

Agenda Item	<b>8.</b>
Report No	<b>SCC/03/23</b>

## HIGHLAND COUNCIL

**Committee:** Sutherland County Committee

**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 Sutherland, the following allocations are available for distribution:-

- Highland Coastal Communities Fund (capital/revenue) - £683,408
- Place Based Investment Programme (capital) - £85,200
- Total funds available - £768,608

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 Sutherland at Area Committee on 24 January is as follows:-

- Available Funding – £768,608
- Number of applications for consideration – 17
- Total value of grant requests - £734,166.83

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 HCCF up to the value of the available area allocation.

## 3. Implications

- Resource** – Sutherland has available funding of £768,608. Applications under consideration total £734,166.83 therefore there are no resource implications should Members wish to approve all projects.
- 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.
- 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.
- 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: 11 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

<b>1.1 Project reference number</b>	CRF1002	
<b>1.2 Organisation</b>	Kyle of Sutherland Hub	
<b>1.3 Project title</b>	The Hubs – community resource building	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£43,200
	<b>Match funding</b>	£0
	<b>Grant requested</b>	£
<b>1.5 Start date</b>	June 2023	
<b>1.6 End date*</b>	March 2024	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b>

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Hayley Bangs
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Chair
<b>2.3 Address</b>	Kyle of Sutherland Hub South Bonar Industrial Estate, Ardgay, Sutherland
<b>Postcode</b>	IV243AW
<b>2.4 Email address</b>	hayley.bangs@kyleofsutherland.com
<b>2.5 Website address</b>	www.kyleofsutherland.com

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	x	501958
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>	x	SCO 36130
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>YES</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	212741246		
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
			x

<b>Details:</b>  Vat is not reclaimable against professional fees
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<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Hayley Bangs	Chair overseeing appointment and project management
Carol Shaw	Manager, over seeing day to day mamangement
Kelly Raven	Finance administrator, overseeing financial aspects
Project Manager	To be appointed, coordinating and delivering development plans through to planning application submission.

## **SECTION 4: PROJECT DETAILS**

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

<b>4.1 Project location - Please include postcode.</b>
IV243AQ
<b>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</b>
<b>Land owned</b>

<b>4.3 The Project</b>
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>To secure funding to appoint a project coordinator/architect to develop a full design package through to submission of planning application for the development of a new permanent structure to replace a temporary one. Including structural engineer and quantity surveying. A low emission, low running cost building that will provide our communities with greater opportunity to participate in activities which focus on health and well-being as well as allowing for an existing social enterprise to increase income through the expansion of the areas only second-hand sales which are currently housed in a very small area of the existing building. The need for this project has been identified through the trial of a marquee on site which was a response to the pandemic. It has enabled us to successfully delivery a greater number of accessible activities free to the community which would otherwise not exist. These include projects which benefit physical, emotional, creative, intellectual, and social development of all ages from 0 upwards. We have also been able to respond to the need for reduced living costs through the provision of larger second-hand offerings. A building flexible in nature that can house winter fitness for all ages, winter second-hand markets and during the summer all community activities freeing up the main building for the social enterprise operations will assist in the long-term viability of this fundamental community resource</p> <p>The Hub was newly built and opened in August 2017. Since this date the project has worked hard to build an income stream to remain viable and sustain this vital service to a remote rural population. Our initial efforts have been to focus on managing and developing the social enterprise aspect of the project to become less reliant on funding streams. At the</p>

onset we were totally reliant on funding, and this has now significantly reduced but more is needed to further reduce this reliance and secure our long-term future. The marquee comes down in September as it would not withstand our winter weather and often even during the summer months it is difficult to operate from as it is not wind or watertight. At this point we lose our second-hand area reducing a hugely beneficial service to our community to access affordable items, a benefit to the environment as we will no longer be able to take donations which will invariably end up at the dump and landfill, our ability to offer additional community wide activities including upcycling and a much-needed income. The marquee has generated an income of £26,000+ in six months this year. This temporary structure has a limited lifespan, and we anticipate if we are very lucky, we have at the very most two more summers use out of it. This is a huge structure to try and dispose of in an environmentally considerate way every four years, a permanent building is now needed to improve services to the community, support sustainability of this social enterprise, reduce environmental damage and protect the vital benefits this project provides to the community. This project has been identified as wanted and needed by the community through our grassroots provision of service from the marquee and the completion of feedback forms.

Project outcomes include

Greater access to community activity

Reduced area carbon footprint and landfill

Greater access to physical activity

More sustainable community asset/resource supporting local employment and volunteering.

Reduced isolation

Increased opportunity

Further secured funding

A new building

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

- **It will enable the delivery of free to access activities**
- **It will support the areas only youth work provision enabling us to accommodate a greater number of young people**
- **It will enable year- round access to quality low priced second hand items**
- **It will enable the project to provide a greater number of fitness and well being classes**
- **It will enable us with the opportunity to secure funding for the building providing a long term legacy of the funding**
- **It will contribute to the long term sustainability of local employment and volunteering**
- **It will support the long term sustainability of an existing project which provides huge benefits to the local community**

**(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 have tested the need for an additional building through a temporary structure and have received over 500 feedback forms supporting how beneficial this work has been**

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

<b>Activity name</b>	<b>Achieve by (date)</b>
Appoint project manager	June 2023
Develop feasibility plan	November 2023
Submit planning application	Feb 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 new building will be low impact and have low running costs its is fundamentally a structure that will be wind and water tight with basic electricity for lighting. We would seek the installation of solar panels to the roof**

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



**This building will be accessible to all and provide predominantly free access to activity for all ages from 0 upwards.**

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

**This work will enable us to seek funding for the permanent building which would be a lasting legacy and provide a good return on investment of over 200%. This work would also enable us to promote match funding secured when we embark on that journey.**

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

**This project fits with both the Caithness and Sutherland Plan, and the Creich & Ardgay local plans.**

**This project will result in growing communities, employment and the Environment in positive ways that will enhance the area as a place to live , work and play.**

**Such a facility will assist in creating opportunities in an area that will enhance peoples desire to live and remain here, particularly young people. This project has a large focus on supporting young people, enhancing the services we already offer to them.**

**It provides a flexible approach to supporting our communities to be engaged, active, well, cohesive and resilient**

**The project will attract further inward investment and a development opportunity where little else such opportunity exists in the area.**

**It fits with providing viable, long term quality local employment and volunteering.**

**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>

**SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Professional fees	Including architect, structural engineer, quantity surveyor	Revenue	£43,200
<b>Total capital expenditure</b>			£0
<b>Total revenue expenditure</b>			£43,200
<b>TOTAL PROJECT COST</b>			<b>£43,200</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£0</b>

<b>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?</b>
Quotations have been established through contacts with various project manager professionals of similar projects

**SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO <i>(include date)</i></b>	<b>Granted YES / NO <i>(include date)</i></b>	<b>Amount £</b>
<b>Total match funding</b>			<b>£0</b>
<b>CRF requested</b>			<b>£43,200</b>
<b>Total project cost</b>			<b>£43,200</b>

**6.2 Will the project involve “in kind” support?**  
*This should not form part of the overall budget or counted as confirmed match funding for the project.*

**YES Project management from volunteer board of directors**

**Please detail:**

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

A feasibility study is where it all started for The Hub, without this work we would not have the amazing facility we currently have. It was the foundation for growth, unfortunately it is an area of work that is increasingly difficult to get funding for.

**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 but will lead to a project that does**

**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?**

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

There are no other local businesses offering the services

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

**NO**

**Please state your reasons: Could not afford to**

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

**For example:**

**Details**

**HIE**

Were involved in supporting and funding the existing building

**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:**

<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Adapt & Thrive	2020	30,540
HIE community recovery	2020	21,548
Highland Council - covid	2020	25,000
Highland council – soft play	2020	10,000
Highland Council closure grant	2021	10,000

**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**

<b>Signature:</b>	<b>Print:</b> <b>Hayley Bangs</b>	<b>Date</b> <b>22/11/22</b>
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<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	yes
<b>2</b>	<b>Committee Members or Directors List</b>	yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	no
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	yes
<b>5</b>	<b>Confirmation of match funding letters</b>	no
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	no
<b>10</b>	<b>Relevant insurance policies</b>	yes
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	no
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	yes
<b>13</b>	<b>Partnership agreement</b>	no
<b>Reason for missing documentation:</b>  Not required for this project		
<b>Declaration what the remaining bank balances are for:</b> Risk management		

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

<b>1.1 Project reference number</b>	<b>CRF1007</b>	
<b>1.2 Organisation</b>	The Dornoch Area Community Interest Company	
<b>1.3 Project title</b>	Multi Use Games Area (MUGA)	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	<b>£213,986</b>
	<b>Match funding</b>	<b>£150,000</b>
	<b>Grant requested</b>	<b>£63,986</b>
<b>1.5 Start date</b>	January 2023	
<b>1.6 End date*</b>	May 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b>

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Joan Bishop
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Chair
<b>2.3 Address</b>	The Dornoch Hub Argyle Street Dornoch
<b>Postcode</b>	IV25 3LA
<b>2.4 Email address</b>	
<b>2.5 Website address</b>	<a href="https://www.dornoch.org.uk/">https://www.dornoch.org.uk/</a> <a href="https://www.visitdornoch.com/">https://www.visitdornoch.com/</a>

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	x	327565
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>		
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>YES</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	203431560		
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
	X		

**Details:** We have in place an 'Option to Tax' for Dornoch South (ex abattoir site) which we own. We have already built a car park there with full VAT recovery. VAT will be charged on the fees for using the MUGA and can therefore be recovered on purchases.

3.6 Project delivery team	
Name	Job title/area of work
Joan Bishop	Chair – project management
Paula White	Manager of the Dornoch Hub – finance & admin

## 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.
Dornoch South, Shore Road, Dornoch IV25 3LS
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><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>The Dornoch Area Community Interest Company (DACIC) was awarded £216,411 in March 2020 from the Scottish Land Fund (SLF) to buy the brownfield ex-abattoir site at Shore Road, Dornoch known as Dornoch South. This vacant site extends to about 33,950 sq. m. and is about 40 meters from the main town square. The purchase was completed in March 2021 following satisfactory ground investigation work. Stage 1 funding from SLF had previously enabled a detailed feasibility study and business plan to be prepared to regenerate the site and bring it back to sustainable use with year-round community, cultural, sporting and leisure facilities. Planning permission was granted for phases 1 &amp; 2 in March 21 and a £575k funding package developed for the Car &amp; Coach Park which opened in June 2022 (phase 1).</p> <p>The DACIC <a href="#">Project Curlew Masterplan</a> aims to develop the whole Dornoch South site in Phases over time as funding becomes available to ensure sustainability:</p> <p>This project (Phase 2) is to create a 34.75m x 31.7m Multi Use Games Area (MUGA) in the town centre, with 3m high fenced sides on the Dornoch South site. The MUGA will provide local residents, UHI students and visitors with a variety of sporting options:</p> <ul style="list-style-type: none"> <li>• Five a side football pitch</li> <li>• Two tennis courts</li> <li>• Lined area for basketball/netball</li> </ul>



- Softball cricket introduction & practice

The area will be floodlit to allow for evening and winter operation. Access to the MUGA will be via an on-line booking portal linked to an electronic gate entry system, which will also control the floodlights. Each booking gets a time bound code to open the gate. For those without Internet access, bookings can be made in the Dornoch Hub also owned by DACIC.

In our EOI we also included the future plans to establish a 'winter only' synthetic ice-skating rink within the MUGA which would be an attraction for young people in Dornoch and the surrounding area (there are 4000 school pupils with a 30-mile radius). However, following your feedback, we are now taking a phased approach and looking only to establish the MUGA at this time.

This project will achieve the place-based theme identified in 1.7 by contributing to:

- a healthy active Highland (by providing a sports facility)
- regenerating a town centre brown field site
- 20-minute neighbourhoods
- Community led regeneration – this project has been in development since 2017
- Meeting identified community needs

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

Unlike other nearby towns and villages, Dornoch has no dedicated sports facility, but has a growing population, against the Highland trend, of 2,676 (sape-2021-persons c.f. 2,469 in 2019), leaving our community at a disadvantage. 250 new houses have been built in the last 10 years and 150 are in the planning cycle.

Having these new facilities will allow both children and adults alike space to meet, be active and begin a life-long journey through sport and physical activity. It is so important for everyone's mental health to get out in the fresh air, socialise and stay active.

We have a campus for students at the University of the Highlands & Islands (UHI) with 70 students studying for golf degrees. There is a 40 room UHI student accommodation unit next to the MUGA, so ideal for a game of five a side football during evenings and weekends.

31% of Dornoch's population is 66 and over for whom tennis is an excellent sport to maintain flexibility.

The Active Schools Co-ordinator has identified the proposed MUGA as a valuable additional sports facility, ideally situated in the heart of Dornoch which has the largest Primary School roll in the area.

It is well known that the Covid pandemic has led to an increase in mental health problems. Sport and exercise in the open air are identified as means of combatting stress and improving mental health. The provision of a new MUGA in the town centre will give our community the opportunity to play a number of different sports and to get regular exercise to improve physical and mental health.

Taking part in team games such as football, basketball and netball builds self-confidence, teaches respect and fair play and creates strong relationships. Particularly in young people this builds resilience.

The MUGA will also provide an additional attraction and activities for our many summer visitors, encouraging them to stay longer with the associated increase in spend for our businesses. One of

the key priorities of the [Dornoch Economic Masterplan](#) is to ‘Promote Dornoch as a top quality family holiday destination’

**(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 carried opened a [survey](#) on 30/10/22 and by 11/12/22 we had 169 responses ([Dornoch South MUGA Consultation 11 Dec 22.pdf](#) also attached). Of these 139 (89%) support the MUGA and 116 (74%) support the Skating Rink. Tennis was wanted by 106 (73%), football by 103 (71%) and basketball by 83 (57%). 20% of respondents anticipated using the MUGA 2-3 times a week, and 35% once a week. 74 respondents are interested in a partnership with Tain Tennis Club to provide coaching. 78% of respondents would use the ice rink with 26% doing so every weekend.

We have been in discussions with the Active Schools Co-ordinator Elissa Stevenson, and she has given us a letter of support (attached). Her job focuses on facilitating sport and physical activity opportunities for young people to take part in. For this to happen there needs to be a good choice of quality venues in the local area enabling activities and sports to take place.

Dornoch Primary School has the largest school roll by far of the 4 Primary schools that she looks after and she says that having the MUGA as an additional area to play sport would be of huge benefit.

The senior pupils on the Dornoch 3-18 Campus finish at lunch time on a Friday and a range of sporting opportunities is welcomed by parents as a healthy option for afternoon activities.

Dornoch Cricket Club has recently reformed and is working with secondary school pupils in the school playing field, who will progress to the new artificial wicket next to the football pitch. However, they also want to bring on the primary school children and have said that using a soft ball within the MUGA would be ideal to develop skills before progressing to the junior team.

The Dornoch Junior Football Club formed in May 2022 and introduced taster sessions in June. They now attract young people from age 4 to 16 and 55 youngsters had signed up by August. The option of an all-weather MUGA with flood lighting, in addition to the grass football pitch is welcomed.

The sports facilities in the town are restricted to the golf course, grass football pitch, artificial cricket wicket, bowling green and a single squash court. The town centre tennis court on common good land was removed this year to allow for golf club expansion. By having a community owned multi-use games area in the centre of the town we will greatly enhance the sporting provision meeting the needs of a growing community.

There is a 40 room UHI student accommodation unit next to the MUGA and 70 students studying golf are based in Dornoch. Having a sports facility next door is an added attraction to campus life and will encourage the students to be more involved in Dornoch community life.

By providing a range of sports - football, basketball, cricket, netball and tennis - young people can experience them all and then have the opportunity to progress in those that appeal most.

This project is included in the Caithness & Sutherland Town Centre Strategy ref para 4.3, the [CaSPlan 2022 Delivery Programme](#) and the [Project Curlew Feasibility Study & Business Case](#) (Ironsides Farrar).

We presented the case for the MUGA to the Dornoch Area Community Council on 21/9/22 and submitted our survey results prior to their meeting on 16/10/22 when our application to the Common Good Fund was supported.

We have already identified an opportunity that arises out of the MUGA to provide a 20m x 10m synthetic ice rink during the winter months. This will be an attraction for young people in Dornoch and the surrounding area. The ecological synthetic skating rink uses neither electricity nor water and is made up of panels which click together to form the surface and barrier surrounds, but in summer can be stored in metal containers on site.

The introduction of winter ice skating will save a journey of 84-mile round trip to Inverness. Many of our youngsters have never tried this sport and it is likely to appeal to some hard-to-reach teenagers. It will also be an attraction, encouraging surrounding communities to visit. This together with Christmas markets being held in the car park from this year, will bring visitors, thus contributing to the local economy. Once the MUGA is in place we will research further funding options, perhaps starting with hiring an ice rink to establish the interest as noted in our survey.

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

Activity name	Achieve by (date)
Complete funding applications	Dec 22
Receive confirmation of funding	Jan 22
Award MUGA contract	Jan-Feb 22
MUGA completed	March 22-April 23
MUGA opened to the public	April 23-May 23

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

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

Further developing a brownfield site in the centre of Dornoch will continue to transform a previous 'eyesore' into effective use demonstrating long-term social, environmental and economic improvements.

Currently the nearest sporting facilities are in Golspie and Tain, requiring a 20-mile round trip to access.

Providing sporting facilities in the centre of Dornoch will reduce the need to travel, thus reducing the carbon footprint of the local population.

The MUGA is within 20 minutes' walk or cycle of the main residential areas. There is a cycle shelter adjacent to encourage active travel. For those coming from the rural hinterland there is a car park adjacent to the MUGA, with EV charging points, parent & child and disabled spaces.

The 250 lux floodlighting proposed will only come on when the MUGA is used after dark and is linked to the time bound access code to open the gates.

Our longer-term plans to install a synthetic ice rink requiring no electricity or water to operate has low environmental impact and will save an 84-mile round trip to Inverness for a conventional ice rink.

**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?*

Access to the MUGA will be via an on-line booking portal linked to an electronic gate entry system, which will also control the floodlights. Each booking gets a time bound code to open the gate. For those without Internet access, bookings can be made in person in the Dornoch Hub (also owned by DACIC). The Hub has a dedicated accessible entrance and WC. There is a hearing loop in the main receptions area.

The MUGA is within 20 minutes' walk or cycle of the main residential areas. There is a cycle shelter adjacent to encourage active travel. For those coming from the rural hinterland there is a car park adjacent to the MUGA, with EV charging points, parent & child and disabled spaces.

The MUGA is accessible to those in wheelchairs.

Dornoch has a higher the average older population with 31% 66 and over. However, many of these are active women golfers who could be attracted to play tennis during the day. One of our directors is the Manager of Royal Dornoch Golf Club and promotion would be via his weekly newsletter. Taster sessions would be arranged in conjunction with Tain Tennis Club. This will ensure the MUGA is used during the day, with after school times reserved for our young people.

We will work with UHI to ensure their students are aware of the MUGA and booking process. The facility is ideally located for them, being next door to the student residential block.

The Active Schools Co-ordinator is very supportive of a town centre MUGA and will include the sports available there within the after-school and holiday activities programme for our young people.

The availability of a range of sports in a community rather than school setting may be more appealing to girls - especially if introduced via the Active Schools Co-Ordinator. Netball and basketball may be perceived as being suitable for beginners.

We already have good role models for girls' football with the successful Sutherland Women's Football Club and we will work with them to deliver 5-a-side training.

With 250 new houses having been completed in the last ten years, there is a feeling that many new families or retirees may not know all that Dornoch has to offer. We will promote the MUGA by door-to-door delivery of fliers.

We also hope the MUGA's clear visibility in the town centre will encourage use, by seeing others enjoying sporting activities there.

The future ice skating will encourage those not so interested in sports to keep active.

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

The MUGA will be funded by charging for use (£6 per hour), in a similar manner to other sporting facilities. This is to cover staff and other running costs and maintenance of the facility. Staff are required to setup and take down nets and posts for tennis to allow the full area to be available for 5 a side football, basketball and netball. There is an annual cost of £1,000 to jet clean in spring & apply moss treatment spring & autumn. An amount will be put aside in a reserved fund for the repainting on the court lines required every 6 years and costing £6,000. A three-year income and expenditure forecast is included in the business plan.

A low occupancy rate has been predicted for year one (at 25%) growing to 45% by year three.

The MUGA is phase 2 of a planned development of Project Curlew at Dornoch South, for which a [feasibility study and business case](#) was developed by consultants Ironside Farrar.

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

The placemaking priorities identified in the CaSplan of 2019 included the ‘redevelopment of the former abattoir site’. The CaSplan also included the delivery of a sports centre at Dornoch Academy (item 155) but this has since been removed from Highland Council’s capital expenditure plan.

The revised CaSPlan\_Delivery\_Programme\_2022 includes the ‘development of multi-purpose sports and community centre’ at Dornoch South (ex-abattoir site) with DACIC as the lead partner to deliver, as the owner of the site.

ACTIONS			TIMESCALES	COST and FUNDING	DELIVERY	
Type	Infrastructure Project	Developer contributions required towards infrastructure project			Lead and Supporting Delivery Partners	Status
		contribute.				Steading (16/00927/FUL)
Settlement Name	<b>DORNOCH</b> • 310 homes allocated • 5.1 ha employment land allocated					
Burial Ground	Dornoch Burial Ground		2021-2023	£333K identified in THC Capital Programme Dec	THC	TBC
Community Facility	Development of multi-purpose sports and community centre	All housing development within Dornoch Academy catchment required to contribute.	Not known	£2.9 build costs. Land purchase supported by Scottish Land Fund £ 216k March 20. Phase 1 is vehicle park for cars, coaches & motor homes. Funding applications for phase 1 made to RTIF & DCG with TCF & Crown Estates to follow	Dornoch Area Community Interest Company (DACIC). In partnership with Dornoch & District Community Assoc (DADCA) and North Highland Curling Trust (NHCT)	Following loss of funding for new community centre (DADCA) and sports hall (Dornoch Academy), latest project announced in April 2018 at land known as Dornoch South on Shore Road. Feasibility Study for Project Curlew supported by Scottish Land Fund 2019. Project includes curling rink, wedding venue, community, leisure and cultural centre. Phased approach. Planning application lodged Sep 2020 for vehicle park phase 1 and MUGA phase 2.

The Dornoch Economic Masterplan 2013-2023 identified ‘redevelopment of the former abattoir site’ as a priority and the lack of sports facilities as a weakness

The Feasibility and Business Case for Project Curlew (ex-abattoir site at Dornoch South) includes the establishment of a MUGA

This project is included in the [Caithness & Sutherland Town Centre Strategy](#) ref para 4.3

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>		<b>YES</b>
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
Planning Permission (20_03765_FUL)	Yes Oct 20	Yes March 21

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
MUGA	Site Preparation, foundations, sockets, anchors, drainage, base, surface, playing lines, 2 x tennis posts, nets & centre bands, 3m high sports ball court fencing with goals, goal posts & crossbar, plus basketball hoop net & backboard above. Storage area for tennis nets when not in use	Capital	£132,883
Floodlighting	250 Lux floodlighting 4 off columns	Capital	£24,466
Landscaping	Allowance	Capital	£1,000
Services (lighting & water standpipe)	Allowance	Capital	£10,000
Professional Fees	10% of build costs	Capital	£16,835
Contingency	10% of build costs	Capital	£16,835
Electronic access system	Gate security linked to on-line booking & time limited access pin code	Capital	£11,967
<b>Total capital expenditure</b>			<b>£213,986</b>
<b>Total revenue expenditure</b>			<b>£0</b>

<b>TOTAL PROJECT COST</b>	<b>£213,986</b>
<b>Is VAT included in these costs?</b>	<b>No</b>
<b>Project expenditure before March 2023</b>	<b>£200,000</b>

**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 quotations were updated in November 2022 and revisited to reduce costs December 2022 for this funding application. As this is a specialist provision, we have only been able to source two quotes. The budget sums above are based on the lower of the two quotes.

**SECTION 6 – MATCH FUNDING**

**6.1 Please give details of confirmed or pending match funding:**

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

<b>Name of funder</b>	<b>Applied YES / NO (include date)</b>	<b>Granted YES / NO (include date)</b>	<b>Amount £</b>
Sportscotland	Yes – April 22	Yes – Aug 22	50,000
THC-Pot 170 Developer Fund	Yes – Aug 22	Yes – Sep 22	50,000
Rural & Island Communities: Ideas Into Action (£50,000 requested)	Yes – Oct 22	No – Dec 22	
Dornoch Common Good Fund	Yes- Nov 22	Response due Jan 23	50,000
<b>Total match funding</b>			<b>£150,000</b>
<b>CRF requested</b>			<b>£63,986</b>
<b>Total project cost</b>			<b>£213,986</b>

**6.2 Will the project involve “in kind” support?**

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

**NO**

**Please detail:**

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

This is a capital project to provide an essential sports facility, that has been in the planning for over 5 years. This growing community has faced multiple knock backs e.g. cancellation of schools sports barn, loss of funding for a new community centre, and Dornoch is now at a disadvantage compared to other towns & villages – even though its population is growing against the Highland trend. DACIC has worked tirelessly, driven by substantial volunteer effort, to secure the land at Dornoch South. Phase 1 has been completed. Phase 2 has been reduced in scope to meet the needs of this funding stream which will provide the ‘last brick in the wall’ for the MUGA. We have already secured match funding.

DACIC is acknowledged as an example of good practice in community led regeneration and was a finalist in the 2022 SURF awards.

## **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?**

There will be a charge for using the MUGA (£6 per hour - £5 net of VAT). This will generate sufficient income to cover annual maintenance, running costs and staff costs to ensure sustainability. An amount will be ring fenced each year towards the planned repainting of the court lines required every six years.

This is a long term community project and part of the overall Project Curlew development at Dornoch South.

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

We have worked with the local sports clubs and the active schools co-ordinator who are all in favour of this new facility. To have an all-weather, floodlit, multi-use games area, close to the main residential area, available to all the community, from 8am-9pm all year round adds to the town centre infrastructure and does not disadvantage any local organisation or business.

Rather it enhances the infrastructure on the town, removes an eyesore of a brown field ex-abattoir site, and makes Dornoch a more attractive place to live, work, study and visit.

We will work with the other sporting organisations in the town to promote all the sporting facilities – the Royal Dornoch Golf Club, Dornoch Cricket Club, Silverback Gym (based at the Dornoch Hub), the Bowling Club, the Squash Club, Junior & Senior football clubs.



We have been in touch with Tain Tennis Club who are keen to work with us and provide coaching.

We ran a 'Meet the Clubs' event in November, at which 30 clubs took tables to promote their activities to over 100 local residents who attended. We had leafleted the main residential areas – especially the 250 new houses – to ensure a good turnout. We maintain a list of [80 local clubs](#) on our website.

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

**YES**

**Please state your reasons:**

The anticipated income generated by charging a competitive rate (similar to other facilities) minus running costs does not allow sufficient surplus for servicing a loan (capital and interest repayments). We already have a loan for the car & coach park so understand the commitments.

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

**For example:**

**Details**

**Business Gateway**

**HIE**

**Other – letters attached**

Elissa Stevenson, Active Schools Co-Ordinator  
Dornoch & District Community Association  
UHI -Dornoch Campus

### 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 £
Food Plus Grant	2022-23	1,167
Dornoch Common Good Fund (Dornoch BID)	2022-23	9,999
Ward Discretionary Fund (Dornoch BID)	2022-23	5,000
HIE (Dornoch BID)	2022-23	4,750
Rural Tourism Infrastructure (Curlew-Dornoch South)	2021-22	256,597
Transport Scotland (Curlew-Dornoch South)	2021-22	10,000
Dornoch Common Good (Curlew-Dornoch South)	2021-22	39,760
Ward Discretionary (Curlew-Dornoch South)	2021-22	5,000
Town Centre Fund (Curlew-Dornoch South)	2021-22	28,052
Highland Coastal Communities Fund (Curlew-Dornoch South)	2021-22	80,000
Scotland's Town Partnership (BID)	2021-22	20,000
HIE (Curlew-Dornoch South)	2021-22	57,000
Inspiring Scotland RCIA Grant	2021-22	48,500
Visit Scotland (Marketing)	2021-22	18,000
Visit Scotland (COVID)	2020-21	5,000
PERF (COVID)	2020-21	13,800

Scotland's Town Partnership (COVID)	2020-21	9,950
Town Centre Fund (Dornoch Hub)	2020-21	51,475
National Lottery (Dornoch Hub)	2020-21	65,000
HIE (Dornoch Hub)	2020-21	180,131
Vacant & Derelict Land Fund (Curlew-Dornoch South)	2020-21	65,000
Scottish Land Fund (Dornoch Hub)	2020-21	13,025
Scottish Land Fund (Curlew-Dornoch South)	2020-21	216,411

## SECTION 8 – SIGNATURE

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

*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print:</b>	<b>Date</b>
	Joan Bishop	15/12/22

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	Yes
<b>2</b>	<b>Committee Members or Directors List</b>	Yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	Yes
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Yes
<b>5</b>	<b>Confirmation of match funding letters</b>	Yes
<b>6</b>	<b>Bank statement – latest available</b> * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	Yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	Yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	Yes
<b>10</b>	<b>Relevant insurance policies</b>	Yes
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	N/A
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	Yes
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation: N/A</b>		
<b>Declaration what the remaining bank balances are for:</b>		
<b>BANK AT 30/11/22</b>	<b>£73,926.41</b>	
<b>Reserved Funds</b>		
Asset Reserve Fund	- 6,941.98	
Dornoch Hub Reserve	- 10,846.67	
Visit Dornoch Reserve	- 8,206.61	
Visitor Centre Fund	- 6,931.00	
TNL Grant	- 6,692.28	
Anne D of W Grant	- 5,000.00	
BID Grant	- 18,108.30	
VAT due (payment)	- 1,085.25	
Tax & NIC & NEST due	- 848.43	
Creditors	- 1,349.15	
Free reserves	<b>£ 7,916.74</b>	

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

<b>1.1 Project reference number</b>	CRF1008	
<b>1.2 Organisation</b>	The Highland Council	
<b>1.3 Project title</b>	Achmelvich Beach Car Park and Toilets	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£1,047,678
	<b>Match funding</b>	£801,000
	<b>Grant requested</b>	£246,678 (23.54%)
<b>1.5 Start date</b>	February 2022	
<b>1.6 End date*</b>	December 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>	
YES	

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Leona Joiner
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Tourism Project Coordinator
<b>2.3 Address</b>	The Highland Council HQ Glenurquhart Road Inverness
<b>Postcode</b>	IV3 5NX
<b>2.4 Email address</b>	Leona.joiner@highland.gov.uk
<b>2.5 Website address</b>	www.highland.gov.uk

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>		
<b>Constituted group</b>		
<b>Public body</b>	x	BRN: 163733
<b>Charity</b>		
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>YES</b>
--	------------

<b>3.4 If the organisation is VAT registered, please quote number.</b>	663 7582 03		
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
	x		

**Details:** All VAT is reclaimable on this project.

3.6 Project delivery team	
Name	Job title/area of work
Leona Joiner	Tourism Project Coordinator / Planning, Infrastructure Environment & Economy - Project lead contact with Funder and Administrative and Financial Management of funding application.
Kirsty McLean	Project Manager / Property and Facilities Management, Property and Housing – Project Manager for construction, and delivery.
Iain Robertson	Lead Technical Officer / Property and Facilities Management, Property and Housing – Contract Administrator with a lead on Design.
Vivienne Morrison	Quantity Surveying Technician / Property and Facilities Management, Property and Housing – Quantity Surveyor for project costs management.
Alastair Stewart	Project Officer / Facilities, Planning, Infrastructure Environment & Economy – responsible for day-to-day management of the site.

## 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.
Achmelvich beach public car park and the immediate surrounding area, Achmelvich, Sutherland, IV27 4JB.  <a href="https://w3w.co/costumed.select.spacing">https://w3w.co/costumed.select.spacing</a>
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 Highland Council own the entire site where the project is to be delivered. Title Plan Attached to application ( <b>Appendix 1</b> ).

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>Achmelvich is a site of significant scenic beauty that has traditionally attracted visitors down the 3-mile single track road. However, increasing popularity in recent years when it became a prominent spot on the North Coast 500 route has seen pressure on the beach car park and toilet block significantly increase. There are currently a maximum of 40 spaces in the existing car park but often 150 vehicles have been counted trying to park at any one time. The pressure comes with vehicles parking on verges and across access routes, as well as inappropriate behaviour that has a detrimental effect on the community, environment and the visitor experience.</p>

This project intends to address these issues by redeveloping and expanding the car park and replacing the current temporary and insufficient public toilet unit with a large modern toilet facility that will also incorporate a cold shower (intended for beach swimmers and those involved in water sports; no hot shower being provided so as not to encourage wild camping in this sensitive area). There will be some modest external space for tourist interpretation/education/good practice information to improve the visitor experience and behaviour.

The car park is to be expanded from circa 40 spaces (some unmarked) to 78 spaces which includes 5 disabled spaces (of which there are currently none) and long/wider bays for larger motorhomes. The car park surface is to be improved, with a durable surface layer, and below-surface sump / drainage to prevent flooding and puddling in high rainfall.

The current toilet unit is a single unisex WC unit, brought in as an emergency stopgap since the previous unit was decommissioned in winter 21/22. It is drastically below the capacity needed at the site, and due to its access restrictions is unfit for all abilities. This will be replaced by a robust timber-constructed building with roof protruding over a wide-open air perimeter area, and with an increase in WC numbers from 1 to 7, all individually lockable so as to be unisex, including one with a baby nappy-changing facility and one being wheelchair accessible. The new toilet building will have ramped access suitable for all abilities including wheelchair users.



Existing Toilet Unit

The existing dilapidated wildlife ranger's hut will be removed from the car park, as this area is required for additional parking space and will be swapped with a like for like replacement (as agreed with the High Life Highland Ranger) near the toilet building.

The project will also incorporate improved waste facilities, more easily accessed by refuse collection vehicles, which will help address littering at the site.

This application follows on from completed technical design of car park work and toilet block facilities, and feasibility work to demonstrate viability and community support for the development of these facilities. Full detailed planning permission was granted in November 2021 (Designs in **Appendix 7**).

It could be argued that the project tackles all four of the priority themes by providing essential toilet and car parking amenities, encouraging visitors to the area and in turn generating income to support local employment, future tourism projects and promoting responsible tourism. However, the Engage Highland, Sutherland Funding Priorities Survey Response Report identifies Visitor Infrastructure under Place. Therefore, it is important to emphasise that Achmelvich is a busy remote location on the NC500 where pressures are continuing to increase year on year and this project



has been created out of the demand from the local community and visitors for reliable, safe, vital and adequate provisions for the area.

