small Isles Project Pipeline’ to try and identify ways to streamline approaches, collaborate where possible etc. All the Small Isles are currently working on housing projects.

Small Isles Maintenance Partnership – we have been exploring the feasibility of future partnership working, between our island communities and neighbouring peninsula of Knoydart, supported by the Communities Housing Trust.

4.4 Does the project require planning permission or other statutory regulatory consents?	YES	
If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Planning Permission (21/02737/FUL and 21/02738/FUL)	Yes 03/06/2021	Yes 18/10/2021
Building Warrant (22/00060/DOM2 and 22/00061/DOM2)	Yes 21/01/2022	Yes 11/05/2022

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
Site Acquisition	Site and Building Acquisition from NHS Highland	Capital	£36,081
Project Development	Including professional fees, planning and building warrant	Capital	£22,595
Enablement Works	Site infrastructure costs (access tracks, electrical connection, demolition works/site clearance, borehole)	Capital	£96,000
Construction	Professional fees	Capital	£28,200
Construction	Building work costs (including preliminaries and irrecoverable VAT)	Capital	£566,380
Project Management	Project Manager - Technical advice and support to ensure project momentum is maintained, to deliver to budget/timeline.	Revenue	£10,000
Total capital expenditure			£749,256
Total revenue expenditure			£10,000
TOTAL PROJECT COST			£759,256
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£96,000

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?

Procurement can be more challenging as fewer suppliers wish to submit competitive tender bids for a remote island location. It is therefore important that potential suppliers as early as possible.

We have broken the project down into phases, to support overall viability and deliverability of the project. The housing enablement phase, which is focused on infrastructure will be delivered before the end of March 2023. This stage is funded by the Island Infrastructure Fund, and we have been working with the funders to ensure appropriate procurement is followed.

The project budget has been developed in conjunction with our experienced Design Team. Wittets have a strong track record in delivering community housing projects in remote and rural areas and together with our QS have been monitoring current market trends to ensure the project budget is reflective of the current construction sector.

Our tender documents have been prepared, pre-dialogue undertaken and discussion and sign-off on approach by the Rural & Islands Housing Fund (RIHF). We are about to go out to tender (Dec-22) with costs due back in January. We have been in regular dialogue with RIHF to ensure that we can progress with an application subject to getting a tendered price back. An application draft is currently being produced, to support a quick turnaround upon having tendered costs. We have support in principle for a loan, which will go towards making up the funding package.

We have been in dialogue with the CRF team within Highland Council and agreed that considering our EOI feedback tells us that we need a fully funded project, we can keep them up-to-date with progress, to evidence the overall viability of the project.

Given IEHT is not VAT registered, we have been in dialogue with IEHT's Accountant who has provided advice and support with regards to our position with VAT. Construction costs for new builds are 0% VAT and refurbishment at 5% VAT given the existing building was utilised as a surgery. Professional fees and other costs remain at a 20% VAT rate.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Highlands & Islands Enterprise (Site Acquisition)	Yes (Nov-20)	Yes (Jan 21)	£36,081
Scottish Land Fund Stage One (Project Development)	Yes (May-20)	Yes (Apr-20)	£7,500
Rural & Islands Housing Fund (Project Development)	Yes (Sep-20)	Yes (Oct-20)	£15,000
Island Infrastructure Fund (Site Infrastructure)	Yes (Jun-22)	Yes (Aug-22)	£72,000
NHS Highland	Yes (Oct-21)	Yes (Nov-22)	£24,000
Rural & Islands Housing Fund (main fund)	No (need tendered costs to apply, Jan-23)	No	£384,675
Social Investment Scotland / Ecologie	Yes (Sep/Oct-22)	Pending	£120,000
Total match funding			£659,256
CRF requested			£100,000
Total project cost			£759,256

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:

In addition to paid staff time and professional fees, there have been 1,000s of hours put in on a voluntary basis by Directors of the Isle of Eigg Heritage Trust, Eigg Trading, Eigg Electric. In addition, residents of Eigg have helped to identify costs, provided initial technical surveys, cleared ground as well as contribute many hours in consultation events spanning across years. A very conservative estimate of 10,000 hours over the last five years at £10 per hour equates to £100,000.

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

Without public funding, delivery of the project is not viable.

Building in our remote, rural island location is proving to be 35% more expensive than building in a mainland setting. As a small island organisation, the Isle of Eigg Heritage Trust does not have the means to build up a capital pot large enough to deliver these works. The organisation is taking out a loan as part of the overall funding package for the project, recognising that we need to put resources in as much as we are able.

Beyond the capital works the houses will be self-sustaining, with income generated by the houses going towards their running costs and in the longer-term developing a surplus that can be reinvested to ensure they remain long-term assets to the island.