Project outputs will include:

New toilet facility with up to 7 WCs which includes disabled access and baby changing facilities	7
Cold shower facility	1
Additional parking spaces, on top of reinstatement in durable surfacing of existing spaces.	38 additional spaces (includes 5 disabled spaces) Reinstatement of 40 existing spaces
New ranger hut	1
New refuse bins	3 (Envirobank 240 Bins)
New visitor interpretation boards	2

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

The local community is very much at the heart of this project with representation from the Assynt Development Trust and Assynt Community Council attending regular project planning meetings. They have also been actively involved in commissioning and managing design work and business planning work from the beginning.

There have been key issues surrounding visitor infrastructure at Achmelvich for a number of years. Although a Highland Council site, the driving force for this project originated from the local communities that use this site daily and are seeing the increase in visitor pressure not only on the landscape but also on their own lives. As highlighted below in question (g) there is significant support locally for this project to deliver improvements to the poor quality/capacity of toilet facilities and improvement to a poor-quality car park.

The site, while remote, does play host to a number of local residents and businesses. Due to its increasing popularity, access has become a regular issue for both these groups. The car park sits down a single-track lane and when at full capacity traffic overflows on to neighbouring machair, access routes and passing places. This is a regular aggravation for residents who then struggle to reach their homes as well as the local businesses who need access for their staying guests and local services such as waste operatives and emergency services. In the past, these groups have taken action into their own hands by installing wooden posts around the machair to prevent bad parking and keep access open. This project will help alleviate these issues and support the communities by providing much needed additional parking.

As well as addressing parking, this project aims to improve the visual landscape and ecology of the area by reducing problems of irresponsible tourism, including human waste and littering. The project works will also directly improve the visual appearance of the car park and built environment at the site which the local communities pass through daily.

Having more sustainable car parking and toilet facilities will increase community resilience to cope with peak tourism demands. These assets are important to the local economy which relies heavily on tourism and are also valued by the local residents of all ages and abilities who rely on them.

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

The resurfacing and extending of the car park will address a major pressure point in terms of increased numbers of visitors coming to Achmelvich in recent years, due to the popularity of the NC500 and the staycation effect of the Coronavirus pandemic. The increased levels of use are expected to continue as the country moves into an economic recession and more domestic visitors may plan to holiday at home.

The Rangers have been collecting and recording data at Achmelvich specifically over the course of the last year. For example, in July 2021, 142 cars and 42 motorhomes were counted in the car park and its nearby vicinity. 25 bags of litter were collected and there were 13 examples of toileting on the site.

Ranger's data collected between April and July 2022 shows an average of 8 new litter instances and 5.5 new human waste toileting instances being identified per month. It is also worth noting that the Ranger's collected data is not based on peak visitor times for a given day. Patrol times are intended to target times that are crucial for the remit of the Access Ranger scope of work and therefore we could expect peak visitor data to be much higher than has been recorded above. The Rangers also identified in their 2022 report that highest informal camping numbers and associated problems, particularly fires, litter, and toileting, continue to be in North-West Sutherland and parking issues also appear most prevalent in North-West Sutherland with Achmelvich being identified as needing attention for both vehicles and motorhomes.

In a community survey, by far the largest issue raised was parking space availability which 81% of respondents identified as the key issue. 56% felt the quality of the surface was an issue, while 40% noted the ease of access to the car park. 95% supported an enhanced car park for visitors and 85% for local people. 94% of visitors supported more toilet cubicles as did 70% of local people. 94% of visitors supported outdoor cold showers with 57% of local people doing so. 9 stakeholders were interviewed all of whom agreed strongly that pressure on this car park and toilet block was a serious local issue. Letters of Support provided with application.

The increased level of visitors has also meant an increase in human waste, with human waste on the beaches, beside tracks and walking routes, in the dune systems, in the car park itself and in other locations of tourist interest such as 'Achmelvich Castle' (a 1960s-built miniature castle fully accessible to the public). This pressure and harm are expected to be greatly eased by replacement and expansion of the public toilet facilities at Achmelvich.

Composite image below shows typical daytime use of the car park in summer 2021, showing some blocking of track to crofts and houses, and lack of all ability's accessibility to the old toilet block which was decommissioned in winter 21/22.



Composite image below shows car park and steady traffic to it, after the end of the Scottish school holidays, August 2022, with the current stop-gap single-WC unit, with queuing outside it.



Images below show potholing of the car park surface between annual remedial works, from 2021:



and potholing in 2022:

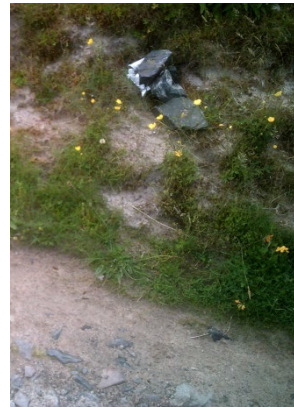


Image below shows parked cars blocking a passing place near car park when car park is full.






Evidence of increased levels of human waste and waste issue is evidenced below:



Selection of Trip Advisor Comment have been highlighted below with a focus on the car park.

 **kgorman1999**  
Northampton, UK • 86 contributions

 0 



### Brilliant beach!

Couples

Me and my partner visited this beach during our trip around Scotland . We spent the afternoon on this beach and were definitely not disappointed! There was next to no litter, the sea was clear so you could see the marine life and the beach had ample space for everyone! The water was also very shallow so made walking into the sea very easy.

**But, the car park js quite small and the road is a single track road.** This should not put anyone off as the drive is definitely worth it!



Written 11 August 2021

 **Sarah**  
London, UK • 5 contributions

 2 



### Stunning beach

Friends

White sandy beach with crystal blue water. Divine! Sheep overlooking the beach on nearby hills. Seemed popular with locals on the weekend but wasn't overcrowded. Toilet facilities nearby and car park but not many parking spots.

Written 26 September 2020

This review is the subjective opinion of a Tripadvisor member and not of Tripadvisor LLC. Tripadvisor performs checks on reviews.



### tropical beach

Family

Off the beaten track but well worth it, when you first see the bay as you walk up its breathtaking, totally unexpected, beautiful white sand and crystal clear turquoise water, very tropical. Nightmare of a car park because of the camper vans as it is so small. Would not put me off going again as its so special.



Written 25 August 2020

The project is not only required to address immediate pressures but subsequently offers so many community benefits in the longer term as highlighted in section **B** above and section **F** below.

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

The Traditional Highland Council Contract is set out at follows. Please refer to **Appendix 3** for the full breakdown for the Car Park and Toilet Programme which includes timescales, duration and start and finish date.

#### **RIBA 4 - Technical Design**

- THC Project Team Engaged
- Engagement with THC Amenities Services
- THC Design Review
- Updated Cost Estimate
- Submit RTIF Application
- RTIF Funding Review/Approval
- Capital Loan Funding
- Community Regeneration Funding
- Consultant appointments
- Prepare Building Warrant
- Documentation
- Material Planning Variation
- Building Warrant
- Tender documentation
- Gateway Review
- Tender Period
- Tender Review/Approval

#### **RIBA 5 - Construction**

- Review Construction Phase Plan
- Mobilisation
- Construction

#### **RIBA 6 - Handover & Close Out**

- Defects Period

**(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 Highland Council and the Assynt Development Trust have explored the possibility of at least one E-charging point on the site. This is understood not to be immediately possible due to grid constraints/unknowns, however, a cost heading has been included in the overall budget cost breakdown to deliver this element as further investigation is ongoing, this will be seen as a cost saving in the budget if this element is unable to go ahead.

In terms of environmental and climate impact of the building to be created, the detailed design work was based on a brief of maximising sustainability in building construction, material choices etc.

The Highland Council will utilise as much of the materials on site as possible, moving soil and using materials as bottoming for the car park, this will minimise the tonnage of materials that will be landfilled.

Local and sustainable materials and contractors will be used where possible to reduce transport costs and carbon footprint. Though they may not be able to secure supply, there has been discussion with the local sawmill. Further conversations will be possible with a range of local material suppliers; however, procurement will be done using a transparent procurement process following Highland Council Guidelines and managed through Public Contract Scotland. All elements of the project will fall under the following procurement thresholds:

< £10k	Goods / Services	Level 1 Procurement
< £50k	Works	Level 1 Procurement
£10k - £50k	Goods / Services	Level 2 Procurement
£50k - £2m	Works	Level 2 Procurement

**Level 1 Procurement** - a ‘single sourcing’ approach –obtain one written quote from a suitable supplier.

**Level 2 Procurement** - A minimum of three (3) written quotes.

The tenders will be evaluated by the trustees before a selection is made. The criteria to score these tenders will look to include the following:

- Price
- Quality
- Environmental credentials of contractor
- Environmental impact / carbon footprint from delivering the project
- Sustainability
- Ethical business

Use of utilities (electricity and water) will be minimal and will be as sustainable as possible, with a possibility of using PV and other renewable means where it is feasible. (Although, as part of the wider grid network, this region is a net exporter of renewable energy from wind and hydro, so in practical terms, any grid electricity to be used on the site is renewably generated.) The design of the toilets is such that we will use blow driers to avoid paper, with the ‘all in one’ unit also being designed to be energy efficient. Taking away paper towels will mean there is no need for bins in each cubical, meaning less waste will accumulate. The toilet will also use smart lighting that will be motion censored to reduce energy consumption and keep ongoing costs to a low, making the project more viable for the future as energy costs escalate.

This project will reduce carbon emissions from repair works associated with future repairs of the car park. While the works for the project will have carbon emissions associated with them, including from construction vehicles, this will be a one-off period designed to prevent a need for more frequent works emissions in future from material transport etc associated with regular car park repairs, which would be required if this project didn't go ahead.

The area of the car park is made up of grass, machair, hill and rock. Any landscaping to the site will be minimal to not interfere with the existing protected landscape. As seen in the images on Page 6, it would look out of place to plant any trees/bushes etc to hide the car park, although a local seed mix can be used to allow for any disturbed land to be reinstated. The roof of the toilet will also be turfed, with machair or other local turf to look visually pleasing to the visitors and stay in keeping with the local landscape and support the ecological 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?*

The Highland Council has a commitment to equality and diversity in Highland to contribute to a fairer, more inclusive Highland. The Council is committed to making sure that in Highland, people are, and feel, free to live their lives without harassment and discrimination, and can take part in community life; people benefit from public services in a fairer way and are able to have their say about them; and there is an organisational culture where everyone is treated with dignity and respect. The Highland Council reviewed their equality outcomes in 2021 with a revised set of equality outcomes agreed for the period 2021-2025. This project fits with the outcome driven forward by the lead service communities and place to improve experiences for disabled people to access services.

Neither the previously decommissioned old public toilet block nor the current stop-gap single-WC unit has provided equality of access for all users. The project will install toilets that are accessible to all including a fully accessible disabled toilet and an access route suitable for wheelchairs. The Access Panel for Ross & Cromarty were approached during the planning stage but unfortunately did not respond to the planning consultation.

The project will also achieve the following for equalities.

- Resurfacing the car park to make it level and more open to use by people with all abilities including wheelchair users.
- Clear directional visuals displayed to direct drivers with disabilities to the location of accessible parking.
- New disabled toilets that will offer good facilities for people with a range of visible and hidden disabilities.
- All toilets will be unisex to promote gender equality, families feeling more comfortable taking children of the opposite sex into toilets and reducing queues (Female toilets are renowned for their queues).
- The toilets will offer baby changing facilities for families.
- The cold shower facility will be suitable and accessible to everyone.

- The car park will offer five dedicated wheelchair accessible disabled parking spaces, close to the new public toilets.
- Accessibility will also be taken into consideration when designing interpretation boards for the site.
- Given the Highland Council have a strategic remit in protecting and promoting the Gaelic language this will also be taken into consideration throughout the project.

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

The CRF funding is the last brick in the funding wall, the project is to be delivered in one phase with the total budget broken down in section 5 of this application with cost plan attached (**Appendix 4**). The Highland Council will manage and operate both the car park and the toilets once delivered and with the income from the site along with existing parking and amenities budgets will cover any ongoing and future maintenance plans at the site.

Achmelvich is a small, secluded spot on the west coast of Scotland with single track access. Most famous for its white sandy beach and crystal-clear waters it is not surprising the surrounding area is of national scenic interest. The machair in particular, that surrounds the beach is one of the rarest habitats in Europe and with that there is little room for infrastructure expansion. When designing this project protection of the site was at the forefront with the lasting legacy of the project being to help protect this site of national interest.

The project will deliver to the following benefits and a lasting legacy for the visitor, surrounding businesses and local community.

- Reducing pressure on parking, making it easier for people to park to visit a key tourist location, including for large motorhomes.
- Improving access for disabled tourists and opening up the opportunity to visit this special site.
- Creating better access for the local community who access their homes by driving through this car park.
- Improving the parking surface, reducing risk of damage to vehicles from frequent severe potholes as at present.
- Better lined car park layout for all vehicles which will also have a wider turning space for larger vehicles.
- Access to the site will be improved to reduce congestion.
- Improving public toilet provision to allow more extended stays. Improving public toilet provision will also take away any pressure on nearby campsites who are regularly asked if their facilities can be used.
- Providing disabled toilet and additional baby nappy-changing facility within new toilet block will cater for all families. Access Ramps have also been incorporated for ease of access.
- The toilets will have smart lighting to save energy but also give visitors light at all times of the year.
- Providing cold water shower facilities, enabling people to rinse off wetsuits, etc. and therefore use the site for more physical activity pursuits.
- Although Unisex facilities each unit will be lockable where only one person has access at a time, giving visitors a sense of safety. Handbasin and hand dryers will be one



single unit (in each toilet) to minimise hand contact in a post Covid world. They have also been designed to reduce any chance of vandalism.

- The roof will be turfed, with machair or other local turf to look visually pleasing to the visitors and stay in keeping with the local landscape.
- The building will be constructed with a rain canopy for visitors to shelter while waiting to use the facilities on those showery days.
- Improving external signage and local information material about how to behave responsibly, and how to orientate in the area, which will improve the experience for all visitors but also for wild campers and for other tourists who have to face the effects of dirty camping and other irresponsible tourism.
- Improving refuse facilities for the visitor and local community to reduce litter build up, allow for more regular scheduled pickups, and keep the beautiful landscape clean.
- The surrounding landscape will be better protected for visitors/community as there will be adequate welfare facilities reducing any incidents of human waste in the surrounding machair.

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

**Local**

A community survey has been undertaken to demonstrate support for the project and to work community ideas and views into the project design. The results of this survey are included in accompanying files. A brief summary is set out below;

- 95% supported an enhanced car park for visitors and 85% for local people
- 92% supported a larger car park for visitors and 78% for local people
- 86% supported an electric charging point for visitors and 75% for local people
- 91% supported a car park with better access for visitors and 85% for local people
- 94% supported more toilet cubicles for visitors and 70% for local people
- 98% supported more accessible toilets for visitors and 75% for local people
- 94% supported outdoor cold showers for visitors and 57% for local people
- 94% supported interpretation and information for visitors and 56% for local people
- 100% supported outdoor bike repair facilities for visitors and 56% for local people
- 100% supported a baby change for visitors and 71% for local people

Beyond the support demonstrated by the community survey, the project has the support of Assynt Development Trust (ADT), which supports projects that tie in with the Trust's objectives of supporting sustainable development and advancing environmental protection or improvement. ADT also manage the local tourism group *Discover Assynt*. The Assynt Community Council, Highlife Highland Ranger Service and Achmelvich Grazing's Committee.

**Regional**

The need to replace the toilet block has been accepted as part of regional planning within Highland Council for many years. The need to address the long-term durability of the car park has also been raised with the Council by the community in recent years.

This project is listed as a tier 1 development in the Highland Strategic Tourism Infrastructure Development Plan ([STIFDevPlan P67](#)) being identified in one of the eight hotspot areas within Highland and considered to be of national tourism importance. In the build up to finalising this plan, evidence from the Highland Council's Tourism Audit identified Achmelvich as a location where "parking exists but is not adequate for the demand experienced at certain times" and the need for improvements in public toilets infrastructure across Sutherland which was noted as 'inadequate' .

In particular, the lack of equality of access of the Achmelvich toilets has been accepted by Highland Council elsewhere, including minutes of public meetings with local groups.

This project also fits alongside the strategic aims within Highland Council's Visitor Management Plan, including a plan for parking charging at key tourist car parks including at Achmelvich, generating income which will help make the tourism facilities more economically self-sustaining in future. (At present the car park has a voluntary charging point, but this will move to mandatory charging when facilities are improved to make this a reasonable demand.)

The project also fits with the Caithness and Sutherland Local Development Plan. This Plan seeks to deliver key outcomes for: growing communities, employment, connectivity and transport and environment and heritage. The plan identifies Lochinver as the "main service, employment and tourist centre for south-west Sutherland". There is a priority to "Safeguard the sensitive landscape setting" of the wider area.

The Caithness and Sutherland Local Development Plan, alongside the Highland-wide Local Development Plan, seeks to deliver key outcomes for: growing communities, employment, connectivity and transport and environment and heritage. The plan identifies Lochinver (Assynt's main settlement close to Achmelvich) as the "main service, employment and tourist centre for south-west Sutherland" with a reputation for community ownership and control. This community influenced development of the car park is a continuation of that drive in a crucial local area. There is a priority to "Safeguard the sensitive landscape setting" of the wider area.

## **National**

As mentioned above, the Highland Strategic Tourism Infrastructure Development Plan identifies Achmelvich to be a hotspot area of national tourism importance.

This project fits well with the ambitions of the Scotland Outlook 2030 tourism industry strategy, in the following regards:

Ensuring that "tourism leads to improved community wellbeing and nurtures thriving places across Scotland" and that communities can "have a say in the way that the tourism evolves locally, and be reassured that tourism-related concerns are dealt with, as and when they arise."- by delivering a project in partnership with a local community group and addressing tourism-related concerns.

"Our natural assets – our landscape, scenery, natural and built heritage will be cared for, protected and invested in for our current and future generations to experience and enjoy." - by increasing the sustainability into the future of facilities which will reduce damage to the important heritage assets of the area.

- The concept of a carpark and toilet upgrade in Achmelvich fits well within the main strategic direction of travel nationally. The development of this project contributes to; "Community Empowerment" (though this is not an asset transfer) through the control influence on assets that are important to the community.
- Some key National Performance Indicators, particularly "We value, enjoy, protect and enhance our environment" but also developing thriving businesses and having inclusive and empowered communities.
- New strategies in relation to covid recovery.
- Climate emergency and the commitment to Net Zero, including references to active travel, an e-charging point and using site development techniques and materials with minimal carbon impact.

<b>International</b>		
<p>At an international level, UNESCO, in their guidance on sustainable tourism, stresses that managing visitor movements and influencing visitor behaviour are critical aspects of developing sustainable tourism. By managing visitors, a destination can minimize the negative effects on the host community and maximize the opportunities for them to benefit. From the visitor's perspective, it is not about controlling or spoiling the visitor's experiences but rather it is about creating a good experience for them. In successful destinations, this is achieved through planning to ensure the visitors are well informed, efforts are made to influence when they go there, and what they do there, and a suitable range of facilities and services are provided for them. This project fits well with this guidance.</p>		
<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>		<b>YES</b>
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
Planning Permission	Yes	Yes - 16 <sup>th</sup> November 2021 - 21/04323/FUL
Building Warrant	Yes – for the Toilet Block only. Not required for the car park.	No (apply as soon as funding is approved, Feb/March 22 Decision May22
Scottish Water and SEPA Consent	Yes – under investigation if required	No (apply as soon as the funding is approved, decision likely Feb/March 22.

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
	<b>See Appendix 4 for full cost breakdown</b>		
Professional Fees	Staff Costs throughout the Duration of the Project, Project Manager, Design team, QS, Clerk of Works etc.	Revenue	£149,578
Building Warrant	Building Warrant for Toilets	Capital	£3,450
Planning Fees (variations)	Planning Fees for any variation to approved drawings	Capital	£300
Preliminaries	Site planning, Welfare etc	Capital	£105,770
Construction	Demolition of existing toilet, Construction of toilets and external car park works	Capital	£587,612
Interpretation Panels	tourist interpretation/education/good practice information	Capital	£7,500
Waste Bins	Envirobin 240l with fixings	Capital	£1,977
Contingencies	Percentage Allowance (see breakdown)	Capital	£69,338

Location Factor	Percentage Allowance (see breakdown)	Capital	£91,526
Contingency and Location Factor Update to 2 <sup>nd</sup> Quarter of 2023	Percentage Allowance (see breakdown)		25,627
Ranger Hut Shed Replacement (separate cannot be funded by RTIF)	Replacement of Ranger Hut with groundworks.	Capital	£5,000
Total capital expenditure			£898,100 (Full breakdown attached to application)
Total revenue expenditure			£149,578
<b>TOTAL PROJECT COST</b>			<b>£1,047,678</b>
<b>Is VAT included in these costs?</b>			<b>No</b>
<b>Project expenditure before March 2023</b>			<b>n/a</b>

**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 project has been priced up by the Highland Councils internal quantity surveyor who is very experienced in delivering robust costs for large scale projects for the Council.

**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 £
Rural Tourism Infrastructure Fund	YES	YES	£500,000
Highland Council Capital Loan	YES	YES	£300,000
Countryside Management (Ranger Hut Only)	YES	YES	£1,000
<b>Total match funding</b>			<b>£801,000</b>
<b>CRF requested</b>			<b>£246,698</b>
<b>Total project cost</b>			<b>£1,047,698</b>

## 6.2 Will the project involve “in kind” support?

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

**NO**

**Please detail: n/a**

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

This project is not a statutory requirement for the Council and therefore there is no budget allocation in the existing capital programme for a project of this type. If external funding is not sought it simply will not go ahead. The Highland Council are the owners of the site and therefore there is an obligation to make sure the site is maintained and managed, however, a development of this scale is unachievable within existing service budgets.

## **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 Highland Council will manage and operate both the car park and the toilets and undertake any future maintenance at the site.

As with all other HC public toilets there is no third-party arrangement unless the site has been leased or ownership transferred to a community. There is always the possibility a local community group may wish to lease the toilet facilities in the future. If this were to happen, the lease would formally recognise the ongoing obligations in relation to terms and conditions of all the funding bodies, for continuing maintenance and keeping the facilities available for public use. There will be no transfer of these facilities to private ownership within 20 years of the funding being awarded to tie in with the conditions of the RTIF grant.

In financial modelling projected by the parking and amenities services who have experience in these, future annual maintenance costs for the toilets block are estimated at £13,750 and for the car park estimated at £2,070.

Future annual income from car park charging is estimated at between £29,000 and £37,940, and from the donations box at the toilets block estimated at £7,500. The site will help retain the employment of a local cleaner at the site.

The project gives a good expectation of profitability, with expected annual surplus of between £20,680 and £29,620. This surplus could be reinvested by Highland Council in wider tourism costs such as staff costs for Access Rangers and car park / traffic attendants at the site.

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

Achmelvich is a remote rural location surrounded by a number of local businesses, mostly campsite/accommodation/food providers and local crofters. The offer that this project delivers does not displace any of that existing activity in the settlement, in fact based on the local survey over 90% of people are in support of this project.

There are currently no other public toilet facilities on site which are crucial for beach users, local walkers, families, locals, and people with accessibility needs. Local businesses who do have toilet facilities are unable to provide this service to the public due to existing capacity demand with their customers. In fact, The Highland Council amenities team already approached the local campsite in the past to set up a toilet comfort scheme, however it was simply deemed unachievable due to capacity and cost implications.

The car park is currently the only publicly available car park on site, even with the setup of a local private operator offering a small area of parking for day visitors overflow has still been an ongoing issue.

The project will not only avoid displacement but local businesses will also benefit from the additional trade with people staying at the site for longer.

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

**YES**

**Please state your reasons:**

The Highland Council have secured authorisation from The Highland Council's Economy and Infrastructure Committee to take out a Capital Loan against this project (**Appendix 6**). This loan forms part of the match funding for this development and will be paid back with annual incomes from car park charging.

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

For example:	Details
<b>Assynt Development Trust</b>	The Assynt Development Trust have been involved in this project since the beginning and initially took forward the design phase of the project. It soon became clear this project was of significant scale and out with the capacity of the Trust who already had a number of priority projects on the go. As the site is owned and managed by the Highland Council it was recognised that THC would be better placed to take forward construction and delivery of this project
<b>Other</b>	The local Community Council, Shore Caravan Site and Highland Coast Hotels have all shown written support for this project through letters of support.

## 7.5 Have you previously received public funds for the organisation?

**YES** – The Highland Council as local authority is responsible for a large range of vital services for people and businesses across the Highland region. The majority of funding to run these services

comes from the Scottish Government (public funds) although the Council does raise additional income through Council tax, business rates, parking income etc. It would be near impossible (plus an extremely lengthy task) to gather all the evidence of public funds the Council have received from public funding.

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

Funding	Year of award	Amount £
n/a		

## **SECTION 8 – SIGNATURE**

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

***The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print:</b> Leona Joiner	<b>Date:</b> 15.12.2022

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	n/a
<b>2</b>	<b>Committee Members or Directors List</b>	Yes Appendix 8
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	Yes Appendix 7
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Yes Appendix 8
<b>5</b>	<b>Confirmation of match funding letters</b>	Yes Appendix 6
<b>6</b>	<b>Bank statement – latest available</b> * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	Yes Appendix 8
<b>7</b>	<b>Annual financial accounts – latest available</b>	Yes Appendix 8
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Yes Appendix 2 and in application.
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	Yes – in application
<b>10</b>	<b>Relevant insurance policies</b>	Yes

		Appendix 5
11	<b>Job descriptions (CRF funded posts only)</b>	n/a
12	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	Yes Appendix 1
13	<b>Partnership agreement</b>	n/a
<b>Additional Documentation</b> Appendix 3 – Car Park and Toilet Programme Appendix 4 – Budget Cost Breakdown		
<b>Reason for missing documentation:</b>  n/a		
<b>Declaration what the remaining bank balances are for:</b>  n/a		

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF1009	
<b>1.2 Organisation</b>	Lochinver Primary School Parent Council	
<b>1.3 Project title</b>	Outdoor Play Equipment Project	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£71,279.25
	<b>Match funding</b>	£17,279.25
	<b>Grant requested</b>	£54,000
<b>1.5 Start date</b>	February 2023	
<b>1.6 End date*</b>	August 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>	
YES	

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Catriona Maclean
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Board Member
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	
<b>2.5 Website address</b>	

### **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>		
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>	x	SC033663
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>

**Details:**

<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>

Caledonian Play	Contractors to provide and install play equipment
Catriona Maclean	Lochinver Primary School Parent Committee
Colin Masterson	Head Teacher
Senior Play Technician	Post installation inspection

## **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.**

Lochinver Primary School  
Lochinver  
IV27 4LF

### **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?**

It is in the grounds of the school, owned by Highland Council.

### **4.3 The Project**

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

The project will provide play equipment in the grounds of Lochinver Primary School.

This meets both the Environment theme by providing outdoor access and the Place theme through the creation of recreational areas. Bordered by Culag Community Woods and in the backdrop of Suilven, the project will use natural timbers to "safeguard the sensitive landscape setting" which is a placemaking priority for Lochinver.

This project will address the lack of safe and accessible play facilities in Assynt. 65% of the pupils at Lochinver Primary School live outwith the village and do not have local access to play facilities. For the remaining pupils who live within the Lochinver village, they have access to two play parks which are in need of deer fencing in order to become safe for regular use. While it is hoped that these will be fenced soon, the Lochinver Primary School has recently upgraded its fencing to ensure deer are kept out of the grounds. This project would be delivered within the newly fenced area. It would be the only play facility accessible by all of the pupils at Lochinver Primary School.

For much of the year school hours are the only time from Monday to Friday that children can play outside in daylight. In doing so it would enhance the availability of facilities in the local area, reducing the need for families to travel further afield, contributing to the delivery of 20-minute neighbourhoods as set out by the Scottish Government's National Planning Framework 4.

The project plans to achieve the following outcomes:

- The provision of play equipment would not only provide positive and sustained play opportunities for all 30 pupils currently in the wider catchment area, as well as for future

generations of local children, but it will also enhance the school environment, attracting families to relocate to the area.

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

*'To a child play is about having fun. To society it's so much more. Children's play is crucial to Scotland's wellbeing, socially, economically and environmentally.'* (Scotland-Play-Strategy-Vision). Lochinver Primary School is located in the most deprived geographical access decile in the Scottish Index of Multiple Deprivation (SIMD). This reflects the limited access local families have to services and facilities. Additionally, the dispersed and rural nature of the population can mask localised concentrations of income deprivation.

As a one-off investment, this will provide long-term and sustainable benefits for future generations. At local level, there is currently a recognised issue of significantly deteriorated mental wellbeing amongst local young people, *"discussions held with local health and education professionals, including very serious local mental wellbeing problems among young people, with increased problem drink/drugs use."* (draft minutes of Community Care Assynt). The project will improve the health and wellbeing of children which will help to equip to have healthy and happy lives as they grow into adults.

By intervening at the primary school stage, given the benefits of 'risky play' outdoors include helping children to build resilience, to manage risk and to know their limits. This is further supported by the Scotland Play Strategy which recognises that implementation of article 31 of UNCRC will allow our children and young people to participate in their communities, enhancing their role as part of that community and developing their resilience, confidence and skills to engage as citizens.

Depopulation is the single biggest threat to the long-term viability of our area. Highland Council population projections for Caithness and Sutherland indicate a fall of 16.8% in the age 0-14 population between 2015 and 2035. The school role currently sits at 30 pupils over two classes P1-3 and P4-7. The roll has halved in the last 25 years and is forecast to drop to between 23 and 28 pupils over the next 15 years. As such, provision of play equipment would not only provide positive and sustained play opportunities for all 30 pupils currently in the wider catchment area, as well as for future generations of local children, but it will also enhance the school environment, attracting families to relocate to the area.

**(c) What need or opportunity will the project address? How do you know there is local support for the project?**

- Parents have expressed a demand for the availability of play facilities at the local primary school. This is also evidenced by the fundraising already undertaken at community level by local parents such as, running a BBQ at the community sandcastle competition, 'tipsy tea party' etc, selling tea towels with children's art work. etc.
- In the Sutherland Funding Priorities Survey for 2022, local amenities and recreational areas were the 2<sup>nd</sup> and 4<sup>th</sup> highest ranked priorities under the Place theme.
- The Sutherland Pathfinder Youth Stakeholder report from 2021 highlighted that better community facilities for all ages, providing sports/music/arts activities, and a safe space for young people to meet in each community would make living in Sutherland better.
- The Young People in Caithness and Sutherland Attitudes survey from 2015 found that there was a large mismatch between the availability and importance of outdoor attractions

and pursuits. Around 80% felt these were important but only between 15% and 35% believed they were available to access.

- The project delivers the placemaking priority for Lochinver to capitalise on opportunities for community-led development including Culag Community Wood (which borders the site).
- Young people from Lochinver who attended the Winter Youth Conference in 2018 expressed a need for improved services and amenities for young people.
- Letter of support from the Assynt Development Trust.

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

Activity name	Achieve by (date)
Secure all funding	February 2023
Order and deliver equipment	March 2023
Install equipment	June-August 2023
Post installation inspection	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.*

The project will reduce the need for families to travel to access play facilities. This will help to reduce carbon emissions arising from travel to other villages and towns in the Highlands.

The timbers for the play equipment are from sustainably managed sources. These are slow-grown and waxed and will be sympathetic to the local environment. Wood use will retain carbon rather than use carbon-emission-intensive alternatives such as metal and plastic. The school is located next to Culag Woods and timber equipment will provide a visual and environmental consistency. This is especially important to deliver on the place-making priority set out in the Caithness and Sutherland Local Development Plan to safeguard the sensitive landscape setting.

**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 a positive impact on children with disabilities as the natural materials are understood to provide soothing sensory and tactile experiences. The project has consulted with parents of children with disabilities who are very much in support of it moving forward. Evaluation will take place to ensure the project realises these benefits for targeted groups.

This project will be particularly beneficial for low-income households who do not have access to transport and are not located near existing play facilities.

The project will target young children and will deliver on the UN Convention on the Rights of the child Article 31 where *every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the art.*

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

The equipment will be monitored on a regular basis to ensure it remains in good condition for the long term. All timbers carry a seven-year warranty against rot, while metal products are galvanised or powder-coated stainless steel. Although the equipment is low maintenance and designed for the long-term, the Parent Council is willing to continue its regular fund-raising to allow for future inspections and maintenance.

As a one-off investment, this will provide long-term and sustainable benefits for future generations. At local level, there is currently a recognised issue of significantly deteriorated mental wellbeing amongst local young people, *“discussions held with local health and education professionals, including very serious local mental wellbeing problems among young people, with increased problem drink/drugs use.”* (draft minutes of Community Care Assynt). The project will improve the health and wellbeing of children which will help to equip to have healthy and happy lives as they grow into adults.

As detailed in section 4 (c), young people have identified a lack of community facilities for all ages is a barrier to living and working in the area. Such a project will have a positive impact in both retaining and attracting families to the area.

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

- Assynt Community Plan – the project helps to provide enhanced services and facilities for young people
- Caithness and Sutherland Local Development Plan – this project fits with the placemaking priorities to *“capitalise on opportunities for community-led development including Culag Community Wood”* and *“safeguard the sensitive landscape setting.”*
- The North West 2045 vision identifies a key challenge around depopulation driven by loss of services. As such, this project will address many of the objectives highlighted in the North West 2045 vision.
- Lochinver Primary School Improvement Plan (2021/22) - The school has set out its ambition to maximise *“health and wellbeing for all children and young people to give the best possible start in life”*. The provision of play equipment will not only improve health and wellbeing outcomes for the children currently attending Lochinver Primary School, but for those for generations to come.
- The Child Poverty Strategy for Scotland (2014) recognises that play supports the reduction of child inequality and delivers outcomes for vulnerable children. The policy specifically identifies the provision of local solutions that include safe spaces and facilities for play and recreation.
- The Active Healthy Kids Scotland Report Card 2018 details concerns over the significant amount of time Scottish children are spending indoors engaging in sedentary activities.

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

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Equipment	LOG MAZE CLIMBER 5 : CP-TMC5	Capital	£13,194.00
Installation	safety mats - 50nr, installation	Capital	£4,124
Equipment and Installation	Monkey Bar Rings 4m CP-MBR safety mats - 14nr, installation	Capital	£2,526.00
Equipment and Installation	Hanging Log Steps Traverse CP-HLS installation safety mats (6 nr - optional)	Capital	£1,218.00 £510.00 £270.00
Equipment and Installation	Stepping Log Column CP-SS	Capital	£352.00 £582.00
Equipment and Installation	Static Beam Balance CP-SBB 2.5m	Capital	£275.00 £240.00
Equipment and Installation	Circular Picnic Table installation optional concrete/tarmac fixing brackets	Capital	£668.40 £90.00
Equipment and Installation	Hanging Tyres CP-THT installation safety mats (6 nr - optional)	Capital	£1,152.00 £510.00 £270.00
Equipment and Installation	ZIGZAG BALANCE BRIDGE : RB-ZZB(E)	Capital	£1,914.00 £720.00
Equipment and Installation	SOMERSAULT BARS : K-45(E) safety mats - 14 nr, installation	Capital	£774.00 £1,170.00
Equipment and Installation	V-ROPE BRIDGE : CP-BRB(E)	Capital	£978.00 £540.00
Equipment and Installation	ROLLING LOG : CP-RL(E)	Capital	£930.00 £510.00 £270.00
Equipment and Installation	Standard Double Tower K-72	Capital	£12,834.00 £3,120.00

	Double Activity Tower - with 2 Roofs, Green Slide, Solid Steps with Handrail, Lower Platforms with Bench Seats, Scramble Net, Climbing Rock Wall, V Net Rope Bridge		
Equipment and Installation	STRIDING TIMBER STILTS : CP-TSD (x6) installation safety mats (6 nr - optional)	Capital	£1,194.00 <u>£582.00</u>
Equipment and Installation	TRAVERSING NET : CP-TN(E) installation safety mats (6 nr - optional)	Capital	£1,194.00 £510.00 <u>£270.00</u>
Equipment and Installation	SPRINGER BOARD : CP-SPRB(E) safety mats - 10 nr, installation	Capital	£510.00 <u>£510.00</u>
Equipment and Installation	WOBBLE BOARD : CP-WB(E)	Capital	£870.00 <u>£510.00</u>
Equipment and Installation	HORSE SHOE : CP-NC(E) CP-SBB 2.5m & 10 nr CP-SS w/ PS installation	Capital	£870.00 <u>£690.00</u>
Equipment and Installation	TIMBER CLATTER BRIDGE CP-TCB	Capital	£2,694.00 <u>£570.00</u>
Equipment and Installation	BASKET SWING : CP-BS(E)	Capital	£1,302.00 <u>£1,605.00</u>
Equipment and Installation	4 PERSON SEESAW : K-65-4 safety mats - 15 nr, installation	Capital	£2,694.00 <u>£1,200.00</u>
Equipment and Installation	Hammock Swing CP-HS safety mats - 12 nr, installation	Capital	£1,350.00 <u>£1,200.00</u>
Equipment and Installation	Surf Springer – Blue/Yellow: SPR-SRF B/Y safety mats - 9 nr, installation	Capital	£237.60 <u>£975.00</u>
Total capital expenditure			£71,279.25
Total revenue expenditure			£0
<b>TOTAL PROJECT COST</b>			£71,279.25
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			£71,279.25

**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?**

Two suppliers have provided quotes from Highland Council's framework for suppliers of play equipment. The expenditure detailed in 5.1 is from the lowest of these in order to ensure best value for funders.



## **SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO (include date)</b>	<b>Granted YES / NO (include date)</b>	<b>Amount £</b>
Own Fundraising to date:			£5,200
The Maple Trust	14/09/22	Yes 02/12/22	£2,500
Corra Foundation	29/06/22	No 13/09/22	£8,000
Assynt Crofters Trust	01/08/22	Awaiting outcome	£9,579.25
<b>Total match funding</b>			<b>£17,729.25</b>
<b>CRF requested</b>			<b>£54,000</b>
<b>Total project cost</b>			<b>£71,279.25</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<p><b>YES</b></p> <p><b>Please detail:</b></p> <p>This will be in the form of volunteer time from the members of the Parent Committee.</p>
<b>6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?</b>
<p>The project will not happen without funding support. While the Parent Council fund-raises locally on a regular basis, this is not to the scale required for a transformative project of this nature.</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.*

<b>7.1 Will the project generate revenue?</b> <i>Please provide a copy of the budget forecast with the application.</i>
<p><b>NO</b></p> <p><b>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?</b></p>

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?	
N/A	
7.3 Have you considered taking out a loan for the project?	
NO Please state your reasons:	
7.4 Have you had support from other organisations in developing the project?	
For example:	Details

7.5 Have you previously received public funds for the organisation?		
NO		
If yes, please provide details of awards for the last 3 fiscal years:		
Funding	Year of award	Amount £

**SECTION 8 – SIGNATURE**

*I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.*  
*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

**8.1 Main applicant, chairperson or equivalent** – the person signing this application has the authority within the organisation to apply for grant funding

<b>Signature:</b>	<b>Print:</b> CATRIONA MACLEAN	<b>Date</b> 10/12/2022
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<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	Y
<b>2</b>	<b>Committee Members or Directors List</b>	Y
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	NA
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Y
<b>5</b>	<b>Confirmation of match funding letters</b>	Y
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	Y
<b>7</b>	<b>Annual financial accounts – latest available</b>	Y
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Y
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	NA
<b>10</b>	<b>Relevant insurance policies</b>	NA
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	NA
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	NA
<b>13</b>	<b>Partnership agreement</b>	NA
<b>Reason for missing documentation:</b>		
<b>Declaration what the remaining bank balances are for:</b>		
Remaining balance is ring fenced to pay for the local Ranger to deliver outdoor learning sessions to all pupils, and for the annual Pantomime school trip.		

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF1010	
<b>1.2 Organisation</b>	Farr North Community Development Trust	
<b>1.3 Project title</b>	Farr Goes – Community Transport	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£131,998.59
	<b>Match funding</b>	£95,725.42
	<b>Grant requested</b>	£36,273.13
<b>1.5 Start date</b>	1/1/23	
<b>1.6 End date*</b>	31/3/24	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
YES

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Simon Lee
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	manager@farnorth.onmicrosoft.com
<b>2.5 Website address</b>	Facebook #FarrNorth

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	x	670324
<b>Constituted group</b>	x	
<b>Public body</b>		
<b>Charity</b>	x	SCO50787
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
			X

<b>Details:</b>

<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Simon Lee	Manager – Farr North
Linda Bremner	Development Officer – Farr North
tbc	Farr Goes Project Officer
Tbc	Farr Goes Project Manager
Mary Cook	Farr North Chair (Charity Manager)
Tim Curtis	Farr North Vice Chair (Retired)
Dr Andreas Hurfert	Farr North Director (Local GP)
Jacqueline Gilmour	Farr North Director (Social Worker)
Hugh Black	Farr North Director (Community Psychiatric Nurse)
Catherine Simpson	Farr North Director (Retired)

## **SECTION 4: PROJECT DETAILS**

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

<b>4.1 Project location - Please include postcode.</b>
<p>The project will cover the ancient parish of Farr North Sutherland. This includes the Community Councils of: Bettyhill, Strathnaver and Altnaharra; Strathy and Armadale; and Melvich. The main project base will be Bettyhill – KW14 7SS A full postcode definition of our area of coverage is appended to the Articles of Association.</p>
<b>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</b>
N/A

<b>4.3 The Project</b>
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p><b>VISION</b> Our vision is to ensure that everyone in Farr can get to the places they need to get to when they need to get there. We will establish a Community Transport Project, utilising volunteers to drive pool electric vehicles. It will be an on-demand service offering affordable door to door transport.</p> <p><b>PEOPLE</b> We are asking for funding to acquire one electric vehicle so that we can help people get to the places they need to get to.</p> <p>It might look as though we are trying to establish a community transport body. What we are actually trying to do is address inequalities. Our household incomes are 80% of the Scottish average and yet we have to withstand higher than average fuel costs, homes which are harder to heat, no easy access to basic amenities, jobs or training, or to take part in community life. These inequalities are compounded if you cannot travel. The daily challenges can be formidable – getting to a local shop for top-up supplies, of getting to your GP or accessing your prescription, of meeting friends or getting involved in community life.</p>

On average it costs a single pensioner 251% more to travel in remote rural Scotland than it would cost an urban pensioner.

Our solution focusses on the immediate needs of our people as highlighted in our recent consultations – the very basic stuff: getting to appointments, accessing the shop, getting out for a coffee, and the essential and worrisome challenges of getting to hospital appointments. We will offer on-demand door to door service, offered at a cost low enough to be affordable but realistic enough to not come over as ‘charity’. Our people welcome subsidies but are less keen on outright gifts. People need dignity.

For a Just Transition we insist on using Electric Vehicles. We have borrowed heavily from the experience of our neighbours at Transport for Tongue and from other Community Transport bodies in Sutherland and Caithness to create a business model which is brand new to the Parish of Farr and that meets our communities immediate needs, engages users and volunteers and provides a grounding for long term success.

#### FINANCIL SUSTAINABILITY

Our solution cannot carry itself. The financial model will always require outside financial support. Even the staffing model – using volunteer drivers – is unlikely to be sustained beyond a couple of years and, like our neighbours at Transport for Tongue, we will have to develop into an organisation with paid drivers.

This project will survive because of our local wind farm developments. The community currently receives about £200k in community benefits. Further wind farms are consented and should be built within 3-5 years which will increase community benefit to over £1million per annum. At least one of these projects will include a community shared ownership element (which Farr North is coordinating). There will be adequate resources to keep the community transport operation afloat and allow it to develop to meet many other demands that our initial plans will not fulfil.

#### EVIDENCING ADDITIONALITY, IMPACTS AND VALUE FOR MONEY.

Measuring impact is built into our project design.

We want the data we collect relating to our social impacts to be comparable to other studies so that we contribute to a wider understand on the value of community transport. We will subscribe to the measuring social impact of community transport tool developed by Deloitte and sold through the ECT community transport charity. This tool uses standard survey questions to measure user perception of the contribution community transport makes to wellbeing and goes on to estimate a financial value of these services. The methodology focusses on impacts relating to the defeat of loneliness and isolation. We will measure changes in overall wellbeing through a pictorial survey based upon the Dartmouth COOP Functional Assessment Charts.

We also recognize that our impacts extend beyond the service users. Volunteers will have enhanced socialisation opportunities and greater sense of place and self-worth.

#### IMPACTS AND OUTCOMES

##### SOCIAL IMPACTS

- Peace of mind and dignity– people will know that they can get to where they need to without having to feel the burden of relying on friends and relatives. People will know that they are contributing to the cost of the service and contributing to its continued existence.
- Independent living – older people will be able to live at home for longer.
- Socialisation: people will be able to access community activities, volunteers will provide and receive conversation
- Community cohesion and active citizenry

- Sense of place: Service users will have the opportunity to feel they belong, volunteers will have the opportunity to contribute.

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

Our project is aimed at the whole community although we expect uptake to be particularly high amongst older people.

Individuals will benefit because they will be able to get to the places they need to get to without worry and without feelings of being a burden to friends and relatives. This will include accessing local amenities and health appointments but may also include access to training or employment and accessing friends and being able to partake in community life.

Local groups will be more sustainable as more people will be able to access their activities. This is an on-going concern for voluntary groups including Farr North. In our activity planning we are constantly faced with the questions “but how will people access our project?”. Community transport can provide part of the solution to this.

People will be less isolated and lonely. Our communities will be more active. Our communities will be healthier and happier.

*“Loneliness kills. It is a public health crisis. It is as dangerous to a person’s health as smoking 15 cigarettes a day. It increases the risk of stress, anxiety and depression and doubles the risk of dementia.”* (AgeScotland: [Tackling Loneliness | Age Scotland \(ageuk.org.uk\)](https://ageuk.org.uk)).

**(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.*

**EVIDENCE OF LOCAL SUPPORT**

The lack of access to services has been a long-standing top priority highlighted in community consultations for **decades**. The need is repeatedly recognized in strategic plans and reports for example:

- The Sutherland Community Planning Partnership “Sutherland Pathfinder” report (October 2021) identified transport as the key issue for any hope of a “Whole Systems Approach to Mental Health and Wellbeing”.
- The North Sutherland Community Plan (2018) identified transport as the key priority area for development in North Sutherland.
- Consultations undertaken by the Strathy South Community Shared Ownership Working Group (2020) identified transport as the top priority in Farr.
- Sutherland Community Partnership Adult Health and Social Care Plan (2019) identified the need for more community transport initiatives.
- Sutherland Community Partnership Child Health and Social Care Plan (2019) states as its primary improvement priority “Allow opportunities and activities by improved transport



network.”

Having identified the need Farr North undertook direct survey based consultations in April May June 2021.

### Summary of Findings

#### Car ownership

- *Nearly one in three people reported that they have no access to a car. The 2011 census reported non-car owning households at 20.6% across Highland as a whole, failing to around 15% across Farr (combining Bettyhill, Strathy and Melvich Community Council areas).*
- *People without access to a private car were more likely to complete our survey.*
- *However, more than two thirds of respondents **do** have access to a car.*

#### Getting to places

- *Almost **1 in 5** respondents (17.4%) report having difficulty getting to the places they need to.*
- *More than **1 in 5** respondents (21.7%) report having difficulty getting to Armadale surgery*
- ***A third** of respondents struggle to access services at Caithness general.*
- ***Half** of respondents struggle to access services at Raigmore.*
- ***A third** of respondents struggle to access opticians and dental services.*
- ***A quarter** of respondents struggle to access shops.*
- ***One fifth** of respondents suffer social isolation because of lack of access to transport.*

#### Using the Service

We asked: *“If there was a community transport organisation offering low cost travel to residents of Farr, how often would you be likely to use it?”*

- ***A third** of respondents would use the service for **local trips** at least once per month. **Six out of ten** respondents would use the service sometimes. This includes many car owners.*
- *Nearly **seven out of ten** respondents (68%) would use a service for **trips to Caithness**, with almost **half** (47%) using the service at least once per month. Many people with access to their own cars would use the service.*
- *It appears as though about half of car owners would like to have the option of using a community transport service for trips to **Dingwall or Inverness**. Overall **two-thirds** of respondents would use the service for trips to Dingwall or Inverness and about one in five would use the service at least once per month.*

#### Running the service

- *There appears to be a pool of people willing to act as volunteer drivers for a community transport service, with **EIGHTEEN** of the survey respondents offering to help in some way.*

3% of respondents reported ‘limited mobility’ as a consideration when travelling. To accommodate wheelchair users the project has a budget to hire the T4T wheelchair accessible vehicle if needed (although T4T report that most wheelchair users prefer to sit in the car with the wheelchair folded in the boot).

Farr North Community Development Trust, in consultations undertaken in November 2021 identified the idea of a community workshop as a desirable development priority. In developing this project a recurrent question is “But how will people get to it?”, and we know that this is an issue for many other groups. Transport is truly cross cutting and multi-dimensional. Our people need better access and this project will facilitate this.

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

<b>Activity name</b>	<b>Achieve by (date)</b>
CRF Funding Confirmed	Dec 22
(CRF Funding) Order EV – soonest expected delivery April 23	Jan 23
(Highland Council Community Transport Grant - Confirmed) Appoint Project Officer/Administrator (open and fair recruitment processes)	Jan 23 to March 23
With assistance from Farr North Manager and Development Officer the Farr Goes Project Officer will: <ul style="list-style-type: none"> <li>• Devise a marketing and community engagement strategy and develop and produce marketing materials</li> <li>• Design and establish administration procedures including booking systems, volunteer recruitment and volunteer induction and checks including Disclosure, insurance checks skills and training needs assessments</li> <li>• Oversee the installation of a community EV charge point including risk assessments, resurfacing of parking area and charge point commissioning</li> </ul>	April 2023
Project Launch (with 1 EV)	April 23
Enough match funding in place to enable release of SSE Sustainable Highland Funding (confirmed subject to match funding requirement)	April 23
Begin recruitment of Manager (Scot Gov Investing in communities funding – unconfirmed)	April 23
Continuation of Admin Officer (Caithness and North Sutherland Fund – unconfirmed)	April 23 – March 24 -
Recruit 5 volunteer drivers. Undertake training assessment and action training as needed	April 23
Appoint Manager	July 23
2 <sup>nd</sup> EV acquired	July 23
93 return trips	
91 return trips	December 23
Establish steering group to take on strategic coordination from the Farr North Board	December 23
88 Return trips	April 24
92 Return trips	Yr 2 Q1
Recruit and train a further 5 volunteer drivers	Q1
93 Return trips	Q2
86 return trips	Q3
88 return trips	Q4
Manager begins migration of Community Transport Project to stand alone social enterprise	Q4

**(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.*

For a Just Transition we insist on using Electric Vehicles. We anticipate saving 4.35 T CO<sub>2</sub>e pa compared with using a new internal combustion vehicle.

Our volunteers will be offered 'climate awareness' training to be delivered through the North Highlands and Islands Climate Impact hub. This training will equip volunteers to have the confidence to engage in conversations with passengers and others about our decision to run the service with electric vehicles. Overall the project will enhance the climate literacy of our communities.

**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 vehicles we use will not be universally accessible but will have boot space to accommodate wheelchairs, will have a sill height that enables easy ingress and egress (with the use of a portable step). Our volunteer drivers will be trained in helping people with limited mobility into and out of vehicles.

Most wheelchair users have some mobility and most prefer to sit in a vehicle seat rather than in a secured wheelchair, but where this is not the case our business plan provides for hiring the use of a fully wheelchair accessible vehicle from our neighbours at Transport for Tongue (T4T). These customers will be charged the same rates as everyone else.

The project will be marketed to all and will include door drops to every household in Farr to ensure everyone knows about the service and how to access it.

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

The lasting legacy of the funding will be a community transport body in the Parish of Farr to ensure that people can get to the places that they need to get to.

The project will be supported by the community of Farr who will ensure that local wind farm community benefit funds are used to continue the project. This may seem a tenuous promise but community benefit funds already supply in excess of £200,000 pa. to our communities. Creag Rhiabhach wind farm will be providing £45,000 to Bettyhill CC from next year.

There are two local wind farms which have been consented and will be built by 2026: Strathy South will be injecting a further £500,000 into our communities and Strathy Wood £250,000. Three other wind farms are being planned around Melvich, another at Armadale and yet another at Bettyhill. Not all of these will get built – but it is clear that there are substantial revenues from community benefits on horizon.

In addition Farr North is seeking to secure shared ownership agreements with all wind farm developers and this will secure long term unrestricted funding. The future is secure.

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

The need is repeatedly recognized in strategic plans and reports for example:

- The Sutherland Community Planning Partnership “Sutherland Pathfinder” report (October 2021) identified transport as the key issue for any hope of a “Whole Systems Approach to Mental Health and Wellbeing”.
- The North Sutherland Community Plan (2018) identified transport a the key priority area for development in North Sutherland.
- Consultations undertaken by the Strathy South Community Shared Ownership Working Group (2020) identified transport as the top priority in Farr.
- Sutherland Community Partnership Adult Health and Social Care Plan (2019) identified the need for more community transport initiatives.
- Sutherland Community Partnership Child Health and Social Care Plan (2019) states as its primary improvement priority “Allow opportunities and activities by improved transport network.”

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

### SECTION 5: BUDGET

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
	<b>See enclosed spreadsheets</b>		
Total capital expenditure			£
Total revenue expenditure			£
<b>TOTAL PROJECT COST</b>			<b>£</b>
<b>Is VAT included in these costs?</b>			<b>Yes / No</b>
<b>Project expenditure before March 2023</b>			<b>£</b>

**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?**

See enclosed quote from Dicksons of Inverness Dated Nov 16<sup>th</sup> 2022  
 The CRF funding will be used for the outright purchase of KIA EV 2  
 The funding requested is £36273.17 (we don't need the premium paint included on the quote).

This car has been chosen because it represents the best value vehicle which has real world mileage of over 230 miles per charge.

**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 £
SSE Sustainable Highland Fund	YES – January 2022	YES – April 2022	32,221 (£14,976 to be spent by March 24)
Highland Council Community Transport Grant	YES March 2022	YES – November 2022	20,000
Investing in Communities	YES – June 2022	PENDING – decision expected Feb 23	114,693 (£32,322 to be spent by March 24)
Caithness and North Sutherland Fund	YES Oct 2022	PENDING – decision expected Feb 23	14,075
Highland Council Community Transport Grant	NO In discussion		
Strathy North Joint Community Benefit Fund	YES June 22	YES – August 22	£5,000
<b>See Spreadsheets for further details</b>			
<b>Total match funding (to March 24)</b>			<b>£95,725</b>
<b>CRF requested</b>			<b>£36,273</b>
<b>Total project cost (to March 24)</b>			<b>£131,999</b>

**6.2 Will the project involve “in kind” support?**

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

**YES**

**Please detail:**

Volunteer time, costed at £10 ph, could amount to as much as 32 hours per week, worth £16,657. These figures are not included in cash-flow for clarity. The assumptions used in reaching this figure. However – it is clear that the project will require highly valuable input from volunteers. Volunteer hours will be recorded and reported on for future planning and a thorough understanding of the costs of project delivery.

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

The project requires immediate funding for a timely start. The project has been seeking funding from various sources for over 12 months – CRF funding is the best option to get us going through the purchase of a vehicle. A key consideration is that, although we have funding for a vehicle (from SSE Sustainable Highland Fund) we cannot access this funding until match funding is in place. CRF would take us a long way towards meeting that match funding requirement and enabling us to serve the whole of Farr.

**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?**

Passengers will be charged for use of the service and this funding is built into the financial modelling of the project and will be reinvested in the project. The revenue from ‘fares’ is relatively low against the overall running costs of the project but charging fares is a key principle and helps to maintain the dignity of service users.

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

There are no competing businesses providing such a service. Where public transport is available (and timetables adequate), and where passenger mobility allows, the project will provide transport to and from service points (eg bus stops, railway stations). Where the Highland Council subsidised taxi service is a viable option, passengers will be referred to it (but availability of the taxi service is quite limited). Transport for Tongue occasionally ventures into Farr (for example taking students to Thurso College). We have agreed to work with T4T in the delivery of this service and to help if we can. We will build further links with local community transport bodies, for example Helmsdale to the South, Caithness Community Transport to the East and T4T in the west and strive to cooperate and coordinate services to maximise efficiencies.

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

**YES**

Discussions have taken place with *Firstport* exploring loan options but loans are inappropriate in this case.

**Please state your reasons:**

Business loans are inappropriate for this project because the revenues generated from fares will be insufficient to support loan repayments. The project needs to be grant funded.

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

**For example:**

**Details**

**Business Gateway**

**HIE**

**Other**

*Firstport* [www.firstport.org.uk](http://www.firstport.org.uk)

Firstport is "Scotland's agency for start-up social entrepreneurs and social enterprise". In October 2022 Farr Goes was shortlisted for its Social Innovation Challenge ([Social Innovation Challenge: Introducing the Shortlist and Panel – Firstport](#)). This process included detailed surgeries which looked at the project business planning and social enterprise funding options.

#### 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 £
Caithness and North Sutherland Fund	2021	24,216.00
HTSI Mental Health and Wellbeing Fund	2022	8,630.90
Highland Council Community Transport Grant	2022	20,000.00
Scottish Government: Rural Ideas into Action	2021	13,459.72
Scottish Government: Scottish Land Fund	2022	14,750.00
Scottish Government: Community Renewable and Energy Scheme (CARES)	2022	5,000.00
Scottish Government: (CARES)	2022	4,700.00

### **SECTION 8 – SIGNATURE**

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

***The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***

**8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding**

**Signature:**

**Simon Lee (by email)**

**Print:**

**Simon Lee  
Company Secretary**

**Date**

**21/11/22**

**8.2 Supporting documents checklist.**

You **must** enclose the following documents (where applicable) with the application. If they are

**YES / NO**

<i>not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		<b>or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	YES
<b>2</b>	<b>Committee Members or Directors List</b>	YES
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	NO
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	YES
<b>5</b>	<b>Confirmation of match funding letters</b>	YES
<b>6</b>	<b>Bank statement – latest available</b> * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	YES
<b>7</b>	<b>Annual financial accounts – latest available</b>	YES
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	YES
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	YES
<b>10</b>	<b>Relevant insurance policies</b>	NO
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	NO
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	NO
<b>13</b>	<b>Partnership agreement</b>	NO
<b>Reason for missing documentation:</b> Insurance quotes have been secured via the Community Transport Association although exact details of the policy are not available. The quotes (which are not included here) are based upon 15,000 per annum and unlimited drivers aged over 25 yrs.		
<b>Declaration what the remaining bank balances are for:</b> All funding is restricted or designated.		

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

<b>1.1 Project reference number</b>	CRF1040	
<b>1.2 Organisation</b>	Community Care Assynt	
<b>1.3 Project title</b>	Core Management	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£ 31,200
	<b>Match funding</b>	£ 14,700
	<b>Grant requested</b>	£ 16,500.00
<b>1.5 Start date</b>	March 2023	
<b>1.6 End date*</b>	February 2024	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b>

## SECTION 2: CONTACT DETAILS

2.1 Main contact name	Adam Pellant
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	c/o The Assynt Centre Kirk Road Lochinver Highland IV27 4LT
Postcode	
2.4 Email address	<a href="mailto:adam.assyntdevelopmenttrust@gmail.com">adam.assyntdevelopmenttrust@gmail.com</a>
2.5 Website address	<a href="http://www.communitycareassynt.org.uk">www.communitycareassynt.org.uk</a>

## SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC384051
Constituted group		
Public body		
Charity	X	SC044803
SCIO		
Other (please specify)		

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

3.3 Is the organisation VAT registered?  By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the 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:
----------

<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Amanda Webb	Chair Board of Directors
Gillian Campbell	Centre Manager – (staff post for which core hours funding is requested)
Other directors	Assist by way of board-level responsibilities and decision-making

## **SECTION 4: PROJECT DETAILS**

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

<b>4.1 Project location - Please include postcode.</b>
The Assynt Centre, Kirk Road, Lochinver, Highland, IV27 4LT
<b>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</b>
Community Care Assynt have leased the Assynt Centre via a lease agreement from Trust Housing Association since 2010. Currently we are running on an informal continuation of this lease until we can arrange a formal review. However we do not anticipate any difficulties with a formal continuation of our lease. The funding requested within this grant is not for any non-movable assets related to the premises, all funds would be spent within the year funding period, therefore a long lease would not benefit or detract from this project in anyway.

<b>4.3 The Project</b>
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>This project is the continuation of current core management staffing for Community Care Assynt's core services, as provided at the Assynt Centre by Community Care Assynt. Community Care Assynt runs the Assynt Centre in the village of Lochinver, in the parish of Assynt, a rural community of around 1000 people spread over many geographically isolated small settlements, with issues from remoteness from services and rural isolation. The Assynt Centre is currently open to service users Monday to Friday between the hours of 10 and 3, acting as a health &amp; wellbeing hub. Current services/activities include:</p> <ul style="list-style-type: none"> <li>- Affordable two-course lunch provision 5 days per week</li> <li>- Transport to and from the Assynt Centre for services attendance including lunches, using lift-assisted minibus and car</li> <li>- Transport to Lochinver medical centre for doctors' visits, and to other local services/activities such as exercise sessions at Assynt Leisure Centre</li> <li>- Regular activities sessions and other events such as bingo, tabletop sale etc.</li> </ul> <p>Our core activities are partly funded by a Service Level Agreement with NHS Highland. Within the recent financial climate our SLA had not been increased in value since the start of funding in 2010, and in addition, and the annual SLA has recently been reduced by £15,500 pa (17.5%) as a result of changes in service conditions. These factors have left the organisation with</p>

challenges in how to maintain our current core services. While able to keep operating at present on the basis of cash-at-bank reserves, these cash reserves are set to reduce annually due to the SLA reduction (coupled with rising annual costs), leaving us unable to continue operating at current staffing levels beyond the next approx. 2 years without additional funding being secured to make up our annual shortfall between reduced core income and rising core costs.

(We have also submitted applications for other new proposed activities, including for costs of additional staffing time and other additional costs associated with those new activities proposed. We consider this project, seeking funds towards ongoing core management staff cost, to be mutually compatible with those proposals for new activities/services. Additional staffing hours included in those additional proposed activities/costs are additional to the core management staffing hours included in this project and application.)

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

The core services and activities managed by the core staffing within this project/application provide and enable social contact with affordable warm meals for people, especially older people, in the community of Assynt where geographical isolation is a major problem. Social contact (including inter-generational socialising), nutritious meals provisions and communal activity sessions, including physical and mental exercise, all help to maintain/improve the mental, physical and emotional health and wellbeing of people enabled to come into the Assynt Centres, which helps people to maintain healthy and fulfilling lives into older age with dignity through self-determination and decision-making, and able to remain living in their own homes.

The activities able to be maintained through this project also include enabling access, through transport provision etc, for individuals to local services including doctors' surgery for prescriptions, to Assynt Leisure Centre for exercise sessions, etc.

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

The core services provided in the Assynt Centre re highly valued locally. There is a recognised need, and demand, for social interaction with meals and activities provision, concentrating on the most isolated and the older people in the community. The demand for this is shown by the high proportion of older age groups in the local community compared with wider regional and national demographic profiles. The Assynt population is projected to have a growing proportion of older age groups in coming years/decades.

The local wellbeing group and resilience group, informal partnerships who meet regularly to discuss ongoing issues, are in support of core activities provided at the Assynt Centre by Community Care Assynt.

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

Activity name	Achieve by (date)
Core Centre Manager management work for one year	Ongoing, for this application set as March 23 – February 24

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

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

There is no additional new environmental impact from this project as core activities are ongoing. Alongside a separate planned additional warm hub role with extended hours and use of space in the Assynt Centre, continuation of our core services/activities also encourages and enables users to spend time in the Assynt Centre and includes minibuss transport, both of which will reduce carbon emissions compared to if individuals were spending that time in their own homes or were travelling to the centre in private transport.

(The Assynt Centre itself is heated by oil central heating, however there will still be an overall reduction in heating fuel from other people coming to the Assynt Centre where the heating will be on anyway for other users at the time, rather than using their own home heating for as long.

Looking to the future, we intend to discuss the possibility of installation of a non-fossil fuel replacement heating system with the building's owner, Trust Housing Association. However as we are solely a tenant that is largely out of our control.)

**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 Assynt Centre already hosts many intergenerational activities with people from different groups of protected characteristics, such as our regular lunch provision in the centre, regular activities sessions, and other events such as bingo, tabletop sale etc, and our staff are very used to chatting with and encouraging chat between service users / guests to the centre from a wide range of backgrounds and groups. This track record and experience puts us in a good position to be able to ensure fair and equal treatment between different groups and with people getting to know each other and getting on well together without discrimination, harassment or victimisation. We operate an equal opportunities policy.

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

Following the year of this project we would seek further grant from wherever possible to make up the shortfall in our funds towards core management staffing cost, as necessitated by the recent reduction in our SLA income. We would also continue with other fundraising activities. One benefit of this year-long project would be to give us an additional period in

which to seek further funding for continuation beyond this year.

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

This project fits well with the Sutherland Community Partnership’s *Sutherland Communities and Families Action Plan*, which includes an aim to continue development of “a range of activities that are inclusive, age-appropriate, accessible, and relevant – including intergenerational projects”, and an aim to “work with local groups and organisations to reduce barriers and increase access to facilities”.

The Assynt Community Plan highlights the very high proportion of the local population in older age groups, the high levels of remoteness from services in Assynt, from SMID data, and the effect on isolation of poor internet connectivity locally. The outcomes of this project will take into account / address all those issues.

(Assynt is in the most deprived geographical access decile in the Scottish Index of Multiple Deprivation (SIMD). This reflects the limited access local people have to services and facilities. Additionally, the dispersed and rural nature of the population can mask localised concentrations of income deprivation.)

The project also fits well with other less-formalised recent aims and plans of the Sutherland Community Partnership and local Assynt resilience/wellbeing partnerships, in response to worsening wellbeing due to recent crises such as the effect of 2020/2021 pandemic lockdowns and the cost of living crisis.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>NO</b>
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**If YES, please detail below - provide evidence with the application if granted.**

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

**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.**

<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Manager salary	Centre Manager salary including approx. employer’s NIC and pension contribution (30 hrs/wk at £20/hr including NIC +pension contribution)	Revenue	£31,200

Total capital expenditure			£ 0
Total revenue expenditure			£ 31,200
<b>TOTAL PROJECT COST</b>			<b>£ 31,200</b>
Is VAT included in these costs?			n/a
<b>Project expenditure before March 2023</b>			<b>£ 0</b>

**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?**

Manager staffing costs have been calculated at £20 per hour which is £15 per hour plus approx pension contributions and employer's PAYE contributions.

**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 £
Community Care Assynt – own funds, from a proportion of our recently-reduced Service Level Agreement amount from NHS and from other income	YES	YES	14,700
<b>Total match funding</b>			<b>£ 14,700</b>
<b>CRF requested</b>			<b>£ 16,500</b>
<b>Total project cost</b>			<b>£ 31,200</b>

**6.2 Will the project involve “in kind” support?**

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

**YES**

**Please detail:** Besides contributing stated match funding from our own resources including by way of SLA income, CCA will also contribute in-kind support around the project including volunteer time spent in the Assynt Centre supporting core activities alongside the management and other staffing.

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

Without additional funding we will be unable to maintain core management staffing, without reduction of our reserve funds which would then leave no financial buffer for emergencies, and once the reserves are spent we would need to reduce our core services and core management staffing in future 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.*

NO (while the affordable warm meal provision element of core services/activities managed by the Centre Manager involves charges and revenue, this ongoing revenue is not generated directly / specifically by the project activity of centre core management work)

**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?**

(revenue from affordable charges for meal provision is all re-invested into the organisation, and roughly equals the ingredients/preparation cost of the meals)

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

The meals provision element of our core activities is aimed specifically at affordable food alongside social contact especially for older people locally, with transport provision. It is felt that this activity does not compete with other local eateries/restaurants/cafes which are more aimed at tourists and a higher-cost sector of meals provision.

For other core activities provided at the Assynt Centre, there are no similar activities/services provided elsewhere, so do not compete. For some core activities we work in partnership with other local charity groups, such as: Connect Assynt who provide minibus daytrips out of Assynt aimed at older people, many of whom are our service user group; and Assynt Leisure Centre, where many of our user group attend physio-therapist-led exercise sessions. For these, none of the partner organisations are disadvantaged, and as charities, the main intended beneficiaries are the users, rather than any economic benefit being the main aim for the organisations.



<b>7.3 Have you considered taking out a loan for the project?</b>	
NO	
Please state your reasons: Our directors do not feel taking out a loan for this type of project would be appropriate for our organisation	
<b>7.4 Have you had support from other organisations in developing the project?</b>	
<b>For example:</b>	<b>Details</b>
Business Gateway	
HIE	
Other	(No direct project development support from others, but many local groups are highly in favour of the continuing core management at the Assynt Centre, including local wellbeing/resilience groups partners such as Assynt Development Trust.