Eigg is constrained by its location with regards to introduction of new housing. There are five social housing homes on the island, but no further homes have been delivered since the early 1990's. Given IEHT's position as a vital anchor organisation on the island and its track record as a social landlord on the island, IEHT is absolutely well positioned to deliver community-led housing solutions on-island. IEHT is trusted within the community as a housing provider and it is one of IEHT's core objectives.

Community-led housing is about local people playing a leading and lasting role in solving housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing. In island locations the ability to deliver affordable homes is made more complicated and expensive due to transport and other costs. IEHT is very experienced in delivering large-scale capital works projects on Eigg, from the island electrification scheme, right through to the very recent redevelopment of Eigg's Community Hub, An Laimhrig.

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

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 income generated will go towards the running costs of the building, to support the houses as self-sustaining. In the longer-term the surplus generated will be reinvested into the properties, to directly benefit the overall quality of life of Eigg's residents. Revenue generated will also indirectly benefit the organisation, supporting IEHT employment, creation of island assets, retention of population and other economic opportunities e.g. maintenance of housing.

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

This project is focused on creation of a new island home, rather than disadvantaging island organisations/businesses, the intention is to support them indirectly, by housing someone working on-island already.

The project will enhance opportunity, new homes, means more electric being used, increased opportunity for log sales, which benefit other island community enterprise.

Introduction of Air Source Heat Pumps, will facilitate Eigg Electric's exploration into how to enhance our island grid, to introduce options for using our renewable energy grid for heating. As we work towards a fair transition to net zero, exploring opportunities for use of electricity for heating is important not just from the standpoint of further decarbonisation of heat, but also from an ease of use standpoint, to support those not able or willing to utilise solid fuels e.g. logs.

Use of island labour/resources, where appropriate to do so, the aim is to utilise on-island skills, equipment and other resources rather than import skills. The project will therefore advantage local businesses.

Eigg has put together an on-island skills register, which helps to assess where we need to bring in external support to help deliver island projects.

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

YES

Please state your reasons:

Loan funding will make up a proportion of the overall wider project. Loan funding has been included at a level that can be responsibly managed by the Isle of Eigg Heritage Trust, to ensure we are not putting the organisation at risk. The loan element of the project was discussed and agreed upon by IEHT Directors, in conjunction with reviewing financial projections.

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

For example:	Details
Business Gateway	
HIE	Acquisition costs of Old Surgery
Other	<p>Communities Housing Trust – supported IEHT in developing the Business Plan.</p> <p>Rural & Islands Housing Fund – support from Neil Moir in project development.</p> <p>Other island Community organisations – learning from others experiences – opportunities and challenges</p>

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 £
Highlands & Islands Enterprise – Development Manager support	FY1920 to FY2122	£51,555
Highlands & Islands Enterprise – Digital Enablement	01/03/2021	£3,364
Covid-19 – Corra Foundation (shared between IEHT and trading subsidiaries)	01/04/2020	£21,528
Covid-19 – HIE	01/05/2020	£13,000
Covid-19 – Highland Council	01/05/2020	£17,500

Covid-19 Adapt & Thrive	01/09/2021	£5,000
Scottish Land Fund (Stage 1)	FY2021	£7,389
HIE – Surgery Acquisition legal fees	01/03/2021	£1,190
RIHF Feasibility/Development Funding	FY2122	£15,000
Rural Communities into Action	FY2122	£8,245
Island Infrastructure Fund	FY2223	£72,000

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: Maggie Fyffe, IEHT Company Secretary	Date 05/12/22

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	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	Y
4	Policies – i.e. child protection, health and safety, equal opportunities	Y
5	Confirmation of match funding letters	See note below
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)	Y
10	Relevant insurance policies	See note below
11	Job descriptions (CRF funded posts only)	n/a
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Y
13	Partnership agreement	n/a
Reason for missing documentation: Confirmation of match funding letters – attached are the funding approvals to date and a letter from NHS Highland Confirming their support, which makes up part of the Housing Enablement Phase. A letter of support has been attached from Rural & Islands Housing Fund and we will provide updates with regards to both RIHF and Social Investment Scotland, who have agreed a loan in principle. Insurance Policy - IEHT are just concluding our annual insurance renewal process and can send on the certificate documents as soon as we are in receipt of them.		

Declaration what the remaining bank balances are for:

Bank Statement – please note IEHT do not currently have any free reserves. The bank balance reflects the recent sale of a building and Housing Plot, and the funds are ring fenced to form a capital pot to physically deliver housing improvements within the existing IEHT Housing Stock.

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	CRF1028	
1.2 Organisation	Lochaber Rural Education Trust & Kilmallie Shinty Club	
1.3 Project title	Shared Mini Bus	
1.4 Project costs	Total cost of project	£40,000
	Match funding	£8,000
	Grant requested	£32,000
1.5 Start date	01.12.22	
1.6 End date*	31.03.23	

**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	Linda Campbell
Contact number	[REDACTED]
Alternative contact number	0 [REDACTED]
2.2 Position	Secretary
2.3 Address	[REDACTED] [REDACTED] [REDACTED]
Postcode	[REDACTED]
2.4 Email address	[REDACTED]
2.5 Website address	www.lret.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	Yes	SCO32111
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
---	------------

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
--	------------

3.4 If the organisation is VAT registered, please quote number.	796934361		
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
	Yes		

Details: As it is a minibus, it will be a commercial vehicle.

3.6 Project delivery team	
Name	Job title/area of work
Linda Campbell	Secretary – Finance – LRET and KSC
Isabel Campbell	Chairman – Trustee – LRET
Alastair MacIntyre	Chairman - KSC
Peter Jackson	Board member - KSC

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.
PH33 6SQ & PH33 7DS
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?

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>We want to buy a mini bus. We need to get children up to the Education Centre and the cost of hiring a bus is expensive so we want to be self sufficient. We need to transport children to shinty matches and minibuses are difficult to hire.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>If we are successful in this application, we will have a mini bus available for the Education Trust, so all the schools/children that can come to the Seed to Supper project will benefit from this – as will other classes and groups. With the shinty club it means that the players can travel with their coach to games, without having to depend on parents for travelling – some parents are working and can't take their children to shinty matches. We will also allow other community groups to use the mini bus if requested.</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.*

There is a need for this bus as it is very expensive for the schools to hire a private bus and community buses are not available. We are not on a regular service bus run so classes at the moment have to fit in with that.

We need this bus for our Shinty Club because we cannot hire local minibuses at the moment. On writing this application I understand that Easydrive do not have minibuses. Individuals have to transport children to games or volunteers assist with transport.

The Schools, Parents and Volunteers will be very much in support of this application.

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

Activity name	Achieve by (date)
Purchase of Mini Bus	31.03.23

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

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

If we can, we will source an electric mini bus.

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?*

Both the Education Centre and the Shinty Club encourage all ages and abilities to join in. I think that if we are successful with this application, the Mini Bus will be used a lot.

(f) How will the project be supported after CRF funding and what will be the lasting benefits/legacy?		
<p>The benefit will be a Community Mini Bus being looked after by 2 super local groups. Other community groups being able to use it and get children/people transported safely and together. This bus will be owned locally and will be available for use for many years.</p>		
(g) Please outline how the project fits with other relevant local plans and strategies.		
<p>Fort William 2040 – Electric minibus so better for the environment. Local Locality Plans – Local project which will benefit the community.</p>		
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
Purchase	Purchase of Mini Bus	40,000	40,000

Total capital expenditure			£40000
Total revenue expenditure			£
TOTAL PROJECT COST			£
Is VAT included in these costs?			No
Project expenditure before March 2023			£40000

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 have requested costs from companies but they have not been received yet.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Lochaber Rural Education Trust	Yes	Yes 03.10.22	4000.00
Kilmallie Shinty Club	Yes	Yes 03.10.22	4000.00
Total match funding			£8000.00
CRF requested			£32000.00
Total project cost			£40000.00

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.

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 big project for both groups. The project will not go ahead if we are unsuccessful with the project.

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

Groups who hire the mini bus will be asked for a small fee and this money will be put back into the project as maintenance, repairs & servicing and insurance will be needed for the vehicle.

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

Other groups will be allowed to use it and this project is not going to disadvantage other organisations or businesses.

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

NO

Please state your reasons: One group is a charity and the other is a community sport team.


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		
If yes, please provide details of awards for the last 3 fiscal years:		
Funding	Year of award	Amount £
Kilmallie Shinty Club – Covid Grant	2021	
Lochaber Rural Education Trust – Covid Grant	2021	

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: LINDA CAMPBELL	Date: 25.11.22.