<b>7.5 Have you previously received public funds for the organisation?</b>		
YES		
If yes, please provide details of awards for the last 3 fiscal years:		
<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Service Level Agreement to run Health & Wellbeing Hub from NHS Highland	Annually	£69,500.00
Ward Discretionary Fund – Highland Council – 1 year Drop In Information Hub Pilot.	2022	£9,275.00

**SECTION 8 – SIGNATURE**

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

*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

<b>8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding</b>		
<b>Signature:</b>	<b>Print:</b> Adam Pellant	<b>Date</b> 15/12/2022

<b>8.2 Supporting documents checklist.</b> You <u>must</u> enclose the following documents (where applicable) with the application. If they are	<b>YES / NO or Not</b>
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<i>not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		<b>applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	Yes
<b>2</b>	<b>Committee Members or Directors List</b>	Yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Yes
<b>5</b>	<b>Confirmation of match funding letters</b>	N/A
<b>6</b>	<b>Bank statement – latest available</b> * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	Yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	Yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	N/A
<b>10</b>	<b>Relevant insurance policies</b>	N/A
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	Yes
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	N/A
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b>		
<b>Declaration what the remaining bank balances are for:</b>		
<p>Remaining bank balances are intended to be maintained as part of good practice for a charity to have reserves to cover 12 months of its core costs in case of unforeseen circumstances/emergencies.</p>		

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

<b>1.1 Project reference number</b>	CRF1042	
<b>1.2 Organisation</b>	Community Care Assynt Ltd	
<b>1.3 Project title</b>	Arts & Crafts Wellbeing Sessions	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£19,220.00
	<b>Match funding</b>	£3,000.00
	<b>Grant requested</b>	£16,220.00
<b>1.5 Start date</b>	November 2022	
<b>1.6 End date*</b>	October 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>	
YES	

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Gillian Campbell
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Centre Manager
<b>2.3 Address</b>	The Assynt Centre Kirk Road Lochinver Highland IV27 4LT
<b>Postcode</b>	
<b>2.4 Email address</b>	gillian.campbell@communitycareassynt.org.uk
<b>2.5 Website address</b>	www.communitycareassynt.org.uk

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	x	SC384051
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>	x	SC044803
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
			X

<b>Details:</b>

3.6 Project delivery team	
Name	Job title/area of work
Amanda Webb	Chair of Board of Directors
Gilliam Campbell	Centre 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.
The Assynt Centre, Kirk Road, Lochinver, Highland, IV27 4LT
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?
Community Care Assynt have leased the Assynt Centre via a lease agreement from Trust Housing Association since 2010. Currently we are running on an informal continuation of this lease until we can arrange a formal review. However we do not anticipate any difficulties with a formal continuation of our lease. Funding requested within this grant is not for any non- movable assets related to the premises, all funds would be spent within the year funding period, therefore a long lease would not benefit or detract from this project in anyway.

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>Community Care Assynt runs the Assynt Centre in the village of Lochinver in the parish of Assynt, a rural community of around 1,000 people spread over many geographically isolated small settlements, and with issues from remoteness from services and rural isolation, in the North West coast of Scotland.</p> <p>The Assynt Centre is a Health &amp; Wellbeing Hub and provides social inclusion activities for older adults and adults with additional mobility and support needs within our local community.</p> <p>Our main activities include providing a hot cooked meal to approximately 24 individuals whose ages range from 60 to 94 years of age, Monday to Friday within the centre, providing transport, signposting services, supporting access to hairdressing, health appointments and local shopping. These core activities are funded by a service level agreement with NHS highland.</p> <p>Within the current financial climate our SLA has not been increased in value since the start of funding in 2010, in addition, Community Care Assynt has recently had our SLA reduced by £15,500 pa (17.5%) as a result of changes in service conditions. These factors have left the organisation with challenges in how to maintain our current service level and how to expand the type of social inclusion activities offered in addition to our core services. The impact of the COVID pandemic has increased feelings of social isolation within our local community which has had a negative impact on individuals' confidence, mental health and general wellbeing. As an organisation we are keen to expand</p>

the number, level and reach of our social activities to meet this need within our local community and support our older population to continue to be present, involved and respected on a day-to-day basis.

The Aim of this project is to provide Two three-hour Activity Sessions Per Week for one year with a focus on introducing new arts and craft skills and opportunities to older adults. These sessions would be facilitated by staff, local artisans, volunteers and service users. Within our team, local community and service users we have a wide range of talented individuals able to share their knowledge and skills. Within Lochinver there is an established craft market that operates throughout the summer.

The primary focus of this project would be to encourage older adults to take part in group activities, to increase social interaction and reduce feelings of isolation.

To support participants to learn new skills and share their existing skills within a friendly group setting.

To support participants to work on making quality handmade crafts throughout this year, that could be sold next year to help fund the ongoing costs of this project beyond the end of the grant period. In addition, service users could be encouraged to attend craft markets to help sell products with staff, offering meaningful activities and increased social interaction within the wider community, as well as showcasing the skills and contribution of older community members to the whole community.

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

It is hoped that this project would benefit the local community in a variety of ways.

- By increasing social inclusion and skill building activities within our community's older population to increase feelings of inclusion, skill sharing and participation which would have a positive impact on individuals' wellbeing.
- The arts & crafts activities undertaken and social interactions during these activities will all be directly beneficial to participants mental and physical health as well as helping to improve emotional wellbeing.
- By increasing the profile of our older community members by attending events within the wider community such as craft markets to increase feelings of social inclusion and community contribution.

**(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.*

From running the Assynt Centre as a health and wellbeing hub for the past 12 years we have first-hand experience of how the older population in our remote and rural community can become isolated and cut off from their wider community. These difficulties have always existed within our area however since the pandemic reported feeling of anxiety, isolation and loneliness within our core service user group has increased. By providing meaningful activities that are based on individual preferences, providing transport to & from our activities we have been able to see the positive impact this has on individuals' lives and hope to build on this existing track record to reach more individuals and increase participation levels.

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

Activity name	Achieve by (date)
Staffing Costs including planning of sessions, facilitation of sessions, paying tutorial fees of local artisans to hold workshops, additional staff to provide	October 2023

transport to ensure that these activities are open to all older adults within our local community.	
Set Up a Craft Space/ Activity Studio Within the Assynt Centre we have identified a room that could be designated as a Craft space/ Activity Studio, items such as suitable tables and chairs and storage would need to be purchased for this space.	January 2023
Equipment to Facilitate Sessions including the purchase of craft materials relating to: Candle Making, Needle Felting, Card Making, Painting & Knitted & Crochet Supplies	Throughout funding period completed by October 2023
Percentage of operating costs, including Transport, Rent, Gas, Oil, Electricity, cleaning and waste, to enable the provision of the increased Social Activity Craft Project. Current annual operating costs are £14,851.	Throughout funding period completed by October 2023

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

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

We will try to use low-impact, recycled and recyclable supplies/materials for arts and crafts activities, and for fittings/furniture and equipment related to the project, where possible. This will include an aim to reduce use of plastic, especially single-use plastic, and to make use of more natural materials such as paper and card, wood, and natural fibres. Where possible this will include sourcing materials locally for less environmental impact and a more circular local economy. Using local craftspeople in delivery will help with this as many of them concentrate on use of local natural materials such as willow.

The local sale of crafts goods created will help reduce emissions compared to local people shopping for similar goods and gifts from further away outside the area.

Use of our minibus to collect participants will reduce emissions compared to participants using individual cars to attend.

**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 Assynt Centre already hosts many intergenerational activities with people from different groups of protected characteristics, such as our regular lunch provision in the centre, activities, and other events such as bingo, tabletop sale etc, and our staff are very used to chatting with and encouraging chat between service users / guests to the centre from a wide range of backgrounds and groups. This track record and experience puts us in a good position to be able to ensure fair and equal treatment between different groups and with people getting to know each other and getting on well together without discrimination, harassment or victimisation. We operate an equal opportunities policy.

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

It is hoped that during the funded project that we can support participants to work on making quality handmade crafts throughout this year, that could be sold next year to help fund the ongoing costs of this project, at local craft markets.

The lasting benefits of the project are likely to include:

- Ongoing increased social interactions beyond the project end, from people who have met and interacted during the project continuing their contact socially and in self-directed activities, both in the Assynt Centre and elsewhere, after the project ends.
- Ongoing increased activity including mental and physical activity, from people utilizing skills and hobbies gained as a result of the project, after the project ends.

This will lead to wellbeing and health benefits sustained beyond the end of the project.

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

The Assynt Community Plan, formed as an equivalent to a Locality Plan, with input from the Sutherland Community Partnership, notes the higher proportion of older people in the local population than at national and regional levels, with roughly 60% of the Assynt population being over 45, and 34% being over 60 at the time of the 2011 census. Bearing this in mind, the Assynt Community Plan’s Care and Wellbeing section notes that “access to facilities and services that help meet people’s mental and physical needs is important so that people can enjoy healthy and fulfilling lives”.

The Aug-Sept 2022 “Have Your Say Sutherland” survey report relating to CRF Sutherland funding priorities showed that “Wellbeing Support” ranked second highest of the priorities for the CRF theme of People (49 ranking it as highest priority and 41 as high priority out of 124 responses). The need for projects addressing mental and physical wellbeing is accepted by local and regional partnerships as being more important now, since the damaging effect on mental and physical health caused by the COVID pandemic.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>NO</b>
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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
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Staffing	15 hours per week (Activity delivery 6 hours, Transport 6 hours, Planning 3 hours) at £15 per hour for one year to include all employment costs such as pension contributions and PAYE	Revenue	£11,700.00
	Tutors Fee's – artists to run tutorials	Revenue	£500.00
Art & Craft Equipment	Including - paints, materials, fabric, felt, pottery, candle making supplies	Capital	£1,800.00
15% of Operating Costs		Revenue	£2,220.00
Total capital expenditure			£1,800.00
Total revenue expenditure			£14,420.00
<b>TOTAL PROJECT COST</b>			<b>£16,220.00</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£6,758.33</b>

**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?**

Staffing Costs – Costs have been calculated at £15 per hour, this includes are current support workers hourly rate, plus other related staff costs to include pension contributions and employers PAYE contributions.

Tutors Fee's – This figure should allow us to get up to 5 sessions from local artisans at approximately £100 per session , to support life long learning for participants.

Operating Costs - This figure has been based on real figures from our last filed accounts, it is expected that due to current costs of utilities etc that our actual costs will be higher than the previous filed accounts, however we have used previous figures as a baseline.

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**SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO <i>(include date)</i></b>	<b>Granted YES / NO <i>(include date)</i></b>	<b>Amount £</b>
Youth and Philanthropy Initiative Scotland in partnership with Ullapool High School.		Yes June 2022	£3,000.00
<b>Total match funding</b>			<b>£3,000.00</b>
<b>CRF requested</b>			<b>£16,220.00</b>
<b>Total project cost</b>			<b>£19,220.00</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<b>YES</b>  <b>Please detail:</b> Community Care Assynt already deliver existing health and wellbeing hub services from the Assynt Centre in Lochinver, as such we will providing the building and ensuring that it is appropriately insured, safe and fit for purpose, that staff are trained and vetted to the appropriate level, that our transport is available and appropriate to meet the needs of service users. Staff used to deliver this project would predominantly be our exiting staff being paid for additional hours.
<b>6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?</b>
Without additional funding we would be unable to expand our current activity availability levels. This project would not be able to proceed without additional funding support.

**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?**

It is hoped that craft items produced would be sold at local craft markets that run regularly in Lochinver throughout the summer months. Any income generated from these sales would be re-invested into the charity, potentially to help to continue to fund project activities after the funding period ceases.

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

This project should not impact local organisations /businesses in a negative way, rather our contribution to existing craft markets would hopefully enhance the markets by introducing additional variety to an existing business.

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

**NO**

**Please state your reasons:**

**Our directors do not feel taking out a loan for this type of project would be appropriate for our organisation.**

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

For example:	Details
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other</b>	(No project development support from others, but many local groups are highly in favour of the project, including local wellbeing group partners such as Assynt Medical Practice and Assynt Development Trust)

**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 £
Service Level Agreement towards core costs of running Health & Wellbeing Hub from NHS Highland	Annually	£69,500.00
Ward Discretionary Fund – Highland Council – 1 year Drop In Information Hub Pilot.	2022	£9,275.00

**SECTION 8 – SIGNATURE**

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

*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

**8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding**

<b>Signature:</b>	<b>Print:</b>  Amanda Webb	<b>Date</b> 23.11.22
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**8.2 Supporting documents checklist.**

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

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

		YES / NO or Not applicable
1	Constitution or articles and memorandum	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 * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	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:** Current CCA bank balances as per bank statement are restricted funds that can only be used for our core services as per our SLA with NHS Highland, this includes staff salaries for current opening hours, providing current services and transport, these funds also form an operating contingency should running costs increase or other core funding be reduced.

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF1041	
<b>1.2 Organisation</b>	Community Care Assynt	
<b>1.3 Project title</b>	Warm Hub	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£16,188.50
	<b>Match funding</b>	£0
	<b>Grant requested</b>	£16,188.50
<b>1.5 Start date</b>	November 2022	
<b>1.6 End date*</b>	May 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>	
YES	

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Gillian Campbell
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Centre Manager
<b>2.3 Address</b>	The Assynt Centre Kirk Road Lochinver Highland IV27 4LT
<b>Postcode</b>	
<b>2.4 Email address</b>	<a href="mailto:gillian.campbell@communitycareassynt.org.uk">gillian.campbell@communitycareassynt.org.uk</a>
<b>2.5 Website address</b>	<a href="http://www.communitycareassynt.org.uk">www.communitycareassynt.org.uk</a>

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	X	SC384051
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>	X	SC044803
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
--	-----------

<b>3.4 If the organisation is VAT registered, please quote number.</b>	
--	--

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

<b>Details:</b>

3.6 Project delivery team	
Name	Job title/area of work
Amanda Webb	Chair Board of Directors
Gillian Campbell	Centre 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.
The Assynt Centre, Kirk Road, Lochinver, Highland, IV27 4LT
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?
Community Care Assynt have leased the Assynt Centre via a lease agreement from Trust Housing Association since 2010. Currently we are running on an informal continuation of this lease until we can arrange a formal review. However we do not anticipate any difficulties with a formal continuation of our lease. The majority of funding requested within this grant is not for any non- movable assets related to the premises, all funds would be spent within the year funding period, therefore a long lease would not benefit or detract from this project in anyway.

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>Community Care Assynt runs the Assynt Centre in the village of Lochinver, in the parish of Assynt, a rural community of around 1000 people spread over many geographically isolated small settlements, with issues from remoteness from services and rural isolation. It is hoped that this project would benefit all members of the community who have a need.</p> <p>The Assynt Centre currently provides a health &amp; wellbeing hub, including lunch provision 5 days per week, transport to access the Assynt Centre and regular activities sessions including painting, games sessions and other events such as bingo, tabletop sale etc, and our staff are very used to chatting with and encouraging chat between service users / guests to the centre from a wide range of backgrounds and groups.</p> <p>The Assynt Centre is currently open to service users Monday to Friday between the hours of 10 and 3.</p> <p>The current country wide cost of living crisis is likely to have an enhanced impact on our remote rural community where the cost of living has always been above the national average due to our remote location, and where, by standard means of measuring, the vast majority of the population are assessed as being in fuel poverty. In addition, many individuals' income is seasonal making the winter season often difficult to manage for individuals.</p>



### Project Outline

From November 22 to May 23 - to increase the opening hours of the Assynt Centre from 8.30am to 5pm Monday to Friday to provide a Warm Hub – a welcoming drop in space where all individuals from the local community can spend time at the centre, either taking part in existing activities, or just for a chat, a safe warm space and a cup of tea, for individuals who are struggling with heating their homes.

To open the centre one Saturday per month between the hours of 10 – 4 again to provide a warm hub drop-in day.

Create a quiet, comfortable seating area in a side room to allow a space for individuals who do not want to take part in general activities held in the main room at the Assynt Centre, who still wish to access the warm hub.

We have been awarded funding to set up a one-year pilot trial of a signposting and information hub within the Assynt Centre. This funding of this pilot will complement the Warm Hub as it would enable us to signpost individuals to additional support and advice if they are finding the cost-of-living crisis difficult to manage.

However, the warm hub project would not be dependent on the Information Service funding or vice versa, rather the two would complement each other well.

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

It is hoped that this project would benefit the local community in a variety of ways.

- By increasing social inclusion, and providing a warm welcoming space to all community members through increased opening hours.
- Reducing stigmatisation relating to needing additional support by creating a welcoming community facility that is open to all regardless of perceived need.
- By improving the quality of life, economic survival and health and welfare of people who are struggling with fuel costs over winter who otherwise would suffer more from economic hardship, negative health impacts and poor wellbeing, stress, guilt, shame anxiety etc.

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

During the pandemic Community Care Assynt was involved in partnership with other community organisations in the setting up & delivery of a food bank, which latterly became a community food larder.

This resource is still used within our community and current cost of living rises will put increasing pressure on individuals who are struggling with heating costs in addition to food insecurity.

The anticipated need for support within communities such as warm hubs, due to the cost of living crisis and increased fuel costs, is widely recognised at a regional and national level, including being discussed in meetings of Sutherland Community Partnership's Resilience Forum and Food Group, which are attended regularly by a Community Care Assynt representative.

The local wellbeing group and resilience group, informal partnerships who meet regularly to discuss ongoing issues, are in support of development of warm hub use of the Assynt Centre.

(nb. Another local organisation, Assynt Leisure, intend to also offer warm hub use of their building, Assynt Leisure & Learning Centre, near Lochinver Harbour. That building is at the opposite side of Lochinver from our building the Assynt Centre. Lochinver as a settlement, despite being relatively small in terms of population (around 400 people), stretches a couple of miles around a bay of exposed coastline. Both groups are in support of each other and feel it is important to offer warm hub use in both buildings, given difficulties in pedestrian access between the two areas especially in the worse weather and longer nights of weather. The Assynt Centre is in the more populated part of Lochinver, Inver Park, in the heart of the majority of council and housing association houses. Assynt Leisure Centre also has some housing areas near it on the other side of the bay.)

The Assynt Centre has always operated an open door policy and it is hoped that by providing this service individuals would be able to access a safe, warm space without fear of stigmatisation or judgement.

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

Activity name	Achieve by (date)
To increase the opening hours of the Assynt Centre from 8.30am to 5pm Monday to Friday to provide a Warm Hub – a welcoming drop in space where	Ongoing from as soon as funding awarded to end project date of end of May 2023
To open the centre one Saturday per month between the hours of 10 – 4 again to provide a warm hub drop-in day.	Ongoing from as soon as funding awarded to end project date of end of May 2023
Create a quiet, comfortable seating area in a side room to allow a space for individuals who do not want to take part in general activities held in the main room at the Assynt Centre, who still wish to access the warm hub.	January 2023
To provide free hot drinks / health snacks to anyone accessing the warm hub.	Ongoing from as soon as funding awarded to end project date of end of May 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 project will enable people to more easily manage to survive with reduced use of their own home heating. As such the project will reduce overall carbon emissions and pollutants from heating. This is especially the case given that the majority of local homes rely on oil-fired central heating, and in some cases older local council housing stock still has fires in place which are reliant on burning coal to reach sufficient temperature and to burn through the night.

(The Assynt Centre itself is heated by oil central heating, however there will still be an overall reduction in heating fuel from other people coming to the Assynt Centre where the heating will be on anyway for other users at the time, rather than using their own home heating for as long.

Looking to the future, we intend to discuss the possibility of installation of a non-fossil fuel replacement heating system with the building's owner, Trust Housing Association. However as we are solely a tenant that is largely out of our control.)

**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 Assynt Centre already hosts many intergenerational activities with people from different groups of protected characteristics, such as our regular lunch provision in the centre, regular activities sessions including arts and crafts, and other events such as bingo, tabletop sale etc, and our staff are very used to chatting with and encouraging chat between service users / guests to the centre from a wide range of backgrounds and groups. This track record and experience puts us in a good position to be able to ensure fair and equal treatment between different groups and with people getting to know each other and getting on well together without discrimination, harassment or victimisation. We operate an equal opportunities policy.

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

This project is designed to cover a fixed period of December 2022 to May 2023. However depending on the usage and uptake of this service Community Care Assynt would look to fundraise to continue this service if a need was identified past the funding period.

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

This project would fit well with our own Information Hub pilot, which would enable us to signpost individuals to other systems of support.

This project would also work well with the ongoing work of the Community Food Larder. Within our usual services at the Assynt Centre we offer a subsidised 2 course lunch Monday to Friday at 12.30pm and individuals accessing the warm hub could also access this service at the subsidised cost.

In terms of regional formal plan/strategy documents, the project is in response to the recent cost of living crisis and related fuel cost rises, which is an emergency situation beyond the content and scope of such pre-existing documents. However, the project does fit well with the current, less-formalised aims and plans of the Sutherland Community Planning Partnership and local Assynt resilience/wellbeing partnership, which are regularly meeting to discuss how to deal with effects of the cost of living crisis. Their regional and local planning includes warm hub set-up to help people through the coming winter.

The Aug-Sept 2022 "Have Your Say Sutherland" survey report relating to CRF Sutherland funding priorities highlighted "Support for Cost of Living Crisis" as the highest ranking priority for the CRF theme of People (57 ranking it as highest priority and 37 as high priority out of 124 responses).

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

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Staff Costs	<p>3.5 hours per day, 5 days per week for 31 weeks (Nov – May) 542.5 hours</p> <p>6 hours for 1 day per month for 7 months (Nov – May) 42 hours</p> <p>Total additional Staff hours - 584.5</p> <p>155 hours Management Hours - Cost per hour to include wages PAYE, pension contributions £20 per hour £3,100</p> <p>429.5 hours – General Staff hours – Cost per hours to include wages, PAYE, pension contributions £15 per hour - £6,442.50</p>	Revenue	£9,542.50
Refreshment Costs		Revenue	£1,000.00
% of Additional Utility Costs	<p>Percentage Cost Towards additional utilities costs during increased opening hours.</p> <p>Increased opening hours of 19 hours per week</p> <p>Usual opening hours 25 hours per week</p> <p>Percentage increase in hours 76%</p> <p>However, although minimal heating etc is maintained in the building whilst it is closed increased opening hours and increased fuel prices would have an impact therefore if funding could be achieved for 50% of current fuel costs this would go some way to mitigate costs of increased opening hours.</p> <p>Current Gas/Oil/Electricity Costs From 2021 accounts £8,000.00 per year</p>	Revenue	£3,546.00

	76% of this would be £6,080 per year For the period of Nov – May – Cost £3,546.00		
Furniture	New Furniture for side room to create a comfortable, private seating area for warm Hub  High backed chairs x 3 - £1,500 Coffee tables - £200	Capital	£1,700.00
Soft Furnishing/ Room Decoration Side Room	Soft furnishings and Room Decoration	Capital	£400.00
Total capital expenditure			£2,100.00
Total revenue expenditure			£14,088.50
<b>TOTAL PROJECT COST</b>			<b>£16,188.50</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£11,563.22</b>

**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?**

Staffing Costs – Costs have been calculated at £20 per hour manager costs and £15 per hour staff costs. This includes current support workers hourly rate, plus other related staff costs to include pension contributions and employer’s PAYE contributions. This application does not create additional posts, therefore there are no additional staffing or recruitment costs, only actual costs for existing staff completing extra hours to deliver the project.

Operating Costs - This figure has been based on real figures from our last filed accounts, it is expected that due to current costs of utilities etc that our actual costs will be higher than the previous filed accounts, however we have used previous figures as a baseline.

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**SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO <i>(include date)</i></b>	<b>Granted YES / NO <i>(include date)</i></b>	<b>Amount £</b>
<b>Total match funding</b>			<b>£ 0</b>
<b>CRF requested</b>			<b>£ 16,188.50</b>
<b>Total project cost</b>			<b>£ 16,188.50</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should not form part of the overall budget or counted as confirmed match funding for the project.</i>
<p><b>YES</b></p> <p><b>Please detail:</b> Community Care Assynt already deliver existing health and wellbeing hub services from the Assynt Centre in Lochinver, as such we will be providing the building and ensuring that it is appropriately insured, safe and fit for purpose, that staff are trained and vetted to the appropriate level, that our transport is available and appropriate to meet the needs of service users. Staff used to deliver this project would predominantly be our exiting staff being paid for additional hours.</p>
<b>6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?</b>
<p>Without additional funding we would be unable to expand our current opening hours. This project would not be able to proceed without additional funding support.</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?**

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

The aims of this project are to provide a safe, warm hub, where individuals who are finding the current costs of living crisis difficult to manage can spend time, by definition it is unlikely that individuals accessing this service would have the funds to spend extended periods of time in local cafes or restaurants therefore this service should not disadvantage local business.

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

**NO**

**Please state your reasons: Our directors do not feel taking out a loan for this type of project would be appropriate for our organisation**

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

For example:	Details
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other</b>	(No direct project development support from others, but many local groups are highly in favour of the project, including local wellbeing/resilience groups partners such as Assynt Development Trust. Many regional partners have been notified of the planned project and are supportive of it, including partners in Sutherland Community Partnership's food group and resilience group.)

**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 £

Service Level Agreement to run Health & Wellbeing Hub from NHS Highland	Annually	£69,500.00
Ward Discretionary Fund – Highland Council – 1 year Drop In Information Hub Pilot.	2022	£9,275.00

## **SECTION 8 – SIGNATURE**

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

***The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***

<b>8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding</b>		
<b>Signature:</b>	<b>Print:</b> Amanda Webb	<b>Date</b>  23.11.22

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	Yes
<b>2</b>	<b>Committee Members or Directors List</b>	Yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Yes
<b>5</b>	<b>Confirmation of match funding letters</b>	N/A
<b>6</b>	<b>Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.</b>	Yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	Yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	N/A
<b>10</b>	<b>Relevant insurance policies</b>	N/A
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	N/A
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	N/A
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b>		
<b>Declaration what the remaining bank balances are for:</b> Current CCA bank balances as per bank statement are restricted funds that can only be used for our core services as per our SLA with NHS Highland, this includes staff salaries for current opening hours, providing current services and transport, these funds also form an operating contingency should running costs increase or other core funding be reduced.		



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

<b>1.1 Project reference number</b>	CRF1069	
<b>1.2 Organisation</b>	Dornoch Firth Group SCIO	
<b>1.3 Project title</b>	Sutherland Cares Counselling Project	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£29260
	<b>Match funding</b>	£0
	<b>Grant requested</b>	£29260
<b>1.5 Start date</b>	1/1/23	
<b>1.6 End date*</b>	31/12/23	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
YES

## SECTION 2: CONTACT DETAILS

2.1	<b>Main contact name</b>	Charles Minall
	<b>Contact number</b>	
	<b>Alternative contact number</b>	
2.2	<b>Position</b>	Outreach Worker
2.3	<b>Address</b>	
	<b>Postcode</b>	
2.4	<b>Email address</b>	charles@dfgcommunity.com
2.5	<b>Website address</b>	www.dornochfirthgroup.com

## SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity		
	SCIO	x	SCO42553
	Other (please specify)		

3.2	<b>Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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3.3	<b>Is the organisation VAT registered?</b>  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.	<b>NO</b>
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3.4	<b>If the organisation is VAT registered, please quote number.</b>							
3.5	<b>Is the VAT related to the project being reclaimed from HMRC?</b> <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						

<b>Details:</b>		

3.6 Project delivery team	
Name	Job title/area of work
Charles Minall	Outreach Worker.. project lead, Admin, promotion, main contact
Hilary Gardner	Treasurer for Dornoch Firth Group ...Accounts and Finance
Scottish Counselling Service	Counsellors .....One to one delivery across Sutherland

## 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.
Sutherland, Highlands
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?
N/A

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>Project Summary</p> <p>The Sutherland Cares Counselling Service (SCCS) project is aimed at adults aged 16 and above in need of counselling in the small, rural communities of Sutherland.</p> <p>Accessibility</p> <p>This is an early intervention service, with the counselling being provided by the Scottish Counselling Service. The referral process is made very easy, service users can contact the counselling service by a Freephone number, a text message, email message, through a web contact page or through social media. The counselling service then contact them within 24 hours and will provide up to six sessions free of charge if the service user has a Sutherland postcode. Counselling sessions can be over the phone, via video call or in person. All these methods have proven to be equally effective when tailored to the service user's needs. As a result of the flexible delivery of the sessions such as over the phone, video call or in person, the project is accessible to everyone. Regardless of distance, transport issues, physical ability or age. The quick response is vital and sessions can be started without delay.</p> <p>Current statistics, evidence of need</p> <p>In the first 7 months, we have helped 78% female and 22% male clients. The age breakdown is here showing activity by age range.</p> <table border="1"> <thead> <tr> <th>1st 7 Months</th> <th>age range...yrs</th> <th>20-29</th> <th>30-39</th> <th>40-49</th> <th>50-59</th> <th>60 +</th> </tr> </thead> <tbody> <tr> <td>Percentage helped</td> <td></td> <td>20%</td> <td>33%</td> <td>21%</td> <td>21%</td> <td>5%</td> </tr> </tbody> </table> <p>Further work needed</p>	1st 7 Months	age range...yrs	20-29	30-39	40-49	50-59	60 +	Percentage helped		20%	33%	21%	21%	5%
1st 7 Months	age range...yrs	20-29	30-39	40-49	50-59	60 +								
Percentage helped		20%	33%	21%	21%	5%								

We have found that many under 20-year-olds are already supported through schools and colleges for their mental health but there are those who may be reluctant to go through the educational route for counselling help and those who are not in education or training are not being catered for so far but could be helped through this existing project. We intend to address this over the coming months and further if this application is successful.

#### Local Support:

The first year's pilot, delivered in North and East Sutherland only, has been running successfully since March 2022 with funds from Highland Council and delivered 204 counselling sessions up to the end of August (23 weeks). We have funding to continue until December 31st 2022. Local health workers, GPs, NHS services and charitable organisations have welcomed this initiative and referred and encouraged people to access this valuable help.

#### Additionality

We aim to address the challenges faced by rural and remote communities in Sutherland in achieving both equitable access to health services and equivalent clinical outcomes compared with their counterparts living in highly populated areas. Here remote communities experience perennial difficulties accessing mental health treatments in a timely manner, which contributes to poor mental health outcomes. The ease of access and assured confidentiality of this project provides for a well-used and cost effective way to provide anyone access to talking therapies which may well be out of reach for most residents. The advertising and general awareness of the project also promotes the positive thinking that counselling is a useful and credible step towards getting help.

Being able to offer these early intervention sessions has helped the exacerbation of mental health conditions while waiting up to a year for current clinical services.

#### Promotion and Delivery

The project will be extensively advertised through Sutherland Community Partnership, and Dornoch Firth Group's network. People can self-refer, friends or relatives can refer, social services, health workers and GP surgeries can also refer with the person's consent.

The service is completely confidential with Dornoch Firth Group only knowing the service user's post code, age range and gender which is provided by the counselling service at the end of each month.

#### Measurable outcomes:

- We shall be able to provide user numbers, age groups, gender and their geographical spread.

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

Individuals or couples living in remote, rural Sutherland who are experiencing episodes of poor mental health will be easily able to, confidentially, access no-cost counselling sessions either by phone, video call or in person, thus improving emotional wellbeing.

Residents who find it harder to travel and access counselling services will be able to access telephone or video call appointments.

Residents who have received counselling sessions will thereafter require fewer mental health interventions and waiting times and lists will be cut.

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

The first year's pilot, delivered in North and East Sutherland only, has been running successfully since March 2022 with funds from Highland Council. The demand is there and is supported by referrals of clients from health professionals and charities working with local people.

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

Activity name	Achieve by (date)
Publicity printed and distributed	15/1/23
Counselling sessions (average 35 sessions per month)	31/12/23
Ongoing publicity and promotion at least monthly	

**(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 Scottish Counselling Service have trained counsellors available to meet fluctuations in demand. The flexible delivery via phone, video call or in person saves expensive and (in some cases) prohibitive travel enabling more people to be helped at more convenient times for them.

**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 Dornoch Firth Groups' projects strive to tackle exclusion and disadvantage. This delivery method provides equality of access for all. Groups with protected characteristics can be supported by carers and relatives to access the service using the best method for them. We will pay travel costs if needed to attend sessions in person but encourage telephone or video call appointments for those living in isolated areas or with mobility issues. Telephone or video call interventions have proven to be very effective if not better than face to face meetings in some cases. Either way we can be flexible and tackle each case on its merits.

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

Seeking help for your mental health should be seen as important as going to the dentist or optician. This is the legacy we would like to leave. Something everyday and useful for going through the ups and downs of life.

We are sure that these projects will provide the proof and evidence that will attract future funding to enable continuity.

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

**Mental Health is important to the people of Sutherland providing inclusive and accessible initiatives to show that this is the place to live and grow.**

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

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Printing	Leaflets and posters	Capital	£400
consumables	Ink/ paper/ stationery	Capital	£100
Salary	Project management inc PAYE costs @ 5 hours per week	Revenue	£4600
Travel Payments	Staff	Revenue	£1500
Travel Payments	Service users' claims	Revenue	£2500
Counselling payments	420 sessions pa @ £48 per session	Revenue	£20160
Total capital expenditure			£500
Total revenue expenditure			£28760
<b>TOTAL PROJECT COST</b>			<b>£29260</b>
Is VAT included in these costs?			No
Project expenditure before March 2023			£5293

## **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?**

Anticipated costings are based on current delivery of our similar, but slightly smaller in geographical area, project.

**SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO <i>(include date)</i></b>	<b>Granted YES / NO <i>(include date)</i></b>	<b>Amount £</b>
<b>Total match funding</b>			<b>£0</b>
<b>CRF requested</b>			<b>£29260</b>
<b>Total project cost</b>			<b>£29260</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<b>NO</b>  Please detail:
<b>6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?</b>
<b><u>The project will not happen without public funding.</u></b>

**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.*

<b>7.1 Will the project generate revenue?</b> <i>Please provide a copy of the budget forecast with the application.</i>
<b>NO</b>



**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?**

We are using local business for delivery.

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

**NO**

**Please state your reasons: We would not be able to repay a loan.**

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

<b>For example:</b>	<b>Details</b>
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other</b>	Highland Council have supported the pilot of this project.

**7.5 Have you previously received public funds for the organisation?**

**YES**

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

<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Highland Council	2021/22	£20,000
HIE Communities Recovery Fund	Oct 2020 to `May 2021	£39,703
HIE Covid 19 Supporting Communities Fund	March 2020 – march 21	£82,973

## SECTION 8 – SIGNATURE

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

*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print:</b> Rev James Currall	<b>Date</b> 23 Nov 2022

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

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

<b>1.1</b>	<b>Project reference number</b>	CRF1052	
<b>1.2</b>	<b>Organisation</b>	Melness Crofters' Estate (MCE)	
<b>1.3</b>	<b>Project title</b>	Affordable Housing in Melness	
<b>1.4</b>	<b>Project costs</b>	<b>Total cost of project</b>	£2,400,000
		<b>Match funding</b>	£2,330,000 (to be sourced)
		<b>Grant requested</b>	£70,000
<b>1.5</b>	<b>Start date</b>	January 2023	
<b>1.6</b>	<b>End date*</b>	August 2024	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>	
<b>Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a></b>	
YES	

## SECTION 2: CONTACT DETAILS

2.1 Main contact name	Wilma Robertson (or Dorothy Pritchard)
Contact number	[REDACTED]
Alternative contact number	
2.2 Position	Company Secretary
2.3 Address	Estate Office, Cornhill Road, Talmine, By Lairg, IV27 4YP
Postcode	
2.4 Email address	Primary contact [REDACTED] Additional contacts [REDACTED] <a href="mailto:Info@melness.scot">Info@melness.scot</a>
2.5 Website address	<a href="https://www.melness.scot/">https://www.melness.scot/</a>

## SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC162573
Constituted group		
Public body		
Charity		
SCIO		
Other (please specify)	Volunteer Directors / 59 members	

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

3.3 Is the organisation VAT registered?  By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the 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>X</td> </tr> </tbody> </table>	Whole	Partial	None			X
Whole	Partial	None					
		X					

**Details:**

<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Wilma Robertson	MCE Company Secretary. Responsible for governance and daily administration of MCE.
Dorothy Pritchard	MCE Director and Chair. Responsible for strategic direction and management of MCE.
Morven Taylor/Nicola Doctor, Communities Team, Communities Housing Trust	Responsible for community engagement and pre-development work.
Robert Humphrey, Development Officer, Communities Housing Trust	Responsible for pre-development work and construction project management.

**SECTION 4: PROJECT DETAILS**

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

<b>4.1 Project location - Please include postcode.</b>
Adjacent to Joseph MacKay Court Melness Lairg IV27 4YQ
<b>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</b>
MCE are the community landowners of 10,000 acres or land from Ben Hutig to Kyle of Tongue and A'Mhoine. The site identified for affordable housing within our estate, will be required to be resumed from common grazings via the Land Court. In order to do this, we must secure the planning consent first.

<b>4.3 The Project</b>
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>Melness Crofters' Estate are working alongside the Communities Housing Trust to develop a new project of community-owned housing in Melness. The proposed site is next to existing housing and a feasibility study is underway to investigate the demand, project deliverability and site conditions. Following this, we need to secure planning and building warrant to take the project to the next stage.</p> <p>The project involves the development of circa 12 mixed tenure affordable housing in a central site, located next to existing homes which were built around 20 years previously, which was sold to</p>

Albyn Housing Society at District Valuation for affordable housing. The homes have been occupied since completion. A site close by will be investigated for its suitability to build business units, although this aspect is at an earlier stage. Due to recent success in securing a contract to provide Scotland's first sustainable Space port on our land, we know that this alone will increase the demand for housing locally, with around 40 jobs planned. Not only this, but we are also aware that the existing community would like to protect future sustainability by attracting and retaining people in Sutherland.

The project offers real opportunities to help meet some of the challenges faced in rural areas, that have been exacerbated by the global pandemic: the trend of relocating from urban areas to rural communities; the dramatic increase in the number of short term lets; holiday and second homes; and escalating house prices.

1. Sustainable/viable

The proposal for affordable housing alongside new business units 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 and they will prepare a business case at the next stage of the feasibility study. Community-led housing will help to sustain the Melness community into the future by increasing the local population, offering home-working opportunities and creating long-term benefits.

2. Providing value for money

In providing affordable housing, MCE will follow 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 initial proposals and gain planning approval as well as all other consents required to secure future project funding.

3. Providing additionality

Melness, like many rural Highland villages has an ageing demographic and one of the main aims of this project is regenerating and repopulating the community, which is located 5 miles from the village of Tongue. The area has a very 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

Strong local support and demand for these proposals has been identified during consultations and investigations into housing need. It is intended that further community consultation will form a major part of this work before planning is submitted for approval. The project has the potential to attract and upskill local workers, of which many are in short supply in Sutherland. The project will offer work to consultants initially, followed by local building firms who will be invited to tender for the work. Alongside the homes, we hope to provide business units to address local needs that have already

been identified. The Community Council, Orbex and Highlands and Islands Enterprise have shown support for the proposals. Local businesses continually struggle to recruit and retain staff and therefore are also supportive.

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 MCE, a community-landowner to retain staffing levels, assist local volunteers and be more sustainable
- Creating work for architects, engineers and contractors who will take on the project – where possible, from the local area. Retain jobs for local trades.
- 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 12 new homes; business units; home-working and self-employment.

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

Melness has a declining population, many vacant houses have been purchased and turned into short term holiday lets which has had an adverse effect on the ability of local people to buy houses. The market now has elevated house prices which exceed the levels which are affordable to most local workers and families.

Melness also has an aging population with people retiring to the village and there is a need to redress the demographic imbalance by increasing the opportunities for younger people to set up home.

Melness Primary school closed in 1971 with pupils then been educated in Tongue. The Tongue School role has been steadily declining and will also be under threat if this trend continues.

At the moment MCE has been working with Highlands and Islands Enterprise who are developing SpaceHub Sutherland on crofting ground on the Mhoine area.

There is a recognition that this exciting new development will create approximately 40 new jobs alongside the existing demand for affordable housing means that more housing is required in the Melness area.

Melness has a Care Home (Caladh Sona) which can accommodate 6 residents, this unit employs a high number of staff for the area. A new Care Home will be built in Tongue in the next couple of years and Caladh Sona will close. The new facility will be larger and therefore additional staff from elsewhere will need to be brought in, resulting in the need for more housing to provide these essential services.

Local hotels and hospitality providers struggle to attract staff and find suitable housing locally for their workers. This has meant many have had to reduce operating hours.

**(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.*

A Housing Needs Survey report was carried out for UpNorth! in 2018 which evidenced the need for affordable housing driven by the existing residents and businesses. Since then, the NC500 has grown in popularity further adding to local staffing and housing pressures.

A further housing needs survey was carried out by the Communities Housing Trust (CHT) in November 2022 (soon to be published) which confirms further the need for affordable housing for residents, non-residents and local businesses. The next stage in the feasibility is obtaining planning consent and open-day events will be held locally to engage further with the community on these specific proposals.

As a community landowner, MCE are in the position to be able to release some land for the purposes of providing affordable housing and other associated facilities that will benefit the community. It is important to the community to have input into this process and the key decisions surrounding any new housing provision, in particular, the allocations policy which we would like to have a strong focus on supporting people to thrive.

We recognise that the SpaceHub will require some incoming workers to help build the facility and then, once it is open to operate and maintain it. We also know that there is a strong need for housing opportunities for returners to be able to access affordable housing to enable them to come back and be a part of the community.

Please find letters of support attached.

**(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
- Consider Air Source Heat Pumps and PV panels
- Consider an electric car charging point (shared or per home)
- 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 MCE to help meet local needs but also to encourage repopulation. An application 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 affordable homes 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.

The target groups will be:

- Everyone in the Melness area who can demonstrate the requirement for an affordable home
- People wishing to move to Melness 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, the project will be able to clearly move onto the next phase of securing a main contractor to undertake the housing development work. Once the full costs are known, on behalf of MCE, CHT will assist in securing the remainder of the funding package along with a grant from the Scottish Government's Rural and Islands Housing Fund.

The project has the potential to leave a lasting legacy through the affordable housing creation, which will be available for generations to come. The homes could be a springboard for the development of further affordable housing and business premises, both of which will regenerate the area. There is potential to create more jobs and bring people to the area creating economic growth by offering home-work opportunities within the proposed housing.

By offering suitable housing in Melness, this will boost the local population and take full advantage of the forthcoming economic growth in the area.

**(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 regeneration and repopulation.

Melness is listed as a growing settlement in the adopted CAS Plan.

HIE are undertaking a Masterplan for the Tongue, Melness and Skerry area, which is due for publication shortly.

MCE is a community-landowner with vision to help the community to thrive through the creation of new jobs and affordable housing. This project is driven by MCE and helps to meet their objectives and will benefit the wider community.

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

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>		<b>YES</b>
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <i>(include date)</i>
Planning Consent	No	No
Building Warrant	No	No
Road Construction Consent	No	No
Scottish Water Technical Approval	No	No
SEPA (Car License)	No	No

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure</b> – <i>these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</i>			
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 infrastructure to homes Environmental Reports Flood Risk Report Nature Report Archaeological Report	Capital	£44,119
Planning Fees	Fees for local authority	Capital	£7,212
Building Warrant Fee	Fees for Local Authority	Capital	£8,669
CHT Fee	Project Management	Revenue	£3,000

Total capital expenditure			£63,000
Total revenue expenditure			£3,000
<b>TOTAL PROJECT COST</b>			<b>£2,400,000</b>
<b>Is VAT included in these costs?</b>			<b>Yes / No</b>
<b>Project expenditure before March 2023</b>			<b>£54,119</b>

**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?**

MCE will work with CHT to determine the costs. CHT have not sought quotes for this project as yet given the volume of quotations that are being asked of consultants to date. Requests for 3 quotes will be sought in the event of a successful application to CRF.

The figures above are based on actual quotations received within the last 2 months for other similar projects throughout the Highlands. CHT regularly work with Architects, Highland Council and Engineering teams to develop projects and we believe that this budget accurately reflects the cost of the work involved.

**MATCH FUNDING:** There are local windfarms in the area, although MCE is not covered by any of the geographic areas at present and therefore cannot attract funding through this route. The Rural and Islands Housing Fund have committed £15,000 to support the initial feasibility stage of the project and we expect to present a strong application to the main fund next year, once the consents are in place. MCE are able to contribute some of their resources, subject to board approval.

**SECTION 6 – MATCH FUNDING**

**6.1 Please give details of confirmed or pending match funding:**

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

<b>Name of funder</b>	<b>Applied YES / NO <i>(include date)</i></b>	<b>Granted YES / NO <i>(include date)</i></b>	<b>Amount £</b>
Scottish Government, Rural and Islands Housing Fund	No	No	£1,500,000
Commercial Lender	No	No	£340,000
Complimentary grants to be sourced	No	No	£490,000
<b>Total match funding</b>			<b>£2,330,000</b>
<b>CRF requested</b>			<b>£ 70,000</b>
<b>Total project cost</b>			<b>£2,400,000</b>

**6.2 Will the project involve “in kind” support?**

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

**YES**

**Please detail:**

The in-kind support is from volunteer board members of MCE’S & CHT’s board of directors and volunteers involved in the local area.

**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. 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 thereby reduces the risk of the project failing and not coming to fruition. 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.*

**NO**

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

**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?**

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. We believe in being inclusive and are a community-led organisation that regularly works with individuals, local organisations and businesses.

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

**NO**

**Please state your reasons:**

MCE 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?**

<b>For example:</b>	<b>Details</b>
<b>Communities Housing Trust</b>	Appointed to undertake a feasibility study and Housing Needs Study
<b>Highlands and Islands Enterprise</b>	HIE are aware of this project and supportive in principle
<b>Scottish Government, via Rural and Islands Housing Fund</b>	Funded initial feasibility study

**7.5 Have you previously received public funds for the organisation?**

**NO**

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


<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>

**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**

<b>Signature:</b> 	<b>Print:</b> Wilma Robertson	<b>Date:</b> 25/11/2022
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<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	x
<b>2</b>	<b>Committee Members or Directors List</b>	x
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	N/A
<b>5</b>	<b>Confirmation of match funding letters</b>	N/A
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	x
<b>7</b>	<b>Annual financial accounts – latest available</b>	x
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	x
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	N/A
<b>10</b>	<b>Relevant insurance policies</b>	x
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	N/A
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b>  12. The title documents are available on request.		
<b>Declaration what the remaining bank balances are for:</b>		

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF 1090	
<b>1.2 Organisation</b>	Helmsdale & District Development Trust	
<b>1.3 Project title</b>	Helmsdale Multi Use Games Area	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£490,250
	<b>Match funding</b>	£460,486
	<b>Grant requested</b>	£29,764
<b>1.5 Start date</b>	31/10/22	
<b>1.6 End date*</b>	31/3/23	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

<b>1.7 Which of the following themes will the project meet? Please choose ONE theme.</b>	
<b>People</b>	This project is most relevant to people, although it also applies to the other themes.
<b>Place</b>	
<b>Economy</b>	
<b>Environment</b>	

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b>

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Mary Stewart
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Local Development Officer
<b>2.3 Address</b>	Community Centre Dunrobin Street Helmsdale
<b>Postcode</b>	KW8 6JA
<b>2.4 Email address</b>	ldo@hddt.org
<b>2.5 Website address</b>	//www.helmsdale.scot/helmsdale-district-development-trust/

## SECTION 3: ORGANISATION DETAILS

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	x	SC420622
<b>Constituted group</b>		
<b>Public body</b>		
<b>Charity</b>	x	SC043078
<b>SCIO</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
			x

<b>Details:</b>
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3.6 Project delivery team	
Name	Job title/area of work
Mary Stewart	Development Officer/Project Management
Paul Packham	Treasurer HDDT
DOE Sport (North) Ltd	Main Contractor
Macbeath Architects	Architect

## **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.
Shore Street Helmsdale KW8 6JZ
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 Helmsdale & District Development Trust own the land

4.3 The Project
<p>We will convert the site of the existing tennis courts in Helmsdale to enable a range of other sports to utilise the facility. We plan to convert the site into a two court multi-use facility, including floodlighting, covered area, and disability access. It will consist of a 3G Astro Turf Pitch for football/hockey/shinty etc and a porous Macadam surface facilitating tennis/basketball/netball etc.</p> <p>HDDT own the facility and have worked tirelessly over the last couple of years to gather 100% of the funding for this development. Due to recent cost increases through the covid crisis we now need to fill the funding gap which has arisen.</p> <p>The addition of floodlights and a covered area will provide much greater opportunity to use the courts all year round. At present there is no such facility in the area and therefore very limited opportunity to participate in many sports over the winter months. This facility will enable many sports to prosper in the area and will promote and increase numbers participating in sport and exercise significantly. The roof will span the width of the astro turf pitch.</p> <p>Our development will help strengthen current sporting pathways (e.g. football, athletics) and create new ones (e.g. hockey and shinty). An improved and more pleasant facility will inspire existing clubs and school groups to improve technically. Participation in sport will be more frequent due to less cancellations because of bad weather and dark nights, which is so often the case in this area. A promotional programme of events and festivals for a variety of sports and fitness activities will raise the profile of sport for all and these things will make the area more attractive as a destination.</p>

We see this development as an exciting opportunity for the health and wellbeing and the furtherance of sport in our community, significantly adding to the overall opportunity for participation in sport at all levels.

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

We believe the whole community will benefit. Our inclusive membership strategy will provide FOC participation for the school and community hub at allocated times and the various sports clubs and individuals will have access out with these times. Teams and schools from surrounding villages have also expressed an interest in using the facility as it will be one of its kind in this area.

The proposed facility will be extensively used by the Active Schools programme. Currently, where there are so many alternative, less beneficial, activities available to our young people, it is critical that anyone with an active interest in any sport should be provided with suitable facilities to participate and progress in that sport. To be able to do this all year round in a covered, floodlit area will massively increase their opportunities.

Our facility will allow folks in the community, with various disabilities, to participate in physical activities to promote their health and wellbeing. We have had discussions with our Connecting Communities group in Helmsdale and they are very enthusiastic about using our facility for the benefit of their customers at the community hub.

**(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.*

HDDT covers an area defined by Highlands & Islands Enterprise as 'Fragile, Rural and Remote'. With this development, and our other projects, we aim to develop a robust economy that meets the needs of the Community and protects the environment to ensure sustainable use of its resources. We work with the community to improve access to services, to reverse population decline and enhance quality of life. Our projects are developed in response to Community Consultation carried out over the years to give us an up-to-date locality plan for Helmsdale and District.

We have received a donation from the local youth club in support of our project as the community are keen to have more facilities provided for our young people. We have also received letters of support from various local groups and others out-with the area including Active schools, The Scottish Football Association, the Camanachd Association, Helmsdale United, Helmsdale Primary School, Bunillidh Rowing Club and Brora Rangers. There is support for this project across the board as many see the benefits that it will provide for all age groups and abilities.

To date there have been limited opportunities in the Helmsdale area for club or coach development and developing excellence in school curricular and extracurricular sport and physical activity. Our facility will enable us to promote the many sports clubs in the area and allow them to attract new participants male and female, young and old. We are conscious of the limited services available to our rural communities in the North of Scotland and it is our aim to put an end to the disadvantages we experience, in terms of potential to progress in sport, due to lack of suitable facilities.

The requirement for this facility was identified through a multi-stage community engagement process. We have discussed our plans with the local school and Connecting Communities group,

along with several local sports clubs. All have been supportive of our plans and have committed to using the facility on a regular basis.

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

Activity name	Achieve by (date)
Site clearance	5/12/22
Break up surface, provide new drainage, lay edging etc	24/12/22
Lay foundations, porous macadam and artificial grass	21/1/23
Fit fencing, roof structure and floodlights	19/3/23
Tidy up access and surrounding areas	31/3/23

**(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.

Our development aims to better satisfy the need for physical activity within our village. Our facility is in the centre of the village and will enable sports participation without travel for many people. This environment-friendly accessibility will ensure the facility can be easily and safely reached by bicycle or public transport. This will reduce ecological damage due to traffic and cater for the needs of children, the disabled, the elderly and other groups which do not have regular use of a car.

We are also currently working on a project to introduce E-bikes to our village. We have our first 4 bikes in place now and we are looking to increase this fleet as funding allows. We will link this project to our new sports facility and encourage the use of our e-bikes to get to and from the facility where walking is not an option.

As phase 2 of our MUGA development we are looking to add solar panels. This will provide power for our lighting at the MUGA facility and potentially for other HDDT projects around the village.

Since we are renovating an area of the village that was previously a tennis court, we are maximising the use of existing areas for sports facilities. This is important in the reduction of environmental impact on the countryside.

HDDT promotes environmental education through all our projects, and we will encourage environment-friendly attitudes and habits among people using our facilities.

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

Our facility will enable us to promote the many sports clubs in the area and allow them to attract new participants male, female, young and old. This project will present opportunities for folks in the community, with various disabilities, to participate in physical activities to promote their health and wellbeing where at this time they don't have the facilities to do this.

Our inclusive membership strategy provides FOC participation for the schools and community hub. Our active school's co-ordinator fully supports our vision for this project and the proposed facility will be extensively used by the Active Schools programme. There are school children with various disabilities in our community and the families believe the children will greatly benefit from our new facility. We will provide a safe and comfortable environment for people of all ages and all abilities to participate in a variety of sports to suit their needs.

Through our development we will address many of the historical inequalities in the area –

- Education - We will change the trend of limited opportunities in the Helmsdale area for club or coach development and in developing excellence in school curricular and extracurricular sport and physical activity.

- Gender Equality - The Active Schools programme identified under-representation of girls in sport and is addressing this through the Active Girls programme. Our facility will provide increased opportunities for girls and young women to participate in sport and leadership.

- Economic Growth - Our new facility will give a much-improved impression of the village, encouraging people to stop in Helmsdale and remain in the area longer. This will have a direct impact on local services and businesses, supporting income generation.

- Reduced Inequalities - We believe our young people have been negatively impacted historically as a result of being denied basic services due to our rural location. We aim to give members of our community the same opportunities to reach their full potential as those in less deprived areas.

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

It's been decided, on consultation with the community and local clubs, that once the facility has been built it'll be run by a sports association including representatives from the clubs using the facility. This association will be a subsidiary of HDDT and will carry out the day to day running of the new sports facility, with the assistance of the LDO at HDDT. We will use an online booking and payment system to keep the administration simple. Income from the new facility will enable us to become self-sustaining within a short period of time and all profits that come from the MUGA project will be re-invested back into the community.

There are many lasting benefits that we expect to deliver with this development –

(1) Improved quality of life through better opportunities to take part in leisure activities.

(2) Our primary school will have increased opportunity to take part in many different sporting activities which will improve the health of this generation.

(3) Our local clubs will have improved training facilities which will give them a better chance of succeeding at a high level and therefore reducing the negative impact of living in a rural location in terms of sporting achievements. This may lead to career opportunities in coaching or professional sport.

(4) Our older generation will have an area where they can meet to take part in physical activities to help them remain active as long as possible and to prevent social isolation by encouraging interaction through team activities.

(5) Out-migration will reduce, and in-migration will increase due to the provision of better facilities and services. Tourism will also increase as we make Helmsdale a more attractive place to visit.

Our project will not only allow our young people to excel in their sport of choice, but the availability of better facilities will improve health and well-being. We aim to provide recreational facilities to improve the quality of life for our community and to help our young people develop such that they may achieve their full potential. We are working towards improved health of our community and improved conditions for those who suffer from disability, illness or impairment of some kind. It is our aim to make our community an attractive place to live and work, maximising the social and economic benefits to the community.

Once up and running this project will help give us a more sustainable community where people have the opportunity and the desire to live and work, now and in the future.

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

During 2018, the local community organisations worked together to create a Locality plan to identify the main priorities for local people. Identified priorities were developed through a multi-stage community engagement process using questionnaires and workshop which together gathered the views of over 24% of Helmsdale's population. This addresses gaps in service provision and wider inequalities highlighted through the questionnaires and engagement activities. Two of the top priorities highlighted were the lack of services for young people and the need for new and better sports facilities in the area. Services available to our rural communities in the North of Scotland are limited and it's our aim to stop our community being disadvantaged in terms of potential to progress in sport because of lack of suitable facilities.

The Active Schools Development Plan aims to increase the number of children and young people in sport and the number of volunteers and qualified coaches. Our development will help progress this plan in promotion of sport, coach development, improving facilities and inclusion of underrepresented groups. The facility will be available to progress bikeability in the school also.

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

<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
Planning Permission	Yes	Yes 22/12/21
Building Warrant	Yes	Yes 2/9/22

**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.

<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
-----------------------	-----------------------	------------------------	---------------

Pre development	Site Investigation, SER, Design, detailed drawing, lighting level surveys	Revenue	£16,188.00
Site preparation	Remove all fencing and strip back site	Capital	£4800.00
Main Build	Replace surfaces, fit drainage, fit fencing and edging	Capital	£166,932.58
Completion works	Construct and tidy up entrance and surrounding area	Capital	£9,000.00
Floodlights and Roof Astro	Fit roof and floodlights to Astro pitch	Capital	£243,832.00
Floodlights Tennis Court	Fit floodlights to porous Macadam court	Capital	£27,720.00
Architect	Architects fees	Revenue	£6,000.00
Admin support	Development Officer's project management	Revenue	£5,000.00
Electricity Connection	Lay cable for floodlights	Capital	£10,000.00
Triangular Maintenance Brush	To maintain Astro surface	Capital	£777.00
Total capital expenditure			£463,061.58
Total revenue expenditure			£27,188.00
<b>TOTAL PROJECT COST</b>			<b>£490,249.58</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£490,249.58</b>

**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 prices given above are from recent price quotations. The only outstanding up to date confirmation is for the electricity connection, which is work in progress.

**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 £
Youth Club Donation	Yes	Yes June 19	6,700.00
Robertson Trust	Yes	Yes 20/12/19	15,000.00
Jordan Foundation	Yes	Yes 24/9/20	271,500.00

SSE Gordonbush Extension Fund	Yes	Funding in bank – just await approval of use. Expected by end November	17,988.00
Sport Scotland	Yes	Yes 27/1/21	80,000.00
Coastal Communities	Yes	Yes 11/5/21	19,298.00
SSE Gordonbush Community Fund	Yes	Yes 12/2/20	20,000.00
Caithness North Sutherland Fund	Yes	Yes 18/12/19	30,000.00
<b>Total match funding</b>			<b>£460,486.00</b>
<b>CRF requested</b>			<b>£29,764.00</b>
<b>Total project cost</b>			<b>£490,250.00</b>

## 6.2 Will the project involve “in kind” support?

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

**NO**

**Please detail:**

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

Helmsdale & District Development Trust have relied on funding over the years to progress the development projects. We could not have built this new Multi use Games area without public and private funding. However, the plan for this and several of our other projects is that they will be income generating so that the Trust will be more self-sustaining going forward.

## **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?**

We propose to open the facility 7 days a week, 50 weeks of the year. In recent times the number of users of the tennis courts averages 2 per week (although the courts are currently closed due to state of dis-repair). Based on our discussions with local clubs and organisations we believe this could increase to over 100 users per week (including the primary school and Hub) with our new facility. The school and hub will have the use of the courts at allocated times FOC but the

number of paying customers who have stated they will use the facility will allow us to become self-sustaining within a short period of time. All profits that come from the MUGA project will be re-invested back into the community in the form of further improvement projects.

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

The old run-down tennis courts are currently one of the first things you see as you drive into the village from the south. A new up to date facility with a cover and floodlights will give a much-improved impression of the village. This will encourage people to stop in Helmsdale and remain in the area longer which will have a direct impact on local services and businesses, supporting income generation for the surrounding area.

We have been in constant communication with the community as a whole and will continue to do so throughout the development so that no one is negatively impacted by our plans. We have had full support across the board for this development.

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

**NO**

**Please state your reasons:**

Until our Income generating projects are up and running it would be irresponsible on our part to take on more debt.

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

<b>For example:</b>	<b>Details</b>
<b>HIE</b>	We are in constant communication with HIE as they support the role of the Development Officer. Therefore, we can seek their advice on any of our projects.
<b>Active Schools</b>	Active schools have been very supportive of our development as they will be able to have the use of this facility to help them as they strive to improve the health and fitness of our young folks.

**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:**

<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
HIE	19-21	11,300.00
HIE	21-22	15,674.95
Energy Savings Trust	21-22	5,760.00



Community Recovery Fund	21-22	8,593.00
Community Climate Asset Fund	21-22	4,303.00
Coastal Communities	21-22	4,200.00
Ward Discretionary Fund	21-22	4,000.00

## **SECTION 8 – SIGNATURE**

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

***The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print:</b>  <b>Mary Stewart</b>	<b>Date:</b>  <b>23/11/22</b>

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

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

<b>1.1 Project reference number</b>	CRF1098	
<b>1.2 Organisation</b>	Brora Development Trust	
<b>1.3 Project title</b>	Town Centre Improvements	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£8,800
	<b>Match funding</b>	£00.00
	<b>Grant requested</b>	£8,800
<b>1.5 Start date</b>	10 <sup>th</sup> January 2023	
<b>1.6 End date*</b>	End December 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b> / NO

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Sarah Morrison
<b>Contact number</b>	
<b>Alternative contact number</b>	-
<b>2.2 Position</b>	Development Officer
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	info@broravillage.scot
<b>2.5 Website address</b>	www.broravillage.scot

## SECTION 3: ORGANISATION DETAILS

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	<b>x</b>	SC04396
Other (please specify)		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>YES</b> / <b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>YES</b> / <b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>							
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1" style="width: 100%;"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">x</td> </tr> </tbody> </table>	Whole	Partial	None			x
Whole	Partial	None					
		x					

<b>Details:</b>
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<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Sarah Morrison	Development Officer

## **SECTION 4: PROJECT DETAILS**

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

<b>4.1 Project location - Please include postcode.</b>
Gower Street Car Park, Brora, KW9 6NX Station Square, Brora, KW9 6QJ South Brae and Harbour Road Junction, Brora, KW9 6NR
<b>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</b>
Brora Development Trust will apply for Minor Roadwork's Consent to The Highland Council, for the signs at Station Square and Gower Street Car Park and to BEAR for the South Brae location.

<b>4.3 The Project</b>
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>The project is for Brora village centre improvements, to erect three fingerpost pedestrian signs in prominent central locations.</p> <p>The fingerpost signs will be put up in the following three locations: Gower Street car park, adjacent to the public information display; junction of South Brae and Harbour Road; and Station Square, adjacent to the railway station.</p> <p>The signposts will have six blades on each, which can be added to/removed in the future, which allows for change without affecting the sign post. The design is therefore flexible to meet the growing needs of the village.</p> <p>Currently there are inadequate pedestrian signs in the centre of the village. Many sites of interest are not signposted. The purpose of the signs is to encourage visitors arriving in the village to move around sites of interest and therefore spend more time in the village centre. The anticipated outcome of this is an increase in the length of time people spend in the village and an increase in visitor spend in the village.</p> <p>In terms of sustainability, the signposts will be made from stainless steel, a long lasting material and be structurally sound for 10 years, as opposed to other, less durable materials.</p>

The project is led by Development Officer Sarah Morrison, developed by sub-committee made up of Trustees and local residents, which reports to the BDT Board of Trustees

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

Pedestrian signage was identified as a priority and needed for visitors arriving in the village to be able to navigate on foot around the village. With good signage to highlight sites of interest in the village, it is hoped that visitors will be more likely to walk around the village and sites of interest, therefore spend longer in the village and in doing so increase their spending in the village and be able promote the village to other visitors and return to Brora. It is an important part of creating a positive visitor experience and developing Brora as a visitor destination.

**(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.**

A third of survey respondents in Brora Development Trust’s Community Consultation questionnaire survey conducted in October 2022, said they would like to have services for visitors improved.

A Sub Committee for Signage was set up by Brora Development Trust which has met several times to discuss and plan the signage for the village centre. Members of the sub committee include local business owners. The Sub Committee have also discussed plans and taken advice of people involved in the planning and set up of signs in neighbouring Golspie.

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

Activity name	Achieve by (date)
Sub Committee to meet to discuss design options to present to the community	End of January 2023
Community consultation on final design – colour, font and content of signs	Middle February 2023
Application for Minor Roadworks Consent and BEAR approval	End January 2023
Necessary approvals received	End February 2023
Procurement of signs	End March 2023
Installation of signs	End May 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 type of pedestrian sign discussed is a modular fingerpost sign, which can have the names of sites of interest on each ‘finger’, which is the type recently put up in Golspie. Advantages of this model are that ‘fingers’ can be added or removed.

Stainless steel has been recommended for longevity as opposed to wood or reused plastics, therefore this is the material that has been chosen.

**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 signposts will have a potential long term economic benefit for local residents in that they will encourage visitors to stay longer in the village with the hope that visitors will spend more money in the village as a result.

The location of the signs will not impede pedestrian access or the use of pavements in any way.

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

Brora Development Trust take full responsibility for the maintainance of the signs. Stainless steel has been recommended for longevity as opposed to wood or reused plastics, therefore this is the material that has been chosen. The signposts will have a potential long term economic benefit for local residents in that they will encourage visitors to stay longer in the village with the hope that visitors will spend more money in the village as a result.

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

This project fits with relevant local plans and strategies which recognise the role tourism plays in the economy and indeed local communities and the Highlands. This project is part of Brora Development Trust's village centre improvements programme and is hoped will be rolled out in conjunction with the Visitor Information Point project, which Brora Development Trust has also applied for funding to the Community Regeneration Fund for.

Relevant local plans and strategies are set in a national context and in line with the Scotland and National Tourism Strategy - Scotland Outlook 2023. Local plans and strategies endorse sustainable and responsible tourism, delivered in the context of net zero ambitions.

The Highland Council Strategic Tourism Development Plan identifies key priorities and is implemented alongside the Visitor Management Plan for 2022. Both plans support tourism related services across Highland.

Aims of the destination management organisation Venture North, as set out in Caithness and Sutherland Tourism Destination Recovery Strategy 2021-2024, include, to: raise the profile of Caithness and Sutherland as a high quality sustainable and responsible year-round tourism destination; and better manage the visitor and community experience across the region. This project fits with these aims and another aim, to: establish a tourism baseline for the region and be able to measure and demonstrate progress and impact against this. This project will help gather data which will contribute to wider information gathering to help measure the impact of tourism for the region as well as at local level.

Brora Locality Plan reflects local and regional priorities and this project will fit with the Plan's aims which include: Support Brora as a destination on the NC500; Engage with and involve local businesses....to determine their plans for growth and the barriers to this happening.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>YES / NO</b>	
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
Minor Works Consent	No	Not yet
BEAR approval	No	Not yet

## **SECTION 5: BUDGET**

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

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Signposts	3 units fingerpost, stainless steel, 6 fingers each (including delivery)	Capital	£6,150
Installation	Streetworks Qualification Register (SWQR) qualified contractor for installation of signposts	Revenue	£2,200
Licences	Minor Roadworks Consent, £150 for each x 3	Revenue	£450
Total capital expenditure			£6,150
Total revenue expenditure			£2,650
<b>TOTAL PROJECT COST</b>			<b>£8,800</b>
<b>Is VAT included in these costs?</b>			<b>Yes / No</b>
<b>Project expenditure before March 2023</b>			<b>£6,600</b>

<b>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?</b>
Based on price comparisons from suppliers and information from partners and professionals. Quote for signposts included in supporting documentation.

## **SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b>			
<i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO (include date)</b>	<b>Granted YES / NO (include date)</b>	<b>Amount £</b>



-	-	-	-
<b>Total match funding</b>			<b>£</b>
<b>CRF requested</b>			<b>£</b>
<b>Total project cost</b>			<b>£</b>

**6.2 Will the project involve “in kind” support?**  
*This should not form part of the overall budget or counted as confirmed match funding for the project.*

~~YES~~ / **NO**

**Please detail:**

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

This project is not possible to deliver without funding support.

**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?**

Local sites of interest will be highlighted/signposted therefore have indirect benefits to local businesses and community.

<b>7.3 Have you considered taking out a loan for the project?</b>	
<del>YES</del> / <b>NO</b>	
Please state your reasons: Not enough reserves to make loan repayments.	
<b>7.4 Have you had support from other organisations in developing the project?</b>	
<b>For example:</b>	<b>Details</b>
Business Gateway	No
HIE	No
Other	No

<b>7.5 Have you previously received public funds for the organisation?</b>		
YES / NO		
If yes, please provide details of awards for the last 3 fiscal years:		
<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Westminster Foundation emergency funding	2022	£4,600
Development Trusts Association Scotland, match funding for Visitor Information Point	2022	£2,988
Development Trusts Association Scotland, Pockets and Prospects Fund	2022	£20,000
The Highland Council Food Plus scheme	2022	£5,690
Anne Duchess of Westminster Foundation	2022	£10,000

**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.*

<b>8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding</b>		
<b>Signature:</b>	<b>Print:</b> Anthony Gill	<b>Date</b> 15/12/2022

<b>8.2 Supporting documents checklist.</b> You <b>must</b> 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.	<b>YES / NO or Not applicable</b>
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1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	N/A
6	Bank statement – latest 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)	N/A
10	Relevant insurance policies	N/A
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N/A
13	Partnership agreement	
Reason for missing documentation:		
Declaration what the remaining bank balances are for:  Remaining bank balance is for projects in hand and for Development Officer salary.		