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	Yes
2 Committee Members or Directors List	Yes
3 Permissions – i.e. planning, building warrants, marine licences	
4 Policies – i.e. child protection, health and safety, equal opportunities	Yes
5 Confirmation of match funding letters	To come
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	
9	Business plan (revenue generation projects only)	
10	Relevant insurance policies	
11	Job descriptions (CRF funded posts only)	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	
13	Partnership agreement	
Reason for missing documentation:		
Declaration what the remaining bank balances are for:		

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

APPENDIX 2

Ref	Applicant	Title	Project description	Total cost	Grant requested	Capital Spend	Revenue Spend	Start date	End date	Intervention rate	Project Redundancy	Engagement & Support	Meeting a need of Demand Market	Legacy & Job Strategy	Equity & Incentive Impacts	Environmental Sustainability	Value for Money	Match Funding	Meets Local Priorities	Additionality	Score
1028	Kilmalee Sherry Club and Lochaber Rural Ed.	New Mini Bus	Mini bus purchase to be jointly used by Kilmalee Sherry Club and Lochaber Rural Ed.	£ 40,000.00	£ 32,000.00	£ 40,000.00	£ -	Dec-22	Mar-23	80%	2	2	2	2	2	2	2	2	2	2	15
1021	Lochaber Hope	New connections	The applicant aims to create a unique outdoor space in Lochaber, connecting the community with a variety of outdoor activities and facilities.	£ 112,040.00	£ 85,040.00	£ 4,000.00	£ 108,040.00	Feb-23	Feb-24	76%	2	2	2	2	2	2	2	2	2	2	21
1103	Furt William Marina & Shoreline CIC	Feasibility study for Loch Linnhe Development	Feasibility study to investigate all activities associated with the Loch Linnhe and benefit the community, specifically focusing on the 2025 Cairn Glen pump storage project and the possibilities provided by taking the road bridge out of the consent to enhance the DUV and other facilities.	£ 12,500.00	£ 12,500.00	£ -	£ 12,500.00	Feb-23	Apr-23	100%	2	2	2	2	2	2	2	2	2	2	23
1140	Isle of Cairns Development Trust	Congham Burn Redevelopment	Design and development phase of Congham Burn with a view to create a community owned mixed use facility.	£ 100,700.00	£ 25,000.00	£ -	£ 100,700.00	Apr-23	Nov-23	25%	2	2	2	2	2	2	2	2	2	2	24
1154	Communities Housing Trust	Glenangary Affordable Housing & Wood	Planning is required for the development phase of an affordable housing project to get in a range where all consents are in place. Phase 2 (not included in this application) will see building of a affordable housing and associated works with houses.	£ 94,400.00	£ 47,400.00	£ -	£ 94,400.00	Feb-23	Mar-24	50%	2	2	2	2	2	2	2	2	2	2	25
1116	Urban SCIO	Electric community car share and taxis	Provision of an additional 20 vehicles for community use through a car share scheme.	£ 122,358.00	£ 63,746.00	£ 106,835.00	£ 12,750.00	Feb-23	Mar-24	52%	2	2	2	2	2	2	2	2	2	2	25
1006	Midwest Heritage Society	Lochaline Sand Mine Heritage Trail	Creation of a heritage trail from the original mine entrance, which will see the restoration of the railway to its full length with interpretation boards.	£ 54,865.42	£ 50,155.42	£ -	£ -	Feb-23	Jan-24	90%	2	2	2	2	2	2	2	2	2	2	27
1148	Ardaraich Community Company	Community Regeneration Project	Regeneration of an old post office for 2 years to help with essential administrative duties and identify and deliver regeneration projects in the area. The project will be focused on continued financial stability of the Ardaraich Community Company.	£ 759,256.00	£ 100,000.00	£ -	£ 654,666.42	Mar-23	Mar-26	13%	2	2	2	2	2	2	2	2	2	2	27
1242	EHF	Old Surgery Affordable Homes for rent	This project involves the conversion of the Old Surgery building and building another house with the site located.	£ 180,000.00	£ 115,000.00	£ 688,461.00	£ 650,795.00	Apr-23	Dec-23	72%	2	2	2	2	2	2	2	2	2	2	28
1150	Cairn Regeneration Co.	Thomas Telford Glasgow Marina	Regeneration of Glasgow Fohs Museum to include the Thomas Telford Glasgow Marina project. Increases in costs have resulted in a shortfall in funding of the overall project.	£ 2,057,245.00	£ 50,000.00	£ 1,269,989.00	£ 787,256.00	Feb-23	Mar-24	2%	2	2	2	2	2	2	2	2	2	2	29
1145	Glencoe Fohs Museum	Capital and Activities Redevelopment	Redevelopment of Glencoe Fohs Museum to include the Thomas Telford Glasgow Marina project. Increase in funding from current funding of £1,000,000 to see the project completed.	£ 310,000.00	£ 50,000.00	£ -	£ -	Apr-23	Apr-23	16%	2	2	2	2	2	2	2	2	2	2	29

Project score is assessed based on a RAG assessment of key criteria using information supplied in the application process. Red = 1 Amber = 2 Green = 3. The maximum score a project can achieve is 30, meaning no issues have been flagged up.

Area Allocation	
HECF	£ 550,818.12
Other	£ 100,000.00
Total	£ 650,818.12