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

<b>1.1 Project reference number</b>	CRF1099	
<b>1.2 Organisation</b>	Brora Development Trust	
<b>1.3 Project title</b>	Visitor Information Point	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£35,790
	<b>Match funding</b>	£00.00
	<b>Grant requested</b>	£35,790
<b>1.5 Start date</b>	Start of January 2023	
<b>1.6 End date*</b>	End of December 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	
Place	<b>x</b>
Economy	
Environment	

1.8 Privacy Notice	
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>	
<b>YES</b> / NO	

## SECTION 2: CONTACT DETAILS

2.1 Main contact name	Sarah Morrison
Contact number	
Alternative contact number	-
2.2 Position	Development Officer
2.3 Address	
Postcode	
2.4 Email address	info@broravillage.scot
2.5 Website address	www.broravillage.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	SC04396
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 / <b>NO</b>
--	-----------------

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 / <b>NO</b>
---	-----------------

3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">x</td> </tr> </tbody> </table>	Whole	Partial	None			x
Whole	Partial	None					
		x					

Details:	
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3.6 Project delivery team	
Name	Job title/area of work
Sarah Morrison	Development Officer. Work alongside Otter's Couch project manager.
Ellen Lindsay	Treasurer and Otter's Couch 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.
Otter's Couch, 1 Rosslyn Street, Brora, Sutherland, KW9 6NY
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 premises has a 10 year lease. Copy of lease attached as supporting documentation.

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p><b>Project Summary</b>  The project has several components which the funding will be used for: setting up and operating a Visitor Information Point (VIP) in the centre of Bora village; set up and rent out an Adventure Equipment Hire Unit (AEHU); create and manage a village website; employ a person to set up and manage the VIP and build the capacity of volunteers to run the VIP after the funding has ceased. The components of the project will serve to provide visitors with information about local accommodation, places to eat, local services and attractions in the area at the same time as increasing earning opportunities for local businesses. This project will be delivered consecutively with Brora Development Trust (BDT) establishing a Tourism Group in Brora and also village centre improvements programme and improvements to pedestrian signage in the centre</p> <p><b>Project Objectives</b>  The objectives of the project are as follows and are in line with the funding objective which is 'Place':</p> <ol style="list-style-type: none"> <li>1). To recruit personnel before the end of January 2023 to lead on the delivery of project objectives</li> <li>2). To enable Otter's Couch volunteers to operate the Visitor Information Point beyond the end of the funded period, end of December 2023.</li> <li>3). To set up a Visitor Information Point infrastructure before the end of March 2023, on the premises of Brora Development Trust's social enterprise craft and art shop, Otter's Couch.</li> <li>4). To set up an equipment hire unit on the premises of Otter's Couch by the end of March 2023, which will be made available to local business to let and in doing so provide an income stream for the VIP.</li> <li>5). To create and manage a website which will promote Brora as a visitor destination, before the end of March 2023.</li> </ol>

**Project outcomes:**

- 1). An increase in the length of time visitors spend in Brora. This can be measured by surveying accommodation providers locally after the end of year one of the project to find out if length of stay has increased.
- 2). An increase in the number of people returning to Brora, measured by conducting a visitor survey, online and in the Otter's Couch at the end of year one of the project.
- 3). An increased footfall in the Otter's Couch, measured by recording the footfall in the shop and comparing it to previous years.
- 4). Increased visitor spend in the Otter's Couch, measured by comparing spend to previous years, after the end of year one of the project.

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

The project will include a dedicated information point for visitors, a space where leisure equipment can be hired out and made available to local people and visitors alike, a website with information about Brora, the area, what to do and see and where to stay and eat, and dedicated personnel to deliver these project components. This project will therefore help encourage visitors to come and stay in Brora, to stay longer than they may have otherwise, to return to the area, to tell friends and family about the area and promote the area on social media. The **positive impact for the local community and the local economy** is broad and long lasting.

In order to provide **evidence of positive impacts** for the local community and economy, daily records will be kept of: the number of visitors to the VIP; number of telephone and website enquiries; website hits will be recorded; the number of people hiring equipment from the AEHU, broken down into local residents and visitors; the value of hires and commissions. A survey will also be conducted among local businesses at the end of the project period to gain quantitative and qualitative data on impact of the project on their business.

The capital costs of the project will have benefits beyond the life of the project and provide an income stream for the project which will contribute to the financial sustainability of the project in the long term. The economic benefits of this project to the local community also demonstrate **value for money**.

Funding will be used to set up the information point in the shop and the Adventure Equipment Hire Unit. The VIP will consist of a display unit to house leaflets, a visual display screen to play promotion videos of the area, a visual display screen for local advertising, such as accommodation providers, restaurants and service providers, which will also provide an income stream for the social enterprise. Furthermore, funding will be used to set up internal and external signage to promote the VIP as well as large, visual maps to display on the walls.

Funding will also be used to set up a Brora website, the objective of which is promote Bora and the district as a visitor destination. Through the website, BDT will aim to encourage an increase in visitor spend and length of stay with associated economic spin offs locally by building on existing visitor opportunities currently provided locally.

The project will be set up and operated the Otter's Couch, a social enterprise shop which supports over 40 local artists, crafters and charities. The shop is situated in a central and easily accessible location in the village with an average footfall of over 1,000 people each month over the tourist season. The project and social enterprise will complement one another and demonstrate **additionality**.

BDT will work closely with Destination Management Organisation Venture North and collaborate with Visit Scotland to help promote Brora as a destination, as well as local businesses and trades and charitable groups such as Golspie Bothy and Paths for All. The benefit of this will be strengthened partnership working and giving the local community a greater voice in how they would like this project to be delivered and how they would like Brora represented.

**(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.*

**Needs:**

The Scottish Index of Multiple Deprivation lists Brora as one of the five most deprived areas in Sutherland. The overall aim of this project is to increase earning opportunities which can contribute to improving standards of living for local residents.

Brora is currently a thoroughfare on the A9 for NC500 and other visitors to the Highlands. There are no visitor information points in the centre of Brora. Information that is available to visitors is sporadic and not complete or concise.

Brora community would benefit economically from the project. The Visitor Information Point would encourage visitors to stop in the village and when they do stop, to spend longer in Brora and the area.

43% of Highland jobs are tourism-related and this is also reflected in Brora. This project will help promote local businesses and encourage the peak tourism season to be extended, thereby increasing job opportunities and length of employment locally.

The Visit Scotland report, *Scotland Visitor Experience 2021*, provides insight into consumer behaviour and states that visitors are looking for destinations which offer “an escape, to get away from it all, to connect with nature and to avoid crowds” which are attributes Brora has and can be harnessed by this project.

There is currently no local tourism policy nor plan for Brora. For tourism to be sustainable in Brora and to benefit the whole community and future generations, it needs to be community-led. To achieve this, the Development Officer at BDT will set up and facilitate a Tourism Group and work with the Visitor Information Point worker, to feed into the VIP design and website content.

**Local Support:**

Local support for this intervention is evidenced by way of letters of support received from local businesses, please see attached.

A third of survey respondents in Brora Development Trust’s Community Consultation questionnaire survey conducted in October 2022, said they would like to have services for visitors improved.

At recent community liaison meetings, participants agreed a collaborative, coordinated and planned approach to tourism management locally was needed. The Visitor Information Point and Brora website will be focal points which through which a planned approach can be achieved.

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

Activity name	Achieve by (date)
---------------	-------------------



Recruitment	End January 2023
Website set up	End February 2023
Design and procurement of signage	End February 2023
Design and set up of visual display content	End February 2023
Procurement of maps and leaflets	End February 2023
Set up of the equipment hire unit	End February 2023

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

**Environmental impact –**

In developing the project, Brora Development Trust plans to mitigate the negative environmental impacts that may arise in delivering the project, address climate change issues and provide information on ways local people can work towards net zero ambitions, in the following ways:

- Encouraging active and mindful travel for residents and visitors by promoting the use of public bus and rail travel, local walks and bicycling/e-bikes/cargo bikes, collaborating with organisations and businesses hiring and repairing bicycles and selling good quality second hand bikes.
- Sharing information among accommodation providers and retailers about the benefits of making provisions for walkers and bicycle users and linking businesses with local organisations offering guided walks/rides and funding for bicycle provision.
- Promote local electric car charge points.
- Social enterprise selling produce from local producers: enabling people to live and work locally, therefore reducing commuting, transport to place of work, as well as produce which is made locally, therefore keeping transportation to a minimum.

**Equalities impact –** Brora Development Trust has taken groups with protected characteristics into account in the development of the project by adopting an organisational equalities policy as part its Employee and Volunteer Handbook.

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

The project will be supported after CRF funding through income streams set up as part of the project. In doing so, the project demonstrates **sustainability and viability**. VIP personnel will provide capacity building for Otter’s Couch volunteers. This person will initially set up the infrastructure, website, AEHU and work closely with Otter’s Couch staff and volunteers to support them in operating the VIP and all elements of the project beyond the life of the funding.

The Adventure Equipment Hire Unit will be set up within the secure outdoor space in the grounds of the shop. BDT will then rent out this space to local entrepreneurs who will also pay commission from each rental. In principle agreements have already been made regarding the storage of paddleboards and bicycles/e-bikes. This furthers the aim of BDT to support local people to build businesses and the local economy. The additional revenue stream will help the sustainability of the social enterprise.

In terms of environmental sustainability, the shop is run as a social enterprise by BDT. Carbon footprint is therefore minimised by sourcing products and vendors only from the local area. The shop provides a critical earning opportunity for local people, enabling people to live and work locally. The VIP will promote the use of public transport as well as the use of bicycles and E-bikes. Working

closely with local businesses will provide BDT with the opportunity to share information about how businesses can work practicably towards net zero targets and collaborate with North Highlands Climate Hub for information and support.

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

This project fits relevant local plans and strategies which recognise the role tourism plays in the economy and indeed local communities and the Highlands. These local plans and strategies are set in a national context and in line with the Scotland and National Tourism Strategy - Scotland Outlook 2023. Local plans and strategies endorse sustainable and responsible tourism, delivered in the context of net zero ambitions.

The Highland Council Strategic Tourism Development Plan identifies key priorities and is implemented alongside the Visitor Management Plan for 2022. Both plans support tourism related services across Highland.

Aims of the destination management organisation Venture North, as set out in Caithness and Sutherland Tourism Destination Recovery Strategy 2021-2024, include, to: raise the profile of Caithness and Sutherland as a high quality sustainable and responsible year-round tourism destination; and better manage the visitor and community experience across the region. This project fits with these aims and another aim, to: establish a tourism baseline for the region and be able to measure and demonstrate progress and impact against this. This project will help gather data which will contribute to wider information gathering to help measure the impact of tourism for the region as well as at local level.

Brora Locality Plan reflects local and regional priorities and this project will fit with the Plan's aims which include: Support Brora as a destination on the NC500; Engage with and involve local businesses....to determine their plans for growth and the barriers to this happening.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>YES / NO</b>
---	-----------------

**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
Visitor Information Point infrastructure	Display stand	Capital	£1,000
	Shop signage (internal and external)	Capital	£2,000
	Digital display screens x 2	Capital	£2,000
	Leaflet services (annual fee)	Capital	£800
	Large map of local area and Scotland	Capital	£750
	Display stand	Capital	£1,000
Adventure Equipment Hire Unit	Storage unit for site	Capital	£2,500
Website	Website design, hosting and maintenance	Capital	£3,600
Visitor Information Point Facilitator	Laptop, software, phone for VIP Facilitator	Capital	£1,200
	Employment on-costs, 25%	Revenue	£3,900
	One person, part time 3 days/week, £26,000 pro rata	Revenue	£15,600
Rental and utilities	% of Otter's Couch rental and utilities costs. £120/month	Revenue	£1,440
Total capital expenditure			£14,850
Total revenue expenditure			£20,940
<b>TOTAL PROJECT COST</b>			<b>£35,790</b>
<b>Is VAT included in these costs?</b>			<b>Yes / No</b>
<b>Project expenditure before March 2023</b>			<b>£ 18,340</b>

**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?**

Based on price comparisons from suppliers and information from partners and professionals.

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## **SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed or pending match funding:</b> <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
<b>Name of funder</b>	<b>Applied YES / NO</b> <i>(include date)</i>	<b>Granted YES / NO</b> <i>(include date)</i>	<b>Amount £</b>
Development Trusts Association for Scotland	YES	NO – December 2022 expected response date	2,980
<b>Total match funding</b>			<b>£2,980</b>
<b>CRF requested</b>			<b>£35,790</b>
<b>Total project cost</b>			<b>£</b>
<b>6.2 Will the project involve “in kind” support?</b> <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>			
<b>YES / NO</b>			
<b>Please detail:</b>			
Volunteer time in shop			
<b>6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?</b>			
This project is not possible to deliver without funding support.			

## **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.*

<b>7.1 Will the project generate revenue?</b> <i>Please provide a copy of the budget forecast with the application.</i>
<b>YES / NO</b>
Budget forecast attached.
<b>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?</b>
Revenue will help ensure financial sustainability of the project. All revenue will be reinvested into the project.

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

The project will support local businesses and organisations in many ways, as opposed to disadvantaging:

- The VIP will provide information about and promote, local tourism-related businesses, including accommodation providers, catering businesses, leisure businesses in the area.
- The social enterprise shop which provides an earning opportunity for over 40 local people, will also benefit from an increased footfall to the shop as a result of visitors going to the VIP.
- The rental space will provide a business opportunity for a local company/ companies who are looking for greater exposure or premises to rent equipment from.
- There are currently no Visitor Information Points in the centre of Brora.

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

**YES** / **NO**

**Please state your reasons:**

Not enough reserves to make loan repayments.

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

For example:	Details
Business Gateway	-
HIE	-
Other	Letter of support from Destination Management Organisation, Venture North

**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 £
DTAS Pockets and Prospects Fund	2022	20,000
The Highland Council Food Plus scheme	2022	5,690
Anne Duchess of Westminster Foundation	2022	10,000

**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.**

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print:</b> Antony Gill	<b>Date</b> 25/11/2022

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

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF1119	
<b>1.2 Organisation</b>	Helmsdale & District Community Association	
<b>1.3 Project title</b>	Helmsdale 'Play SPACE'	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£ 152,681.11
	<b>Match funding</b>	£ 82,681.11
	<b>Grant requested</b>	£ 70,000
<b>1.5 Start date</b>	Spring 2023	
<b>1.6 End date*</b>	Summer 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

<b>1.7 Which of the following themes will the project meet? Please choose ONE theme.</b>	
<b>People</b>	
<b>Place</b>	Improvement of recreational area.
<b>Economy</b>	
<b>Environment</b>	

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
<b>YES</b>

## SECTION 2: CONTACT DETAILS

2.1 Main contact name	Shelly Taylor
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Volunteer/Project Lead
2.3 Address	Helmsdale Community Centre, Dunrobin Street, Helmsdale
Postcode	KW8 6JA
2.4 Email address	helmsdaleplayspace@gmail.com
2.5 Website address	<a href="https://www.facebook.com/Helmsdale-play-SPACE-103162922304463">https://www.facebook.com/Helmsdale-play-SPACE-103162922304463</a>

## SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC238063
Constituted group		
Public body		
Charity	x	SC019808
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:** Though we are a community led group the purchase of the play equipment will be done through Highland Council who are Vat registered.



3.6 Project delivery team	
Name	Job title/area of work
Shelly Taylor	Project Lead
Audrey Parsons	Third sector support & volunteer fundraiser
Mary-Anne Ross	Volunteer fundraiser
Rachel Skene	Volunteer fundraiser
Gillian Stephenson	HDCA Secretary

## SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Rockview Place, Helmsdale KW8 6LF
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 Highland Council will ultimately retain ownership of the land and be responsible for upkeep. Access agreement in process- drafted by William Crombie (Estates Surveyor)

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p><b>Place –</b> We all share the same immense pride in our small community. The time has now come that we need to all pull together to help bring our little village back up to standard - for the next generation and to keep the community alive and well.</p> <p>After wear and tear and years gone by, the equipment in our play park has deteriorated, mostly to an unusable state. The playpark is in desperate need of saving in order to make accessible for all ages and abilities to use. Most of the current equipment has been condemned from use.</p> <p>The success of the project will be evident with:</p> <ul style="list-style-type: none"> <li>• An increase in the number of young people and families who visit the play area.</li> <li>• Increase in the number of people who say they are satisfied with living in Helmsdale/opportunities for young people.</li> <li>• Increased opportunities for parents / carers to meet in an outdoor environment to offer peer-to-peer support.</li> <li>• Increased interest in STEM related subjects- developing the young workforce opportunities.</li> </ul>

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

Renovation of the play area is even more vital now given the huge negative effect COVID-19 has had on our youngsters. There is clear evidence that children have been adversely affected by infection control measures, including measures to restrict their outdoor play opportunities. People are still very much in the Covid 'recovery phase'.

Young people have missed out on many of the social benefits we usually take for granted. Mental and physical wellbeing thrive when children are involved in outdoor play. This is well documented in the Play Scotland literature review 'The power of play'. The time has come to build back a sense of community and give our youngsters and their families a suitable provision.

*"Children flourish when playing outdoors in all weathers. Feeling sun, wind, rain, snow and ice is important as it connects us as human beings to the planet we live on."* 'Out to Play' – Care Inspectorate.

At present Families and groups of friends with young children regularly drive to visit a play area fit for purpose in locations such as the recently refurbished Brora Park (11 miles), Latheron (18 miles) and Castletown (44 miles). This is not helping the environment with the unnecessary carbon emissions, when there is scope to have a fantastic play facility/family meeting area right here on our doorstep. Given the current economic climate travelling is not affordable for many and public transport options are few and far between.

The Rockview place play park is a huge focal point in our village, when you drive on the A9 to/from Caithness it is visible to all. By enhancing the look and quality of our village, we will encourage tourists to stop, spend time in our village and financially contribute to the area. It will make the village more appealing and may even encourage more families to move to the area and tackle the problem of an ageing population.

Basing the theme on an influential person such as David Mackay we are enthusing the next generation and demonstrating that location need not inhibit aspirations or limit future success. By giving our children the opportunity of these attributes, we are investing in the future of our area-empowering communities.

We wish to break the trend of our youngsters being 'disadvantaged' and isolated and firmly believe that this project will benefit the whole village and surrounding area.

**(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.*

Helmsdale has been identified via The Scottish Index of Multiple Deprivation (SIMD) and Socio-Economic Performance (SEP) Index, as one of five areas in Sutherland categorised as "most deprived". Helmsdale 'scored' the lowest of all Sutherland settlements on the SEP Index and per the SIMD index. The [Helmsdale community plan](#) document adds further weight and context to this complex issue.

The Helmsdale play SPACE project is extremely well supported both within the local community and out with (people with connections or those who have moved from the area and return to visit on occasion).

Many local businesses and groups have donated and run their own raffles and fundraisers to support us in our efforts. Our public Facebook page has a good following and local people are given regular updates as to progress.

Fundraising events are very well attended by people of all ages, and many have remarked on the drive and commitment behind our small group.

Letters of support for the project have been received from a wide range of sources- Ex Local councillor, High Life Highland, Community Council, local youth group leaders and most importantly the youngsters of the village themselves who are the heart of the community.

Ultimately people are supportive of the project as it is increasing the attractiveness of Helmsdale as a place to live, work and invest.

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

Activity name	Achieve by (date)
Consultation with local school children.	Completed (ongoing from 2018)
Community consultation.	Completed Summer 2021
Open meetings.	Ongoing.
Fundraising.	Ongoing
Removal of old equipment.	May 2023
Groundworks.	June 2023
Installation.	July 2023
Full completion.	Aug 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 Helmsdale play SPACE project links to improving the environment by reducing the need to travel to family friendly play areas unnecessarily. We also hope to plant trees at the rear of the play area- providing a green space. Our project will enhance the look of our village and have a positive impact on the environment and the people living here.

This project links with the following UN sustainable development goals- Goal 13 'Climate Action' by reducing the need to travel.

Goal 14 'Life below water' by using a sustainable company who "care about children's play and their future on the planet"- using ocean waste and recycled materials.

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

This project will benefit people of all ages, those local to the area who have to travel at least 11 miles for a fully functional play park and the many tourists we have each year.

The Helmsdale play Space fully promotes inclusion for all and the play equipment we have requested is suitable for all ages and abilities.

We value concepts that are universal in design and purpose - there are no 'exclusive zones', access is for all. Some of the equipment included in the design has self-selecting heights - it is important that the children are able to assess their own risks - they are after all the masters of their own play.

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

Funding from CRF would allow the project to go ahead, as together with the match funding already received, the total covers the project costs. Once the fundraising is complete, work can begin, with the aim of being completed by Summer 2023. There will be no ongoing costs as following the installation maintenance and upkeep will be covered by The Highland Council.

The project will have lasting benefits to the community of Helmsdale as the Play SPACE aims to be intergenerational and fully inclusive. As Kompan equipment is durable and hardwearing, with a 25 year warranty, the community and those who visit the village will be benefit for years to come.

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

The [Helmsdale community plan](#) document outlined that there is little for young people to do in Helmsdale and they are at a disadvantage in comparison to other neighbouring villages. There was a common theme that young people would like to see more community space and facilities where they can meet and socialise. Throughout the community plan the research highlighted, all age groups noted that there is a need for retaining young people and they expressed worries over a potential socioeconomic backlash if steps were not taken to address this.

The project also links with

<https://www.highlandcpp.org.uk/uploads/9/5/2/0/95206114/highland-sutherland-demographyanddeprivationprofile-2022.pdf> as it covers deprivation and inequalities

&

[https://www.highlandcpp.org.uk/uploads/9/5/2/0/95206114/sutherlandchildsplan\\_oct2019\\_working.pdf](https://www.highlandcpp.org.uk/uploads/9/5/2/0/95206114/sutherlandchildsplan_oct2019_working.pdf) as one of the improvement priorities is that "Children and young people have access to safe play and recreational facilities".

**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.*

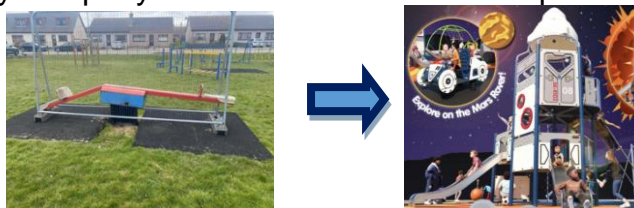
<b>5.1 Main project expenditure</b> – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Kompan Wheelchair Carousel & Installation		Capital	£7,422
Kompan Jumper Square & Installation		Capital	£3,999
Kompan Mars Rover Springer & Installation		Capital	£4,230
Kompan BLOQX 2 & Installation		Capital	£7,748
Kompan Wehopper Mini & Installation		Capital	£3,715
Kompan Cocowave Pendulum Swing & Installation		Capital	£11,613
Kompan Rocket Theme Megadeck & Installation		Capital	£26,801
Kompan Inclusive Play Story Ball & Installation		Capital	£5,798
Kompan Swing Frame & Installation		Capital	£3,930
Kompan Cableway for Level Site & Installation		Capital	£8,252
Kompan Cableway Start Station & Installation		Capital	£2,943
Kompan Pine Bench & Installation		Capital	£649
Kompan Pine Picnic Table & Installation		Capital	£1,072
Kompan Dustbin & Installation		Capital	£383
Kompan Grass Mats & Installation		Capital	£3,612
Grass stabilisation mesh		Capital	£442.50
Wetpour Safer Surfacing, supply and lay		Capital	£37,632
Excavate area to 200mm depth		Capital	£3,412.50

Supply and lay MOT type 1		Capital	£5,023.20
Cost to remove soil off site		Capital	£3,750
Heras site security fencing		Capital	£1,365
Portaloo Hire		Capital	£1,365
Regional Working Surcharge		Capital	£5,880
Equipment Delivery Charge		Capital	£5066.91
Total capital expenditure			£156,104.11 Minus project discount (£3,423) = £152,681.11
Total revenue expenditure			£0
<b>TOTAL PROJECT COST</b>			<b>£ 152,681.11</b>
<b>Is VAT included in these costs?</b>			<b>No</b>
<b>Project expenditure before March 2023</b>			<b>£ 0</b>

**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 project expenditure detailed in 5.1 is from a sales quote from Kompan Play. We have endeavoured to arrange site visits and have had communication with several play equipment companies throughout the last year (as is evidenced in the supporting document with email trail information).

'Kompan' play are the only company to be able to offer us a bespoke space themed design.



Kompan are a well-known, reliable company who have high quality, durable materials and they are also a 'green' company; using ocean waste, consumer recycled plastic and textile waste <https://www.kompan.co.uk/sustainability>.

To date we have liased with Highland Council on the possibility of the purchase and installation of equipment to be procured through THC. We are awaiting confirmation from Phil Tomalin (THC Ward Manager)/John Mackay (Amenity Services) and are confident that this is the route we will now take.

## 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 £
Galactic Unite	Nov'21	Dec'21	1,878.31
Highland Council Ward Discretionary	Jan'22	March'22	23,500
Caithness & North Sutherland Fund	March '22	May'22	5,000
Anne Duchess of Westminster Fund	April'22	May'22	10,000
McCorquodale Charitable Trust	April'22	May'22	5,000
Lord Leverhulme Charitable Trust	April'22	June'22	5,000
Edinburgh Sutherland Association	Jun'22	Jul'22	500
SSE Gordonbush Community Fund	Jul'22	Sept'22	20,000
Group fundraising/donations	ongoing	ongoing	11,802.80
<b>Total match funding</b>			<b>£ 82,681.11</b>
<b>CRF requested</b>			<b>£ 70,000</b>
<b>Total project cost</b>			<b>£152,681.11</b>

### 6.2 Will the project involve “in kind” support?

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

**YES**

**Please detail:**

Volunteer time and fundraising.

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

Public funding is necessary to this project.

HDCA do not generate enough income through their charitable purposes to be able to deliver this project; without financial support from external funders the project would not go ahead.

## **SECTION 7 – REVENUE GENERATION PROJECTS**

To be completed by **revenue generation** projects ONLY. If the project does not generate revenue, please go to SECTION 8. Please submit a business plan with the application.

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

**NO**

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

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

There is no other business within the locality that provides a similar service.

Local businesses will benefit as a result of the project- making Helmsdale a more attractive place to visit and spend time with families.

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

**NO**

**Please state your reasons:**

As a charity this is not a viable option.

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

<b>For example:</b>	<b>Details</b>
<b>Voluntary Groups Sutherland</b>	Third Sector support – setting up the sub-group, funding search, application assistance
<b>The Highland Council</b>	Advice on land use and procurement.
<b>Other</b>	Many local businesses who have supported fundraising.

### **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:**


<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Highland Council Covid support	April 2020	25,000
Highland Council Covid support	March 2021	10,000



## 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.*

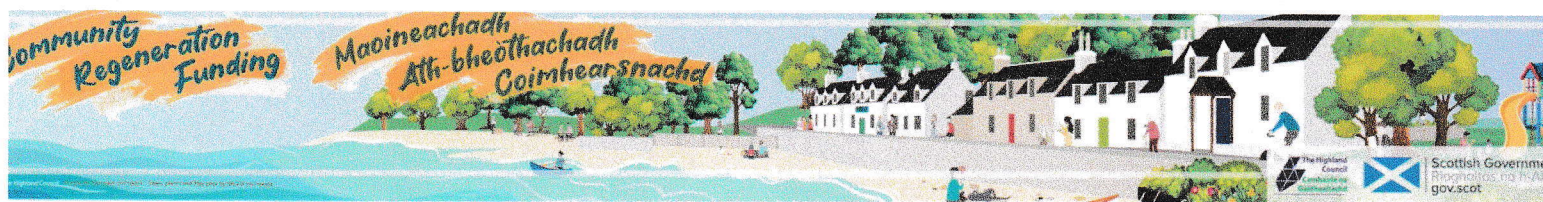
*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b> 	<b>Print:</b> <b>Shelly Taylor</b> (Play SPACE lead) <b>Garry Macmillan</b> (HDCA Chairperson)	<b>Date</b> <b>13/12/22</b>

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	YES
<b>2</b>	<b>Committee Members or Directors List</b>	N/A
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	YES
<b>5</b>	<b>Confirmation of match funding letters</b>	YES
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	YES
<b>7</b>	<b>Annual financial accounts – latest available</b>	YES
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	YES
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	N/A
<b>10</b>	<b>Relevant insurance policies</b>	N/A
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	N/A
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	YES
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b> 2-HDCA directors list online, 3-planning permission not required (refurbishment of existing park) 9/10/11/13- not relevant to this project.		
<b>Declaration what the remaining bank balances are for:</b>  Some funds are ringfenced for the play SPACE project. The main funds are for ongoing running/maintenance costs for the Helmsdale community centre.		

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

[communityregenerationfund@highland.gov.uk](mailto: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

<b>1.1 Project reference number</b>	CRF1181	
<b>1.2 Organisation</b>	Assynt Foundation	
<b>1.3 Project title</b>	Upgrading and resurfacing of single-track road to improve public access	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£77,374
	<b>Match funding</b>	£39,988.58
	<b>Grant requested</b>	£37,345.42
<b>1.5 Start date</b>	February 1 <sup>st</sup> , 2023 (weather permitting)	
<b>1.6 End date*</b>	April 30th, 2023	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

<b>1.7 Which of the following themes will the project meet? Please choose ONE theme.</b>	
<b>People</b>	
<b>Place</b>	
<b>Economy</b>	This one is chosen
<b>Environment</b>	

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
YES

## SECTION 2: CONTACT DETAILS

2.1 Main contact name	Mr Simon Jeffreys
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Trustee, Treasurer & Company Secretary
2.3 Address	Assynt Foundation Glencanisp, Lochinver, Lairg, Sutherland
Postcode	IV27 4LW
2.4 Email address	cosec.assynt@gmail.com
2.5 Website address	www.assyntfoundation.scot

## SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC272665
Constituted group		
Public body		
Charity	X	SC036540
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:	
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3.6 Project delivery team	
Name	Job title/area of work
Lewis MacAskill	Chair of Assynt Foundation – project manager for the construction work
Simon Jeffreys	Treasurer of Assynt Foundation – financial control for the project

## SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
On the second 1.8 km part of the access road from Lochinver to Glencanisp at IV27 4LW
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 land on which this second part of the road sits. It is comprised within Land Register of Scotland title no. STH825, where Assynt Foundation is registered as proprietor.

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>The project is to upgrade a 1.8 km stretch of the single-track road from Lochinver to Glencanisp, which is the HQ of Assynt Foundation, a community buy-out company and registered charity which owns the Glencanisp and Drumrunie estates amounting to about 18,000 hectares and including the mountains Suilven, Canisp, Cul Mor and Cul Beg (bought out in 2005). This road is the only road access to the Foundation's land.</p> <p>This will have many benefits, both for tourism as well as the local economy and community, as detailed in the Foundation's application to the Highland Coastal Community Fund in January 2021 (project no.65). That full description of the project was approved by the Highland Council's Sutherland Area Committee on 1/4/2021. The project will:- enable the creation of 20 jobs at the Glencanisp end of the road and at least 50 jobs overall; it will attract 6000 higher spending tourists to the area each year; it will enhance facilities available to the community and the visiting public; and it will enable equal access to those community facilities at Glencanisp for people who need vehicular access using ordinary cars, rather than expensive 4x4/SUV vehicles.</p> <p>The main purpose is to transform the relationship between Glencanisp and the wider Assynt area, so that the resources at and accessed from Glencanisp can be accessed, enjoyed and benefit more than has previously been possible due to the poor state of the road, which has deterred access. This has been a serious handicap for Assynt Foundation in expanding the use of its facilities at Glencanisp and enabling deeper access into its 18,000 hectares of land in the heart of Assynt.</p>

The facilities at Glencanisp itself are:- a Coigach Assyst Living Landscape Partnership funded nature trail; a CALLP funded and John Muir Trust operated modern community deer larder; the Walled Garden for community allotments and growing; the Studio and Pole Barn for events and activities; access footpaths to in particular the tourist attraction of viewing/climbing Suilven and the interior of the estates and the associated health benefits of the outdoor natural environment; the independently owned and operated ceramics business/showroom; plus not least the hospitality business in Glencanisp Lodge, which (while presently paused since late 2019) will be operated under a long term let by Original Collection hotel group, who already operate a number of hotels in the Highlands (e.g. Shieldaig Lodge and Forss House, see their new website [www.original.co.uk](http://www.original.co.uk)). The commencement of this let has been delayed until 2023 by the covid pandemic, much to the detriment of the Foundation's income and the local economy through the delay to the 20 new jobs promised to be created and the additional income and indirect jobs generated locally through its local sourcing and increased tourism.

It will also benefit the new Landscape Conservation Management Collaboration which has been agreed in principle between the Foundation and the Woodland Trust, since the HCCF application was made, which will enable a large-scale landscape conservation project over the Foundation's 18,000 hectares and itself create economic benefits for the local community through employment for the associated projects to be undertaken e.g., native woodland planting. Improved vehicular access will be vital in order to ensure success of these projects.

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

The main beneficiaries to directly benefit from this project will be anyone wishing to visit Assynt Foundation land and facilities located in/at Glencanisp and beyond. This will include local people engaged in activities happening at Glencanisp as well people working either in their own premises or within Glencanisp Lodge. In addition, there will be staff as well the Foundation Trustees and Members of the Foundation, and people attending activities in the Art Studio or Pole Barn, or as allotment holders in the Walled Garden.

The largest number of beneficiaries are likely to be visitors to Assynt coming to Glencanisp to access the estates, visit the world-renowned Fergus Stewart ceramics business or eat/drink/stay at the revitalised Glencanisp Lodge. Many will be walkers either doing the local and immediately accessible paths such as the Glencanisp nature trail or the Inver Loop, or the more challenging Suilven or Canisp paths or even the path from Glencanisp to Elphin/Ledmore, and the land surrounding Loch Druim Suardalain.

All of these can be regarded as short-term beneficiaries and are important gains. More significantly for the wider community will be the generating and sustaining of wider economic activity having the multiplier effect of stimulating other enterprises and income-generating activity.

It is clear from the Foundation's prior experience of seeking to achieve a surplus from its in-house management of the Lodge (for whole week lets and more recently bed and breakfast) that its location with spectacular views of Suilven draws people to it, yet many have previously been deterred by the issues of safely accessing it. The pending changed management of the Lodge via a long-term lease creates an opportunity for the Lodge to become one of the premier tourists attractions on the NC500, thereby also benefitting other tourism providers and services in Assynt.

This project has a wider relevance for the community of Assynt that own the land accessed by this road, for symbolically it previously went to a private estate that was unwelcoming to local people. To this day some locals have not yet gone up the road to visit the Lodge or land owned by the community. Upgrading the road will be a cause for a community wide celebration to mark the significance of this change, to bringing Glencanisp 'closer' to the village of Lochinver and wider community of Assynt.

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

The proposed project to transform road access from Lochinver to Glencanisp will have many benefits as will be detailed in this application, both for tourism as well as the local economy. It will also bring the synergy of the fishing industry and the food it provides, together with a tourist provider, planning on expanding restaurant capacity and promoting local ingredients.

The current road from Lochinver to Glencanisp Lodge has been a major obstacle to attracting tourists and local people to drive up the scenic road connecting the two. Detail is provided below of the views of users of this road, and the reasons it deters many from driving along it. This has been a serious handicap for the Foundation and has real economic consequences for attempts to develop a range of facilities and activities for local people and visitors to Glencanisp.

In 2013/14 the Foundation took advantage of significant quantity of previously felled and windblown timber to utilise much of this to build an unusual and impressive pole barn and also a bespoke arts studio. An upgraded road will open opportunities for both to be used more extensively than at present thereby making these resources available more widely.

Similarly, there is the CALLP funded nature trail to be explored and now the restored walled garden to be visited, or for purchase of produce or volunteering opportunities.

The road is critical to the success of Glencanisp Lodge functioning as a hospitality venue that generates at least 20 jobs in the Lodge itself and provides an additional attraction for the local community. For many years the Foundation has tried to run the Lodge as a hospitality venue in-house. Unfortunately, this was never a financial success, with the road in such a poor state it precluded higher spending tourists from being attracted to the lodge. This also had the consequence of not being attractive for managers or Operating companies to run the lodge and invest in it to be successful.

Following a public process to select a new long-term Operator for the Lodge we now have selected Original Collection group owned by Nick Dent as the long-term tenant. They are the largest Operator of 4 star plus high-end Boutique Lodges and Hotels in the Highlands and Islands (see their new website [www.original.co.uk](http://www.original.co.uk)). They committed to create at least 20 jobs at the Lodge (similar to the amount created at Shieldaig Lodge or Forss House).

They anticipate that in excess of 6,000 people per year will stay at the Glencanisp Lodge and that, through an operating expenditure in excess of £500,000 per year combined with the local spend from the additional 6,000 tourists they expect to attract would result in supporting at least 50 additional jobs being created locally.

The Lodge will also be open all year round thereby creating careers in hospitality that should both attract and retain people to Lochinver. Furthermore, the tenant of the Lodge is committed to support the community in various fundraising and social elements, meaning that it should have a genuine positive impact on the social fabric of Lochinver. However, the investment in the Lodge, the creation of the 20 direct jobs and the subsequent attraction of 6,000 higher spending tourists to the Lodge is contingent upon the road being fixed and maintained as without it, operating the Lodge is not viable as it will not attract the tourists required.

The state of the single-track road between Lochinver and Glencanisp Lodge has long been a matter of considerable concern to people using this road.

Stated simply, this project has a narrow focus on the material improvement of 1.8km stretch of road, but with far reaching implications for the many people in the community who use this road, as well as visitors and tourists to the area. The aim is upgrade this section of the road with more passing places and an improved surface, to a safe and acceptable standard to enable all who use it to have a safe and pleasant journey. It will remain a single-track road as this not only reduces costs and ensures value for money, but importantly this is preferred by local people as limiting vehicle speed and being less intrusive in the landscape.

The road is for more than vehicles, for it is part of a popular circular path (the Inver Loop) and has many walkers using it regularly as well as cyclists. For many years the locally produced "Assynt News" newspaper has contained adverse comments and letters expressing concerns over the condition of this road, and this has a negative effect on the regard held by the community for the Foundation, and its consequent engagement with it.

We know there is local support for this project more directly from the views expressed in a recent survey, and from both unsolicited letters and emails from individuals and community organisations.

### **Community support for this project**

As noted above there has been on-going concern for the condition of Glencanisp Road for many years and it has arisen in questions and comments made for example at Foundation AGM's or other meetings, as well as comments in the Assynt News. It is also clear from the reaction of visitors staying at the Lodge that many have had negative experiences of the journey from Lochinver (reported on TripAdvisor), as well as much local knowledge that many people have not attend events and activities at Glencanisp, because of not wishing to drive up the road.

In 2020, AF gained the assistance of the Assynt Development Trust to undertake a 'survey monkey' on-line questionnaire. This was for members of the community and visitors to express their views on the state of the road from Lochinver to Glencanisp.

The main findings of the report made clear that the overwhelming response was concern over the current condition, a reluctance to make anything but essential journeys along the road, and many references to the hazardous condition and lack of passing places. There was overall widespread support for major improvements.

To give a few of the headline findings:

94% of those responding (total 46) lived in Assynt, and 92% were in favour of the proposed upgrade of Glencanisp Road. There were many comments such as:-

'I'm always worried driving up the road for the car', 'the road is terrible as is. Desperately needs improving', 'urgently needed to improve visitor access to the lodge and also allow locals and visitors access to Suilven', 'there are hardly any wider places where vehicles can pass safely or cyclists and pedestrians can seek safety'.

A few raised concerns at the use of public money to upgrade the road, but none suggested it was acceptable in its present condition. Indeed, when asked about current condition, there were comments such as;

'Dire, the road is incredibly pot holed and is subsiding on one side in one area leaving a huge central camber which threatens to hit the underside of the car. I know a couple of cars have had their sump damaged in the last couple of years leaving oil on the track. At present it is necessary to crawl along the road to avoid expensive damage to my car',

With 45 briefer comments such; 'terrible', 'very poor', 'appalling', 'shockingly bad', 'horrendous', 'not fit for purpose', 'terminal' and so on.

One was less critical stating; 'It's absolutely fine if you drive slowly. There are a few rather deep potholes which could maybe be filled but widening? No'. Another qualified, 'Poor' with 'suitable for 4x4 vehicles', and another was 'Happy in a 4x4'.

With regard to safety there were comments such as; 'Not happy, I would not drive in the dark. Too dangerous...difficult to avoid the potholes. Impossible to reverse any distance round bends in the dark' others made reference to 'lack of passing places' and one graphically wrote of; 'Not safe. Especially as road edges a very close to deep ditches or sheer drop in some places. Passing places are unmarked and rare and so difficult to pass other vehicles. Visitors to the area are less likely to be confident in reversing around blind corners'

It is clear that while only a few people currently use the road everyday (such as staff working for the Foundation) that there are many regulars using it for dog walking or others 2-3 times a month. It was much used for foot exercise by local people during Covid restrictions

This survey captured a few visitors as it was taken out of season and does not reflect the views of the large numbers of tourists in summer months.

The financial cost of repairing damage to a vehicle was experienced by almost a third of respondents. When asked:-

'Have you experienced increase vehicle repair costs as a result of regular or occasional use of Glencanisp Road?'

Result: 27% yes and 73% No

Have you experienced difficulties due to lack of passing places on the road?

Result: 83.3 (40) yes 14.5% (7) No

Have your experienced difficulties or been unwilling/unable to use the road due to lack of sufficient gritting in the winter?

Result: Yes 69.4 (34) No 28.6 % (14)

Would you be likely to visit Glencanisp more often if the road was in better condition?

Result: Yes 79.6% (39) No 12.2% (6) Unsure 4.1 (2)

Are there specific things you would do at Glencanisp but have done less or not at all due to the condition of the road?

Result : Yes 57.4% ( 28) No 18.4% (9) Maybe 20.2 %

### **Other Comments from Community Organisations**

The following have recently been contacted to ask for their support for this application:

Assynt Community Council (Phil Jones) (attached)

Assynt Development Trust (Willie Jack) (attached)

We have also had attached letters of support from:



Fergus Stewart, an established and world-renowned ceramicist with studio, kiln and showroom at Glencanisp (attached)  
 Chris Goodman an established green wood carver also with workshop at Glencanisp (attached), who has since relocated away from Glencanisp.  
 Assynt Mountain Rescue Team (attached)

Also, individual letters from:  
 Keith Mackenzie (attached)  
 Pamela Gray (attached)  
 Wilma Mackay (attached)

Collated letters from attendees at a Gaelic week-end event in Lodge in 20// (attached)  
 Bidfood – suppliers of catering requirements previously delivering to the Lodge (attached)

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

Activity name	Achieve by (date)
<b>Preliminaries</b> including safely moving the Openreach telephone line	Week 1
<p><b>Main works :-</b></p> <p>Structural strengthening – locally sourced large rock and crushed materials will be used to build up solid foundations and strengthen the road edges where necessary; Providing additional roadside drainage and culverts as needed;</p> <p>Enlarge existing passing places and create 5/6 additional ones</p> <p>Widen and re-align two currently blind corners and clear roadside vegetation to increase visibility and safety for vehicles, cyclists and pedestrians</p> <p>To cap the road with Type 1 crushed stone/quarry dust and roll to a hard, smooth running surface with a camber that will allow water to run off the road surface and thus help to reduce ongoing maintenance</p>	Weeks 2 to 12
<b>Final phase:-</b> Install new signage to mark passing places and speed limits; Reinstate any damage to the immediate vicinity of the works	Week 13

**(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.

A project to upgrade a 1.8 km stretch of road will have a range of environmental impacts, some arising from the process and others from the consequences. There is a growing body of scientific knowledge on ‘road ecology’ and we have given attention to those matters of relevance to this project. It should be borne in mind this is a private road with no through traffic, though as described above the reason for seeking funding is precisely to address the issues of current and potential traffic on this road, and benefits this will bring the local community. Leaving the road in its current

condition will continue to limit both the potential economic and wider social benefits than otherwise would be the case.

To improve the road is to increase the likelihood of drivers speeding in a manner dangerous to other road users. This matter has been the cause of much debate and arguably the current poor condition effectively curbs excess speed, but it also curbs other developments and potential benefits. Our view is we need the improvements, but these must also come with required safeguards.

The environmental impacts that could arise from the process of undertaking this work are varied and our aim will be to mitigate these wherever possible. There are those relating to groundworks and construction methods, to choice of materials, as well as the overall design.

Groundworks. This will involve some excavation and breaking up of the existing road and surrounding ground to stabilise and strengthen as well as create additional passing places. Materials released by this process will be re-cycled elsewhere in the construction process and/or used/set aside for future (such as expanding car parking at the Lodge). Attention will be given to any evident disturbance to wildlife and flora and fauna and advice will be provided by local Highland Council ranger on this matter. If necessary, crossing routes will be created for local wildlife living in vicinity of the road, though the intermittent nature of traffic on the road may not make this necessary. Issues of pollution (noise and emissions) from construction work will be short term and not within the vicinity of people or dwellings.

Materials. As far as possible these will either be recycled as noted above or provided from local quarry sources to reduce emissions use of fossil fuels. After some debate over merits or otherwise of laying a final tarred surface, the decision has been taken to opt for a gravel surface at for this time, as making the surface more useable than otherwise, with the hope of a tarred running surface in the future. This has equalities implications as detailed below, but also will be more acceptable for guests and others visiting Glencanisp with vehicles unsuited to rough surfaces.

Overall design. Road ecology suggests that careful attention to design can have a significant impact on the environmental impact of a road. Given the proposal is to upgrade an existing road rather than construct a new one this limits some potential design benefits, but these can be pursued through careful attention to; location of passing places (and contribution to reducing speed); creation of 'obstacles' to slow traffic down, overall signage and emphasis on this being a shared road with other users, such as pedestrians, walkers (with dogs and children) cyclists and horse riders.

This will require clear and frequent signage to emphasise multiple users. Research points to the ways driver behaviour is influenced by such indicators of need for care as well as formal signs. The fact that there is a 'walkers car park' for those tackling Suilven and other routes, halfway along this road (requiring walking 800 metres along the road to start of route), means attention needs to be given to such matters.

We believe priority should be given to making improvements to reduce the hazards arising from the limited passing places, as this is a major reason for local people to avoid using this road and also poses difficulties for visitors unfamiliar with single track roads and consequent need to reverse in face of oncoming traffic. It is proposed to enlarge five current passing places and make a seven new ones. Having clear visibility of the sides of the road is also important to improve safety, and also judgement as to next passing place and sight of oncoming traffic.

As noted below, issues over the long-term maintenance and use of the road, will be addressed through a mechanism to bring regular users together, to agree matters.

**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 issue of nature of finished surface of the road (tarmac or compacted gravel) has an impact on equalities issues raised by this project. This is with reference to anyone with mobility issues either requiring a smooth surface to propel their own means of transport (wheelchair, buggy, motorised mobility aid), or using specialist transport to access facilities such as those in Glencanisp. Clearly for people with such issues, the smoother the surface the better. Within this project we can only address the initial strengthening of the road, but the overall aim (in stage 2) will be providing such a smooth surface.

Over the years we have gathered much evidence that having a challenging road has discouraged visits from people with mobility issues, and also by groups wishing to use such facilities as the Studio. For example, a group local young people with learning difficulties visited once soon after this building opened in 2014. They have not returned, given concerns over the condition of the road. This building is accessible yet under used. Similarly, attempts to encourage visits from the Assynt Care Centre of older people have met with similar reasons for rejection.

As well as the Studio, the Walled Garden has recently been restored with a grant from the Climate Challenge Fund and is extending the opportunity to people otherwise without access to a garden, to have a plot for their own use. But ease of access requires improvements to the road. The current road with potholes and broken surfaces means this impacts on equality of access in other general ways;- by favouring people with four-by-four vehicles with higher ground clearance, over those with smaller cars. This sustains wider economic inequalities and in many instances deters, if not denies, access to members of the local community to land belongs to the community.

Equality issues extend well beyond those of mobility to many other forms of disadvantage, deprivation and access. As a coastal community Assynt reflects many of the structural inequalities experienced by other communities, not only in the north of west of Scotland, but around the coast of Britain.

There is evidence that coastal communities like Lochinver and coastal Assynt have higher levels of social deprivation from seasonal and part-time work and lower overall incomes, as well as poorer standards of housing and access to health and other services. Limited public transport and below standard broadband also impacts on inequality of opportunities.

As a small community, some of the deprivation may not be as visible as in other larger seaports and resorts. But evidence from the Assynt Resilience Group (formed as a response to the Covid-19 pandemic), has revealed the extent of poverty and deprivation in Assynt (as evidenced from food bank use). The seasonal nature of employment and need for several part time jobs, having the consequence of adverse health impacts, as well as uncertainty and below average incomes.

Clearly some of the current issues over the future of fishing arising from Brexit may be resolved, but the local economy needs greater diversity of employment, and more all year-round employment, especially from tourism providers. The advent of the North Coast 500 is increasing visitor numbers out of the traditional holiday months. With developments such as those underway in the Lodge at Glencanisp, there is increased opportunity for growth in all year-round employment. This project to upgrade the road will contribute to this becoming a reality, with readier and more reliable all year-round access for guests, staff and suppliers.

Increasing the numbers of full-time work opportunities is vital to both sustain areas with the demographic deficit arising from young people leaving to find work, and also provides the material basis for young families to survive and prosper. Like other small coastal communities, the viability of sustaining education provision in Lochinver for Assynt children is threatened by declining birth rates (data from schools).

The new hotelier tenant of Lodge has committed to creating 20 full time jobs, with training and staff development to raise staff competencies. This will lessen the skills gap between a coastal community such as Lochinver and more urban areas, and hopefully encourage competitor businesses to do the same. There is a potential multiplier benefit for the wider community from improving the road and access to Glencanisp, especially for women and young people and enabling the latter to stay rather than leave.

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

As an infrastructure project it is expected that, once completed, it will only require ongoing maintenance and some provision for winter such as gritting and snow clearance. There will be an agreement between the Foundation and the new tenant of Glencanisp Lodge to share the costs of maintenance.

Outdoor maintenance staff employed by the Foundation and/or the Lodge will be expected within their job descriptions to undertake minor road care & maintenance tasks as part of wider grounds management.

The lasting benefits for the Foundation, the local community & the businesses based at Glencanisp and in Lochinver are detailed in response elsewhere in this application. In short they are much improved access to Glencanisp as the gateway to the iconic mountains, moor, lochs and paths of Glencanisp and Drumrunie Estates, and easier and safer access to the facilities at Glencanisp itself on a year-round basis for walkers, cyclists and car-drivers, safer and easier use of the Inver Loop path by walkers, job creation and increased tourism among bigger spending groups.

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

The main fit is with the plans being developed by Assynt Development Trust to build new housing on the Glebe land along the first part of the road from Lochinver to Glencanisp in association with the Communities Housing Trust. The Foundation handed over to ADT their option to buy the Glebe land from the Church of Scotland, and have collaborated with ADT in resolving some boundary uncertainties between Foundation and Glebe land to facilitate the development. Both ADT and the Foundation hope that it will be possible to enlarge the size of this development to add housing on adjacent Foundation land, which will be accessed via the improved road.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>NO</b>
---	-----------

**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.*

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Road construction	See quotation from Cowan Construction attached	capital	64,445
Non-recoverable VAT	ditto	capital	12,889
Total capital expenditure			£77,374
Total revenue expenditure			£
<b>TOTAL PROJECT COST</b>			<b>£77,374</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£51,000</b>

**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?**

See attached quotation from Cowan Plant Strathy Ltd dated 24.1.2021

## **SECTION 6 – MATCH FUNDING**

**6.1 Please give details of confirmed or pending match funding:**

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

<b>Name of funder</b>	<b>Applied YES / NO (include date)</b>	<b>Granted YES / NO (include date)</b>	<b>Amount £</b>
Highland Coastal Communities Fund – project no.65		Yes -11 May 2021	26,998.58
Simon Jeffreys		Yes – 11 May 2021	2,000
Nick Dent/ Original Collection		Yes – 11 May 2021	11,000
<b>Total match funding</b>			<b>£39,988.58</b>
<b>CRF requested</b>			<b>£37,345.42</b>
<b>Total project cost</b>			<b>£77,374</b>

**6.2 Will the project involve “in kind” support?**

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

**YES**

**Please detail:** The services of Lewis MacAskill and Simon Jeffreys as trustees of the Foundation will be provided on a voluntary, no charge basis by them, thus saving thousands of ££s in professional fees. Labour has already been contributed to the project via the Foundation’s paid staff member and a volunteer, who have already carried out significant undergrowth clearance alongside the road to improve visibility and prepare for the construction work. Foundation staff or volunteers will also install the signage and see to much of the minor re-instatement work.

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

Assynt Foundation is a community buy-out company and its assets -the estates- are subject to standard security in favour of the National Heritage Lottery Fund as a major contributor to the purchase price, and Highlands and Islands Enterprise also as a contributor to the purchase price but also as the funder of subsequent development projects at Glencanisp. This limits our ability to borrow, and anyway borrowing is discouraged for a charity, and moreover this project is not one which is itself income generating, so it will not enable the payment of loan and interest from a commercial lender like a bank. No toll for use will be charged, so access will be free, just like access to the land itself. Though the Foundation reserves the option to introduce parking charges.

The Foundation has sought, as best it can any opportunity to raise funds to pay for the road upgrade, but funding opportunities for this sort of project seem very rare and we do not have any staff or expertise to engage in fundraising activity. There are no local wind turbine developments to produce funds for community development in Assynt. We did apply to a private sector fund, the SSE Renewables Highland Sustainable Development Fund, earlier in 2022 for the same funding as this application, but we were rejected.

We are applying here because it is an opportunity for us. We have no other funding options in sight.

**SECTION 7 – REVENUE GENERATION PROJECTS**

*To be completed by **revenue generation** projects ONLY. If the project does not generate revenue, please go to SECTION 8. Please submit a business plan with the application.*

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

**NO**

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

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

Local businesses will benefit from the increased tourist numbers and spend. The local hotel market has been reduced for a few years, since the closure of The Albannach boutique hotel and upmarket

restaurant and its associated pub/diner operation at The Caberfeidh Inn. This leaves plenty of space for the Lodge operation by Original Collection. Shops will benefit .

Other local not for profit organisations will not be adversely affected at all by a road upgrade.

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

**YES**

**Please state your reasons:** See answer at 6.3. In any event, we had to borrow £45,000 as a Bounceback loan during the Covid pandemic to keep going by repaying an earlier loan at a much higher rate of interest which was bleeding us dry, and this loan is still in the course of repayment. Our present capacity to pay more in loan repayments is very probably unlikely to meet commercial lender loan eligibility criteria.

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

For example:	Details
Business Gateway	None
HIE	None
Other	None

**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 £
	FY18/19	45,543
	FY19/20	32,341
Includes £10,000 covid grant from Highland Council and £46,125 declared as the state aid value of our £45,000 bounceback loan from Royal Bank of Scotland	FY20/21	57,925.

**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

<b>Signature:</b> 	<b>Print:</b> S. B. JEFFREYS	<b>Date</b> 15/12/2022
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<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	yes
<b>2</b>	<b>Committee Members or Directors List</b>	yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	Not applicable
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	Not applicable
<b>5</b>	<b>Confirmation of match funding letters</b>	yes
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	Not applicable
<b>10</b>	<b>Relevant insurance policies</b>	yes
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	Not applicable
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	yes
<b>13</b>	<b>Partnership agreement</b>	Not applicable
<b>Reason for missing documentation:</b>		
<b>Declaration what the remaining bank balances are for:</b> The balances in the reserve and current accounts are for meeting the Foundation's day to day operating costs, payments on the Bounceback loan, and all other liabilities. The Foundation has no investments or reserves outside those two bank accounts.		

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

<b>1.1 Project reference number</b>	CRF1208	
<b>1.2 Organisation</b>	Dornoch Area Community Interest Company	
<b>1.3 Project title</b>	The Dornoch Hub Transport Project	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£37500
	<b>Match funding</b>	£21500
	<b>Grant requested</b>	£16000
<b>1.5 Start date</b>	As soon as funding is in place	
<b>1.6 End date*</b>	31/03/2024 (31/12/25) (CRF funding will be spend in full by the 31/03/24 and a report written on the project so far)	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> March 2024*

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

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
YES

## **SECTION 2: CONTACT DETAILS**

2. 1	<b>Main contact name</b>	Paula White
	<b>Contact number</b>	
	<b>Alternative contact number</b>	
2. 2	<b>Position</b>	Manager of the Dornoch Hub
2. 3	<b>Address</b>	Dornoch Hub Argyle Street Dornoch
	<b>Postcode</b>	IV25 3LA
2. 4	<b>Email address</b>	manager@dornochhub.co.uk
2. 5	<b>Website address</b>	www.dornochhub.org.uk

## **SECTION 3: ORGANISATION DETAILS**

3.1	<b>Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
	<b>Company limited by guarantee</b>	x	SC327565
	<b>Constituted group</b>		
	<b>Public body</b>		
	<b>Charity</b>		
	<b>SCIO</b>		
	<b>Other (please specify)</b>		

3.2	<b>Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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3.3	<b>Is the organisation VAT registered?</b>  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.	<b>YES</b>						
3.4	<b>If the organisation is VAT registered, please quote number.</b>	203431560						
3.5	<b>Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>	Whole	Partial	None	X		
Whole	Partial	None						
X								

**Details:**

I haven't included VAT in the costing of the grant, as this will be reclaimed from HMRC.

**3.6 Project delivery team**

Name	Job title/area of work
Paula White	Manager of the Dornoch Hub, line manager of project coordinator
To be appointed	Project coordinator
Volunteers	To drive car, to take bookings

**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.**

Dornoch IV25 area, home base Dornoch Hub, IV25 3LA

**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?**

DACIC owns the Dornoch Hub

**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.**

32% of Dornoch's population of 2,590 (Scottish Government 2019 People Data) are over 65 and this is a scattered rural community. During the COVID-19 emergency 150 people were on the register and received food twice a week. A food hut has now been established at the Hub as a 'zero waste' food larder. There has been extensive community consultation about the facilities within the Dornoch Hub and the provision of a community vehicle will allow everyone to access them.

The Hub addresses identified community issues relating to health and well-being, poverty, inclusion, accessibility and deprivation. Activities and events in the Hub include creative, life skills and health & well-being activities as well as providing a home for the youth club twice a week, a cooking/lunch club and dementia inclusive craft workshops. Providing transport will remove a barrier, enabling those without cars in this scattered rural community to access the new facility. Even families with a car often have no transport during the day as the car is used for a work commute.

Community transport will also enable residents to access resources and facilities in neighbouring areas that are not provided in Dornoch e.g., soft play in Ardgay, swimming pools in Tain & Golspie, sports centre in Tain, banks in Tain & Golspie, optician & hospital

in Golspie, train stations in Ardgay, Tain & Golspie, large supermarkets in Tain, hospital and other facilities in Inverness, hospital in Wick).

We run an information centre for the local community and get at least 7 enquiries a week for bus time tables, with a lot of people mentioning that the service is not sufficient for what they need.

Due to the time restriction on this fund, we would suggest that if successful we use mostly your grant for the first year and continue the pilot for another year using the match funding. It is not possible to lease a car for a shorter period than 2 years  
The project will be co-ordinated by a project coordinator overseen by the manager of the Dornoch Hub.

#### Sustainable/viable

By asking for donations for the service we hope to make it long term sustainable, as we will also have unrestricted income from assets that can help support the project after the two-year pilot. We hope after our pilot to partnership with the businesses in Dornoch who are in the process of forming a Business Improvement District, to provide transport for staff where public transport is unavailable which will help to make the community transport scheme long term sustainable.

#### Providing value for money

This is an essential service for a lot of members from our community, especially at this time, when costs are rising higher than ever. We have heard of people having to stay overnight in Inverness on a monthly basis to make hospital appointments, as public transport is not sufficient.

We run several workshops and groups during the week at the Hub, and other venues in town do as well to support our community, but are aware not everyone can access these due to transport restraints. Having a car that can pick people up and take them home afterwards will make a huge difference.

By having a project coordinator for the first year, we can set up a system easily managed, and set up a group of volunteers to continue to run the project. We will have someone devoted to make the project work, advertise and promote the service until it is well known by all the members of our community. Once the project is up and running and any snags found and dealt with, we shouldn't need many staff hours to continue the project, which can be taken on by the manager, or a current member of staff.

#### Providing additionality

We already have a Dial-a-bus service (which only services Dornoch area, and makes trips to Bonar Bridge and Golspie, but not to Tain, or further afield to Dingwall, Inverness or Thurso) and are not looking to cause displacement but rather to support events and activities in the town by having a small electric car that can be driven by any licence holder over 25, and support the community by providing transport to where the dial a bus won't go, and the bus times aren't suitable for. We will work with the Dial a Bus, and promote it and taxi services as alternatives.

#### Able to evidence local support/local benefit

We sent out a survey via Facebook, and, within a week, received over 50 replies asking for this project to happen. This doesn't consider the number of people not using Facebook, mostly elderly community members. I have attached a summary for your information.

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

We will ask any users of the car to fill in a short survey outlining what they have used the transport for, and how this has made a difference to them.

Outcomes:

Local Travel will be more affordable and accessible to a wider range of people.

**Collect data of people using the car, check mileage on vehicle**

Free Community Transport will enable people to participate more in events and to access the support and resources provided at the Hub and other places both in and outside of Dornoch more regularly

**Collect end of use questionnaires on what people use the community car for. Monitor attendance levels at activities in the Hub by those using community transport**

Electric vehicle community transport will reduce carbon emissions and pollutions, helping the environment generally and encouraging others to move to electric vehicles

**Collect end of use questionnaires which poses the question, would people buy electric having experienced it now.**

**Follow up to see if people buy electric.**

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

By making the EV available for the whole community, local people will have easier access to local shops, groups and events, as well as essential services not available locally like optician, dentist and hospital appointments.

**(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 sent out a survey via Facebook, and, within a week, received over 50 replies asking for this project to happen. This doesn't consider the number of people not using Facebook, mostly elderly community members. (I have attached a summary of the responses).

I have attached a letter of support from Support in Mind Scotland, which is only one of many groups supporting Dornoch community from other villages, which currently causes attendance to be restricted due to lack of public transport.

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

Activity name	Achieve by (date)
Recruit a project coordinator	ASAP, by the end of January 2023
Organise the lease for the Electric Vehicle (EV)	ASAP, by the end of January 2023
Set up a booking system and recruit volunteer drivers	28 <sup>th</sup> February 2023
Our first 150 trips will have been completed	31 <sup>st</sup> August 2023
On average 5 trips per week, from short trips around town to visits to Raigmore Hospital in Inverness, and opticians in Golspie/Dingwall or Inverness	October 2023
Our first 15000 miles will have been completed	December 2023
Our first year will have been completed and the project will be running on full capacity.	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.

We are specifically applying for an electric vehicle as we want to be climate friendly in supporting our local community. We also hope that when locals see us use an EV successfully in our rural area and maybe have a go themselves, it will encourage them to buy electric for their own next car.

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

We intend to offer our services by donation, so people can pay what they can afford, and will ensure wheelchairs will fit in the car boot, so we can assist all members of our community. We will train all our volunteers to help people in and out of cars, and make sure they are PVG approved.

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

Because the car will be driven by volunteers, the costs of running the project will stay low, and we are hoping that once the project is up and running, we will be able to reduce the paid staff hours and do away with them completely, and let the project continue as volunteer led with support from the manager of the Dornoch Hub. We do have community assets that can support the running of this project, and hope to be able in future to partner with the BID (Business Improvement District) which is in the process of being set up, as the car could also be used (when not in use by the community) to provide transport for hotel staff in a 20 mile radius (as staff shortages have resulted from lack of transport) . We have seen Go Golspie (in a neighbouring town) run a successful car scheme, and hope to set up something similar for the Dornoch Community. We have asked if it would be possible for Go Golspie to extend their project to Dornoch, or to partnership work, but their constitution doesn't allow this.

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

The EV can support not just the activities in the Dornoch Hub, but can be used by our local Foodshare Hut for pick ups and drop offs, as well as other groups and events around town. It will make hospital appointments more accessible for people. It will reduce social isolation as we can pick people who may otherwise have no options to get around up and take them to social activities and groups, or even just shopping at a larger supermarket.

To assist local businesses by providing staff transport.

The benefits to the local community include better mental health, less social isolation, health benefits,

<b>4. Does the project require planning permission or other statutory regulatory consents?</b>	<b>NO</b>	
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
<b>Type</b>	<b>Applied – Yes/No</b> <i>(include date)</i>	<b>Granted – Yes/No</b> <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.*

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Year one			
wages	Project coordinator (£24000 annual pro rata, 15 hours per week) incl PAYE and NI and pension	Revenue	11365
Staff/volunteer	Staff training, volunteer expenses and publicity and information	revenue	2000
Car lease	MG4 Hatchback 150kW SE EV Long Range 64kWh 5Dr Auto(which is what's quoted, however we will look who offers the best deal at the moment of leasing, and go for that offer)	revenue	5669
Insurance	Business use (all drivers 25 plus) this is an estimate, I haven't been able to get an updated quote, the quote from last year was £1300, I can send one to you once received? I am confident we can cover this	revenue	1000
Fuel	Cost of charging EV overnight and out and about	revenue	1463
Maintenance	Repairs/contingency and 10 weekly checks	revenue	500
Sundries	Booking system, cleaning materials, oncosts	revenue	1503
Year two			<b>£23,500</b>
wages	Project coordinator (£24000 annual pro rata, 15 hours per week) incl PAYE and ENI	revenue	3183
Staff/volunteers	Staff training, volunteer expenses and publicity and information	revenue	1000
Car lease	Nissan Leaf EV	revenue	5669
Insurance	Business use (all drivers 25 plus)	revenue	1050
Fuel	Cost of charging EV overnight and out and about	revenue	1506
Maintenance	Repairs/contingency and 10 weekly checks	revenue	1000
Sundries	Booking system, cleaning materials, oncosts	revenue	592

Total capital expenditure	£0
Total revenue expenditure	£37500
<b>TOTAL PROJECT COST</b>	<b>£37500</b>
<b>Is VAT included in these costs?</b>	<b>No</b>
<b>Project expenditure before March 2023</b>	<b>£23500</b>

**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 been online to get quotes from insurance brokers and lease companies. Above costs are from 19/11/22, however these may change by the time funding is in place. I have taken into account that Highland Council is considering raising the costs of EV charging points, hence why this cost for fuel is so high.

**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 Highland Council Community Transport (we lost year 1 of funding due to delay)	YES Sept 19	YES Feb 20	£9500
Grant Anne Duchess of Westminster	YES June 21	YES Jan 22	£5000
DTAS	YES Aug 22	YES Sept 22	£7000
Donations from community	n/a	n/a	
<b>Total match funding</b>			<b>£21500</b>
<b>CRF requested</b>			<b>£16000</b>
<b>Total project cost</b>			<b>£37500</b>

**6.2 Will the project involve “in kind” support?**

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



**YES**

**Please detail: The manager will support the project coordinator for approximately 2 hours a week. Volunteer drivers will support the project by driving the public, and other volunteers will take bookings over the phone to connect the community with their drivers.**

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

**Without funding support we cannot pilot the scheme, we would need to return the already granted funds back to the funders until such time as we will have found other funding. The Highland Council transport grant must be spent by 31/3/2023**

## **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 project will be donation based, therefore we can't know how much income it will generate.**

**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?**

Any revenue received from the project will be ring fenced to continue the project for as long as possible. Once the two-year pilot is over, we will know how viable the long-term running of the project will be and how much revenue we can expect annually. If viable we will then try to buy the car outright with the help of grant funding, to reduce our running costs, and estimate how much revenue from other community assets we dedicate to the project.

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

We will work together with the dial-a-bus to work out a schedule and routes that don't infringe on their business, and will recommend the dial-a-bus any time our car is already booked.

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

**NO**

Please state your reasons: As this is a pilot project and for the benefit of the community we will not be able to guarantee the project will generate sufficient funds to repay a loan, and is therefore not an option at the moment.

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

<b>For example:</b>	<b>Details</b>
<b>Business Gateway</b>	
<b>HIE</b>	
<b>Other</b>	Go Golspie, The Highland Council Community Transport team

**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:**

<b>Funding</b>	<b>Year of award</b>	<b>Amount £</b>
Scottish Land Fund (Curlew)	2020-21	216411
Town Centre Fund (The Hub)	2020-21	50000
The National Lottery (The Hub)	2020-21	65000
HIE (The Hub)	2020-21	180131
Scotland's Town Partnership (Visit Dornoch marketing)	2020-21	5000
Scotland's Town Partnership (COVID support)	2020-21	4950
PERF (COVID support)	2020-21	13800
Visit Scotland (COVID support)	2020-21	5000
Vacant & Derelict Land Fund (Curlew)	2020-21	65000
Scotland's Town Partnership (BID)	2020-21	20000
Visit Scotland (Visit Dornoch marketing)	2021-22	18000
Dornoch Common Good (Curlew)	2021-22	39760
Coastal Communities (Curlew)	2021-22	80000
RTIF (Curlew)	2021-22	256597
Transport Scotland (Curlew)	2021-22	10000
HIE (Curlew)	2021-22	57000
RCIA (Curlew)	2021-22	48500
Ward Discretionary Fund (Curlew)	2021-22	5000
Town Centre Fund (Curlew)	2021-22	28052
Dornoch Common Good (BID)	2022-23	9999
Ward Discretionary Fund (BID)	2022-23	5000
HIE (BID)	2022-23	4795

**SECTION 8 – SIGNATURE**

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

**The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.**

<b>8.1 Main applicant, chairperson or equivalent</b> – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
<b>Signature:</b>	<b>Print: PM White</b>	<b>Date</b> <b>25/11/22</b>

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	yes
<b>2</b>	<b>Committee Members or Directors List</b>	yes, as on YE accounts
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	n/a
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	yes
<b>5</b>	<b>Confirmation of match funding letters</b>	yes
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	yes
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	n/a
<b>10</b>	<b>Relevant insurance policies</b>	Not yet in place
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	yes, first draft
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	n/a
<b>13</b>	<b>Partnership agreement</b>	n/a
<b>Reason for missing documentation:</b> A car insurance policy isn't in place yet, as we don't have the car yet. It will be bought as soon as we have the lease agreement in place, and before the car will be in use. Proof of public liability insurance is attached.		
<b>Declaration what the remaining bank balances are for:</b> Please see attached, free reserves document		

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

<b>1.1 Project reference number</b>	CRF1230	
<b>1.2 Organisation</b>	Go Golspie	
<b>1.3 Project title</b>	Fountain Road Hall Improvement Project	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£29,288
	<b>Match funding</b>	£8,246
	<b>Grant requested</b>	£21,042
<b>1.5 Start date</b>	February 2023	
<b>1.6 End date*</b>	August 2023: capital expenditure March 2024: revenue expenditure	

*\*Projects are expected to be completed and claimed fully by 31<sup>st</sup> 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: <a href="#">Privacy Notice</a>	
YES	

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Catherine Moodie
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Development Manager
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	<a href="mailto:development@gogolspie.co.uk">development@gogolspie.co.uk</a>
<b>2.5 Website address</b>	<a href="http://www.gogolspie.co.uk">www.gogolspie.co.uk</a>

## SECTION 3: ORGANISATION DETAILS

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	X	SC046438
Other (please specify)		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application.</i>	<b>NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	N/A
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
			X

<b>Details:</b>	N/A
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<b>3.6 Project delivery team</b>	
<b>Name</b>	<b>Job title/area of work</b>
Marion Sutherland	Board member/Chair Fountain Road Hall Sub-group: day to day overseeing the project and co-ordinating volunteers to help as needed; reporting back to Development Manager, Go Golspie board and FRH sub-group on progress.
Catherine Moodie	Development Manager/Dealing with funding claims and applications and the financial side of the project. Reporting back to the board and working closely with Marion and Valerie.
Valerie Pryde	On FRH sub-group/in charge of volunteers looking after external areas of the hall/will oversee external item purchases and liaise with volunteers about using them and again work closely with project delivery team.
Volunteer helping with Acoustics	We have a volunteer who is happy to advise on the Hall Acoustics side of the project as he is a Sound Engineer and helps already with related issues in the hall.

## **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.**

#### ***Fountain Road Hall, Fountain Road, Golspie, Sutherland, KW10 6TH***

Fountain Road Hall is near the centre of the village, close to shops and cafes and also to the mountain bike track on Ben Bhraggie. The building opened in 1906 as the United Free Church. In 1936 the United Free congregation agreed to unite with the Church of Scotland. Eventually the Fountain Road church stopped being used for services. In 1969 the fittings were removed, and the building was used as a hall.

The building has a large hall suitable for community events and a smaller hall suitable for meetings or some club activities. There is a stair leading to a gallery with two pews on either side overlooking the large hall. To the rear of the gallery there is a store cupboard on the one side and a small studio on the other. The studio is home to a local tape service, who read the local paper and send out copies on memory sticks to visually impaired people in the local area and beyond. The building can accommodate up to 120 seated for a wedding meal and over 200 for a funeral or musical event. In addition, there is a smaller hall to the rear of the building that can accommodate up to 60 people.

There is parking on the street close by and the village car park is 200 metres away. Within the grounds there is a grassed area with trees that lends itself to outdoor events such as barbecues etc. With two accessible entrances, it is one of the few buildings in Golspie to be so easy to access.

### **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 Go Golspie owns the building and ownership details are attached.

Go Golspie Development Trust (SC046438) was set up in 2015 with the vision to support Golspie to achieve its collective needs and ambitions and make Golspie a more attractive place to live and work. Covering the KW10 postcode and supporting the development of Golspie for the benefit of the whole community regardless of age or background, Go Golspie aims to:

- support economic sustainability
- create and improve job opportunities

- encourage inward investment to the area
- help develop Golspie's community assets
- organise social and community activities for all ages.

A community-led organisation delivering charitable activity that benefits its community, Go Golspie has a board of 9 voluntary trustees all from the local area and a voluntary (free) membership of over 300 including over 200 from the KW10 area. Go Golspie has grown to now employ one person full-time and four part-time and has an office on the Main Street in Golspie. Go Golspie are members of the Highland Third Sector Interface, Community Transport Association and Development Trusts Association Scotland.

There are six sub-groups (4 headed up by a Board member and 2 by employees) each with volunteers from within the community: Transport, YMCA, Tourism, FRH, Flood Defence and Playparks. Each lead reports directly to the Go Golspie board.

### 4.3 The Project

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

The Fountain Road Hall Improvements project will carry out identified repairs, upgrades and improvements to Fountain Road Hall in Golspie which is owned by Go Golspie and used totally for community purposes.

Improving facilities at Fountain Road Hall, (one of Golspie's designated resilience hubs) by delivering this work will benefit all those that use it and build resilience within the community. In the longer-term making these capital improvements will make Fountain Road Hall more attractive as a venue and help its sustainability as a key community asset within Golspie.

This project fits with the Go Golspie strategy for the next 12 months which was reviewed and updated recently: *Maintaining FRH so it becomes more sustainable by growing income and reducing costs.*

The project supports all the Community Regeneration themes but particularly the **Place** theme as undertaking these repairs and capital improvements will make Fountain Road Hall immediately more attractive as a venue, adding value and helping its long-term sustainability as a popular and much needed community asset. It is an important historic building (but not listed) and a responsibility for Go Golspie to make sure it is maintained and upgraded as necessary as part of its ownership.

This project is to carry out identified refurbishment and repair issues and purchase a variety of small capital items ranging from more major acoustic work to the main hall so it can accommodate musical performances better, to smaller items such as a new tamperproof notice board to display details about the Hall. Also items to add value such as a TV for the small hall to aid presentations and LED bulbs and new curtains to help reduce energy costs. To keep the outside looking tidy, Go Golspie would also like to secure funding to purchase a sit on mower, install an outside tap (saving the need to come inside for water) and some garden tools to maintain the grounds. A cheap and basic mobile phone will provide the sub-group members with an emergency hall number.

Work will help update Fountain Road Hall and keep it well maintained. The project also covers installing energy saving measures such as LED lighting, running costs generally and the salary to secure the existing part-time Cleaning post.

Project Outcomes will include but not be limited to:

- Increased Impact on social isolation and loneliness as the hall attracts more bookings
- Improved mental health and wellbeing benefits to those attending events and activities
- Improved sustainability and viability of the building as it attracts increased bookings and use
- Increased potential to attract additional bookings
- Extra value for money on bookings
- Reduced carbon emissions and energy costs helping towards net zero targets

Capital repairs and refurbishment work we hope to carry out includes the following areas:

- Installing Acoustic Connection for Mail Hall: to help improve the sound for events
- Replacing the Switch kit for the generator: reflecting its role as a resilience building
- Extra fire alarms and carbon monoxide detectors
- 3 new small Dimplex heaters with guards to be used if the power does not come on.
- A new tamperproof Noticeboard to display details in the entrance hall about the hall
- New Curtains for the Small hall: fully lined and interlined to keep warmth in
- Car charging point: we already have a community car but nowhere to charge it privately
- TV in small hall and stand: for presentations/use by groups/organisations
- Energy saving LED lights and lights that switch off automatically in areas such as WCs
- A cheap mobile phone: for the committee to use as an emergency contact number
- A mid-range sit on lawn mower as it is challenging ground to mow without one.
- An outside tap and leaf blower and some garden tools and plants to help maintain the grounds better.

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

Doing this project will enable Go Golspie to continue to respond to community needs and provide community and local economy benefit as we aim to look after an important community asset, aim to increase use and bookings and look at reducing running costs to help long-term sustainability of FRH now the building has been owned by Go Golspie for over a year. An energy audit is being carried out to see where any further savings can be made. As activities and events build up again, so the hall will gradually become sustainable but doing this work will help that to happen. It has been a challenging time to take on a community asset but the feedback we get is that it is much appreciated and the work that Go Golspie is doing to maintain is for the community is valued.

Intended beneficiaries are all those who use the hall – some local, some from further afield. This increases footfall generally through the village bringing economic benefit locally. While a child is at a event, their carer may also pop into a local shop or meet a friend for a coffee. This spinoff helps the local economy and raises awareness of Golspie and all it has to offer as a community and increases its attractiveness as a place to live and work.

Numbers attending activities are into the 100s every week with many which address physical and mental health and well-being and provide social benefits. Support groups such as Women's Aid meet discretely using the small hall and side entrance. A list of hall users groups gives a flavour of the demographics using the hall and an idea of the breadth of benefit this brings to the community. Having these activities on the doorstep in a warm place addresses identified community issues such as rural isolation and loneliness.

The building benefits the local community and economy as it is a central focus within Golspie for community activities and also booked for larger events such as weddings, children's parties and funerals on a regular basis. These have spin offs locally for accommodation and food providers and encourage people to visit more and see Golspie as a good place to live and work. We respond to as many requests as possible to help the community as much as we can afford to. We have just had a request for the hall to be used for Ukrainians living here as a meeting point, it is used for vaccination clinics and is a designated resilience building for Golspie. An analysis of some of the user groups show that beneficiaries are from within and beyond the Golspie community and span all ages, backgrounds and generations:

Art Society workshops and classes – men and women, mixed ages

Children's Dance Class – primary school age

Choral Group – men and women, all adults, mixed ages

Floral Art Club – mostly women, mixed ages

Gaelic Choir – men and women, all adults, mixed ages (meet alternate months in Lairg)

High intensity exercise class – all women, most 40+

Pilates class – mostly women, most 50+

Private dance practice – 10year old girl with her mother

Scottish Women's Institute – all women, most 60+

Women's Aid group meetings – all women, mixed ages

Yoga class – mostly women, 30+



Funding will directly benefit many of the 1,300 population of Golspie together with people from the surrounding areas who travel to events and activities in the Hall. Many local people use the hall for activities and to hold events:

**Beneficiary Numbers:**

**20+ Groups/about 150 people benefitting from attending weekly/fortnightly activities so footfall of about 5,000 people over the year:** using Fountain Road Hall (FRH) for classes ranging from Golspie Choral Group to Metafit, community meetings, SWRI, children's dance classes, Yoga and Floral Art classes. If each averages 10 people attending that equates to 200 people but some will meet regularly and some are one-offs so average 150 people weekly attending these activities.

**About 1,200: 24+ families:** using FRH funerals/weddings/children's parties (and their guests/those attending averaging 50 = 1,200).

**100s of people attending events in FRH:** This year at FRH this has included people receiving COVID vaccinations, attending the week-long East Sutherland Art Show, our formal hall opening day in June and community markets held every month.

**(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.*

Golspie is a significant distance from Inverness (52 miles and over an hour's drive) and given its remoteness from services, there is a strong case for the village needing to maintain its community facilities and services, as these often substituted for statutory services.

Go Golspie does not receive any statutory or public funding. The main source of income continues (as in previous years) to be successful funding applications from grant giving organisations, although increasingly the organisation will become more sustainable as Fountain Road Hall covers its own costs. Go Golspie carries out fundraising events and activities but that has not been as easy over the last couple of years and so its reserves are lower than they generally would be. At the same time, there has been substantial increased demand for its services such as transport which Go Golspie is keen to meet as far as possible.

Go Golspie wishes to continue to develop its work to meet increasing demand for its services and activities, but the pandemic has severely impacted our income and reserves. We have not been able to generate the income hoped for due to the ongoing pandemic restrictions.

It is also taking time for people to find the confidence to socialise and return to attending events post pandemic. However, bookings generally are increasing now and so hopefully the situation will continue to improve over the next 12 months.

Having purchased Fountain Road Hall in 2021, Go Golspie has not been able to rent it out and generate as much income as anticipated due to the pandemic and although it is now breaking even this will become increasingly challenging with the growing energy costs and through the winter months with increased heating costs. Apart from minor refurbishments done in order to open, only essential maintenance (clearing gutters) has been done to date. All the external gardening work is carried out by volunteers but they need better equipment to do the work well. Their safety could become an issue otherwise going forwards.

FRH is a central venue for Golspie and very important to the local community who are very supportive of it as a venue. It was extremely busy at the 'opening' day which was held in June this year.

Holding events and activities open to all and used by all ages, the local strength of feeling and affection for FRH and its importance to the local community was demonstrated when over £20,000 was pledged by individuals to help Go Golspie secure match funding to purchase it for the community.

The community surveys done at the time of purchase showed overwhelming support for a multi-purpose community space located in the historic heart of the village. By offering a range of community-based activities and classes the Fountain Road Hall provides a wide range of social, health, economic and

environmental benefits. Discussions have been held with a number of interested parties keen to collaborate with Go Golspie and maximise use of the building for community activities.

Community consultation and surveys done pre-pandemic (November 2019) demonstrate the strong demand and support for the Hall to be taken into community ownership. Of the following percentages of the 238 people who responded:

- 79% stated that they would attend ceilidhs and dances, illustrating the strong support for this type of event – around 1,200 entries per year.
- 70% said they would attend performance based events such as Sutherland Sessions.
- 65% stated they would attend fitness and yoga classes.
- 50% said they would attend a Mother and Toddler Group.
- 40% stated they would use it as a local wedding venue.

Doing this work to Fountain Road Hall will assist our volunteers who are crucial to Fountain Road Hall and whose continuing help practically demonstrates the ongoing community support for the building and this project. The sub-group meets every month and the cost to Go Golspie would be much more if we did not have this support from the community. From leading and being part of the sub-group to cutting the grass, maintaining the garden area and doing fire safety and boiler checks as required, volunteers still help throughout the building coving costs through ‘in kind’ donations.

This project will maintain, update and refresh the building throughout and provide dedicated equipment to maintain the building and the grounds around it. This will mean that as a venue the hall is in a stronger position to attract bookings and maximise its sustainability.

This feedback is from Lairg Gaelic Choir demonstrates community support. They practise in the hall here on alternate months with Lairg bringing the two rural communities together and benefitting both:

*“The Gaelic Choir loves practising in the Fountain Road Hall. The sound is wonderful, and it’s a great place for ceilidhs. The catering facilities are excellent and it’s so easy to arrange our bookings. It’s in the middle of Golspie so easy walking distance for many.”*

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

Activity name	Achieve by (date)
Securing funding	February 2023
Checking quotes	February 2023
Starting the project: order material/equipment: Mower, tools , curtains, heaters, TV and stand, Noticeboard	February 2023
Buy a phone	March 2023
Confirm a date for the Acoustic work to start	March 2023
Confirm that funding for the Cleaner post is in place	March 2023
Obtain all the outdoor equipment in time for summer	April 2023
Order curtains	March 2023
Install curtains	May 2023
LED work and dimplex heaters and fire alarm work	June 2023
Changeover switch and car charger work	June 2023
Acoustic work carried out	July 2023
Capital part of project completed	August 2023
Revenue part of project completed (Cleaner salary)	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.*

Go Golspie has an environmental policy which is attached.

The Hall is a designated resilience building in Golspie and we need therefore to keep it open and warm as much as possible in case it is needed as a 'Warm Hearth' or to address other community resilience issues. This project includes replacing the 'Switch' kit for the generator or alternate power supply if needed. We have the funding already secured to purchase a back-up generator to go with this.

We are working generally to reduce energy costs as much as possible, to install as many energy saving measures we can (including some in this project) and to build on the fact that the hall already has solar panels and a biomass boiler and is quite well insulated. It is still going to be incredibly challenging to keep the hall open and warm for people to come to and attend events and activities – which are very important for their physical and mental health and wellbeing particularly during the winter months.

Since purchasing the hall in 2021, we have been looking at all the costs and aim to reduce them where possible. We are working with other groups and individuals focussing particularly on long-term sustainability. Work so far includes renegotiating electricity contracts, setting up an energy audit, raising awareness of the hall to increase occupancy and income and adding value by installing wi-fi which is not available in many other community spaces in Golspie.

We are looking to reduce expenditure and running costs generally. The biomass boiler is serviced regularly by AMP Clean Energy who we have a contract with. They are sourcing the cost of a new control panel as ours may not be working as efficiently as it could due to being an older model.

We have solar panels on the roof which generate a small amount in payments and we are looking into how they can operate most efficiently or be used in additional ways, potentially with a battery back-up.

We encourage hall users to be as environmentally aware and conscious as 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?*

As a SCIO covering the KW10 postcode area and supporting the development of Golspie for the benefit of the whole community regardless of age or background, this includes children, young people, those with disabilities, older people and those from an ethnic minority background. All will benefit from this project.

The Scottish Index of Multiple Deprivation (SIMD) statistics for Golspie highlight that the two data zones in Golspie score an overall rank of 4 and 6. Although not showing significant deprivation in any specific area, the North East area of Golspie is below average in employment, health and geographic access to services.

Golspie has been identified as one of five areas in Sutherland that are 'most deprived' and work is ongoing to improve living standards and increase equality. The 2011 Census data illustrates Golspie has an ageing population and a higher percentage of people who are economically inactive due to poor health or disability.

The Sutherland Access Panel has said that Fountain Road Hall is the only venue in Golspie suitable for all to access, highlighting that it has a hearing loop and full disabled access via two entrances and throughout. This underlines its importance to the community as a designated resilience building and the importance of doing this work to upgrade and improve the building.

Fountain Road Hall plays an important role in terms of supporting vulnerable groups as it is used as a venue for groups such as Women's Aid and has just had a request for AA to meet there also. This project will help enable these to continue and be accommodated to help all those that need support.

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

This application is towards some of the additional costs identified so Go Golspie can maintain and improve this key community building which it now owns. This project will help retain an iconic community building and make it a more attractive and sustainable venue to be in and to rent out. The project's lasting legacy will be to help Go Golspie keep this important building as a community asset benefitting the community which is what they have very much shown is what they would like.

Doing these minor refurbishments to this community building will also future proof it and help keep it viable into the future. Go Golspie purchased Fountain Road Hall (FRH) in the centre of Golspie in 2021 with Scottish Land Fund support, bringing it back into community ownership for events and activities including weddings and funerals and making it accessible to all. As a designated resilience building for Golspie, it accommodates up to 120 seated for a wedding meal and over 200 for a funeral or musical event. There is a smaller hall to the rear that accommodates up to 60 people.

This project will update and refresh the building throughout and provide dedicated equipment to maintain it and the grounds around it. This will mean that it is in a stronger position to attract bookings and maximise its sustainability. Doing this project will unlock the building to be let out more which will mean it becomes more sustainable.

Costs going forwards will come from income generated in the hall from bookings and from FRH sub-group fundraising activities and events. Projections in the FRH business plan show that the building will become self-sustaining as bookings increase post pandemic.

Responding to community demand, Go Golspie is keen over the long term to take use back to previous levels and more and retaining the building for the community to use as a village hall into the future. Building up use will ensure sustainability so that it is a viable community asset for many years to come. Fountain Road Hall also has a vital strategic role as described by Golspie Community Council: 'Fountain Road Hall is of strategic importance to the village, since the installation of an external generator point after the storms of 2013/14. It has been the designated resilience building since then for all local residents in the event of future power outage or other adverse event.'

The financial model in the Business Plan Appendix 3 indicates that the hall can be run sustainably with a small amount of grant funding contributing to capital costs in the first three years and revenue costs in year one. Although recent bookings have been much reduced owing to the challenges outlined, it is extremely likely given the strong community support and commitment to using the Hall that bookings will increase leading to increased income.

Work will start as soon as funding is secured and funding will provide a much-needed boost to this building and through it to the whole community in Golspie and to local communities beyond.

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

This project fits within **The Golspie Community Plan**, published in 2018, included extensive community consultation and the findings identified a range of challenges within the community which then gave rise to development priorities for the village. Identified challenges faced by the community include:

- **Transport** - frequency, price and routes of public transport were seen as insufficient
- **Housing** - lack of affordable and accessible housing
- **Work and local employment** - lack of training, apprenticeship and start-up opportunities.
- **Recreational activities** - lack of recreational facilities especially for young people
- **Inequalities** - measured through available data on deprivation
- There was also evidence of a **desire for a community hall or hub.**

**Local Voices, Highland Choices** is the Highland Council programme for 2017-2022 which sets out a number of goals based on 5 themes: a place to live, a place to learn, a place to thrive, a welcoming place and a redesigned council. Community ownership of Fountain Road Hall help to address some of the

outcomes highlighted within this plan including ‘supporting communities to control more local assets’, ‘communities providing quality, sustainable and responsive services’ and ‘raising awareness around sustaining and improving our natural, built and cultural environment.’

The project also fits with national strategies – Scotland’s Economic Strategy (March 2015), Community Land Scotland, Scottish Government Health Policy (2017) and Scotland’s Social Enterprise Strategy 2016-2026. This project helps support one of the key outcomes set out in Scotland’s National Performance Framework: helping build a community that is inclusive, empowered, resilient and safe.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>NO</b>
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**If YES, please detail below - provide evidence with the application if granted.**

<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
N/A		

## **SECTION 5: BUDGET**

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

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

<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Acoustic Connection in Main Hall and Sonaspray	Acoustic Connection in Main Hall and Sonaspray £10,745 was 2012 quotation. In process of being requoted so in meantime added 20% to original quote (£10,745 x 20% = £2,149 = total £12,894	Capital	£12,894
Sit on Mower	Sit on Mower mid price range reduced from £3,300 <a href="https://themowershack.co.uk/shop/mountfield-1530h-petrol-hydrostatic-ride-on-lawnmower-414cc-84cm-32in/?gclid=Cj0KCQiA4uCcBhDdARIsAH5jyUmx-ddfjW-jGWk75j26NhYh0u_RGNBdJJgu4_5KcErOT3ugk70hFcaAhPeEALw_wcB">https://themowershack.co.uk/shop/mountfield-1530h-petrol-hydrostatic-ride-on-lawnmower-414cc-84cm-32in/?gclid=Cj0KCQiA4uCcBhDdARIsAH5jyUmx-ddfjW-jGWk75j26NhYh0u_RGNBdJJgu4_5KcErOT3ugk70hFcaAhPeEALw_wcB</a>	Capital	£2,600
Curtains in Small Hall	New curtains in small hall: fabric 24 metres@£35 pm; Interlining 22 metres@£6.25 pm; Lining 22 metres@£7.50pm; Header tape 22metres@£1.50pm; Tie backs 7@ £9; curtain poles 4@£25; Labour inc. fitting £475.	Capital	£1,803
3 Dimplex heaters	Small Hall: 3 new Dimplex Panel Heaters with guards (£1,088.35 + VAT)	Capital	£1,306.12
Generator Switch over upgrade	Upgrade to FRH Generator Switch over equipment (£1,000 + VAT)	Capital	£1,200
TV in Small Hall	From Panasonic Inverness, for an LG UlsterQuebec 9100 6LA 75” tv	Capital	£1,000
Car Charging Point	Car Charging Point	Capital	£900

LED Lights	LED Lights: Kitchen, Cupboard, Small Hall, 1 <sup>st</sup> floor (£617.30 + VAT)	Capital	£740.76
LED Automatic Lights	LED Automatic on/off: Toilets, front and rear entrance halls (£589.44 + VAT)	Capital	£707.32
TV Stand and Installation	TV stand (£300) and installation (£200)	Capital	£500
Plants for garden area	Plants for garden areas around the hall in 2023	Capital	£300
Extra fire alarms	Extra Fire Alarms on 1 <sup>st</sup> floor interlinking with existing (£187.85 + VAT)	Capital	£225.42
Backpack Leaf Blower	<a href="https://amzn.eu/d/eprgQDS">McCulloch GB 355 BP Backpack Leaf Blower: 1500 W Engine Power, 46cc, 355 Km/h Blow Speed, Variable Speed, Full Anti-Vibration System, Cruise Control, with Backpack Included</a> <a href="https://amzn.eu/d/eprgQDS">https://amzn.eu/d/eprgQDS</a>	Capital	£219.17
LED Emergency Lights	LED Emergency Lights: changing them is £23.50 x 6 (£141 + VAT)	Capital	£169.20
Additional alarm call point and carbon monoxide alarm	Supply and install additional alarm call point and carbon monoxide alarm in Boiler House (£132.67 + VAT)	Capital	£159.20
Tamperproof Noticeboard	Wonderwall Classic Tamperproof Noticeboard 90 x 120	Capital	£105
Cheap mobile phone for committee	Cheap mobile phone to share between committee	Capital	£100
Outside tap kit	<a href="https://amzn.eu/d/55NkQVP">Pipestation® Complete Outside Tap Kit Garden Hose Fitting Set Tap + Wallplate Tube + PTFE + Connector +Flex+ Isolator Full kit</a> <a href="https://amzn.eu/d/55NkQVP">https://amzn.eu/d/55NkQVP</a>	Capital	£25
Hand Tool Kit	<a href="https://amzn.eu/d/4Y9qaZm">Spear and Jackson 3056GS/12 Neverbend Stainless Hand Tool Gift Set</a> <a href="https://amzn.eu/d/4Y9qaZm">https://amzn.eu/d/4Y9qaZm</a>	Capital	£18
Garden Rake	<a href="https://amzn.eu/d/hPZqhi6">tradefirst 12 Teeth Garden Rake Heavy Duty Soil Rake, Carbon Steel Rake For Gardening, Garden Rakes Metal With Steel Handle, Gardening Tools Black(120 x 32 x 9 )cm</a> <a href="https://amzn.eu/d/hPZqhi6">https://amzn.eu/d/hPZqhi6</a>	Capital	£15
Cleaner Costs	Cleaner costs for 14 months February 2023-March 2024: funded to March 2023(£3,822 - £273 x 14 = £3,822 + costs = £4,300)	Revenue	£4,300
Total capital expenditure			£24,988
Total revenue expenditure			£4,300
<b>TOTAL PROJECT COST</b>			<b>£29,288</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>
<b>Project expenditure before March 2023</b>			<b>£11,739.19</b>

**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?**

Prices are a mixture of recent formal quotes and informal estimates mostly from trusted local contractors familiar with the building apart from the Acoustic work which is more specialist. They had quoted for the work some years ago and we are just waiting for an updated figure from them. Meanwhile 20% has been added to the historic quote we already had to reflect likely price increases since.

There are also some direct figures taken from the web. Quotes and figures received to date are attached.

Expenditure to March 2023 will include:

- Ordering and where possible purchasing equipment such as the mower, tools, phone, noticeboard, fire alarms, curtains, heaters and LED lights
- Two months of salary for the cleaner post.

**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 £
Kilbruar Windfarm Community Benefit Trust Fund	Yes – November 2023	Hear February 2023 (possibly sooner)	£7,700
Go Golspie funding cleaner to March 2023	N/A	Secured	£546
<b>Total match funding</b>			<b>£8,246</b>
<b>CRF requested</b>			<b>£21,042</b>
<b>Total project cost</b>			<b>£29,288</b>

**6.2 Will the project involve “in kind” support?**

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

**YES**

**Please detail:**

Go Golspie volunteers will help as much as they are able and this help ‘in kind’ is extremely valuable and supportive. This might be doing research on materials and equipment being ordered, helping collect and deal with deliveries, looking into suitable storage facilities for the mower, being at the hall to open up and answer queries when work is being done.

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

It is very unlikely that the project can be delivered without the funding being requested (particularly the acoustic work) as the running costs for the hall have increased so any income from the hall currently goes straight to covering those costs.

That leaves nothing to cover the work that needs to be done that is part of this project that will future proof the hall and help attract more bookings – particularly the Acoustic work.

Securing funding for these minor refurbishments and repairs along with some capital purchases will enable Go Golspie to look after the hall and the grounds around it better. It will address some the issues that we inherited when we brought it. With the pandemic affecting how much the hall could be used there has not been funding for anything other than covering running costs.

Issues such as those covered by this project really need to be dealt with as they arise going forwards.

To reduce costs going forwards we need to be moving towards replacing lights with LEDs but need help to secure the initial outgoing required to then save electricity.

Volunteers currently cut the grass with an older mower and it is very time consuming. We are likely to lose volunteers if we do not provide better equipment for them to use and we can not afford to pay someone just to cut grass. At present it takes 3 hours every week or so.

## **SECTION 7 – REVENUE GENERATION PROJECTS**

*To be completed by **revenue generation** projects ONLY. If the project does not generate revenue, please go to SECTION 8. Please submit a business plan with the application.*

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

**NO**

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

**N/A**

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

Local organisations/businesses are unlikely to be disadvantaged as there could well be increased footfall at FRH as a result of the project which may well actually benefit them.

It is likely that local businesses will benefit from supplying items such as the mower and tools and the curtains will be made locally as well.

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

**NO**

**Please state your reasons:**

As a SCIO it is not easy to secure a loan and we are not keen to do that and have that liability hanging over the Hall. We would also need to consider if we could service loan repayments on top of running costs.



7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	
HIE	
Other	N/A

### 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 £
Highland Council - Ward Discretionary Fund (Development Officer)	1 <sup>st</sup> April 2022 – 30 <sup>th</sup> November 2022	£3,000
National Lottery Community Fund (YMCA Phase 3 – Activities when open)		£46,229
Highland Council - Ward Discretionary Fund (Transport)		£3,250
Highland Council - Place Based Investment Fund (YMCA Phase 2 - construction)	1 <sup>st</sup> April 2021- 31 <sup>st</sup> March 2022	£30,000
Highland Council - Ward Discretionary Fund (Playparks)		£23,500
Highland Coastal Communities Fund (YMCA Phase 1 - construction)		£61,000
Highland Coastal Communities Fund (Flood Defence project)		£80,000
Scottish Government – Community Climate Asset Fund (Transport – Car)	1 <sup>st</sup> April 2020- 31 <sup>st</sup> March 2021	£24,895
Highland Council – Town Centre Fund (Signage)		£8,052
Highland Council – Town Centre Fund YMCA (Phase 1 – construction)		£120,000
SLF Stage 2 (Fountain Road Hall)		£147,890
SLF Stage 1 (Fountain Road Hall)		£9,180
Highland Council - Ward Discretionary Fund (Covid Transport)		£4,750
Highland Council - Ward Discretionary Fund (Covid Support Grants x2)		£500 and £1,500

## SECTION 8 – SIGNATURE

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

*The data you have provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.*

<b>8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding</b>		
<b>Signature:</b>	<b>Print:</b> Catherine Moodie	<b>Date</b> 12/12/2022

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> 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>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	√
<b>2</b>	<b>Committee Members or Directors List</b>	√
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities</b>	√
<b>5</b>	<b>Confirmation of match funding letters</b>	N/A
<b>6</b>	<b>Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.</b>	√
<b>7</b>	<b>Annual financial accounts – latest available</b>	√
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos, Quotes for work to be done</b>	√
<b>9</b>	<b>Business plan (revenue generation projects only)</b>	N/A
<b>10</b>	<b>Relevant insurance policies</b>	√
<b>11</b>	<b>Job descriptions (CRF funded posts only)</b>	To follow
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	√
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b> Job description to follow		
<b>Declaration what the remaining bank balances are for:</b>  Almost all Restricted funds/YMCA large capital project – just received invoice for £42,000 for YMCA project which will be settled before Christmas/other projects/salaries/running costs/transport.  The Board's policy is to maintain unrestricted reserve to cover 3 months activity. There are not at present sufficient excess reserves beyond that to fund this project due mostly to the lack of income from fundraising activities due to COVID and Fountain Road Hall not being able to take many bookings for activities/events.		

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

Ref	Applicant	Title	Project description	Ward	Total cost	Grant requested	Start date	End date	Match in place?	Consents?	Project Robustness	Engagement & Support	Meeting a Need of Demand/Market Demand	Legacy & Exit Strategy	Equalities issue/impacts	Environment sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	CLLD approved	Area based funds requested	Capital split	Revenue split	DO comments	
1042	Community Care Assynt Ltd	Arts & Crafts Wellbeing Sessions	This project is to provide 2 x three-hour activity sessions per week for one year with a focus on introducing new arts and craft skills and opportunities for older adults. These sessions will be facilitated by staff, local artists, volunteers and service users	1	£19,220.00	£16,220.00	Nov-23	Oct-23	Y	NA	3	2	3	3	3	3	2	3	3	3	28	£8,110.00	£8,110.00		£8,110.00	Existing staff in post so no recruitment required. Limited answer for engagement & support i.e. 1 letter of support, and project doesn't really meet environmental sustainability but they have made an attempt to answer the criteria. Small element of capital (£1800) but match funding could cover this.	
1008	Highland Council	Achmelvich Beach Car Park and Toilets	The car park is to be expanded from 40 spaces to 75 spaces which will include 5 disabled parking and long/wider bays for motorhomes. New toilet/shower facilities and interpretation boards/bins	1	£1,047,678.00	£246,678.00	Feb-23	Dec-23	Y	Partial - warrant required for toilets only	2	3	3	3	3	3	2	3	3	3	28	NA	£246,678.00	£246,678.00		Match in place including a £300k loan. Warrant needed for the toilets only but the car park work can start immediately.	
1009	Lochiver Primary Parent Council	Outdoor Play Equipment Project	Install wooden play equipment at the local primary school	1	£71,279.25	£54,000.00	Feb-23	Aug-23	Y	NA	3	3	3	3	2	3	3	3	3	3	28	NA	£54,000.00	£54,000.00		Project ready to start and quotations provided. Queries whether THC could inspect/maintain the equipment as it is on school grounds. This will ensure regular checks. Scored lower on equalities as unsure if some of the play equipment suitable for disabled children.	
1119	Helmisdale & District Development Fund	Helmisdale Play Space	Replacement of play park	4	£152,681.11	£70,000.00	Mar-23	Aug-23	Y	NA	2	3	3	3	3	2	3	3	3	3	28	NA	£70,000.00	£70,000.00		Match funding in place, quotations provided and ready to place an order. Says that access agreement required from THC - not in place and they need to confirm arrangements if THC are going to manage the site thereafter. They will also need a Memorandum of Understanding or partnership agreement.	
1007	The Dornoch Area Community Interest Company	Multi Use Games Area (MUGA)	New sporting facility	4	£213,986.00	£63,986.00	Jan-23	May-23	Partial	Y-but confirm if warrant needed	2	3	3	3	3	2	3	2	3	3	27	NA	£63,986.00	£63,986.00		£10k secured, will find out in Jan if they have secured £50k from common good fund. Planning in place but need to check if they need a warrant.	
1040	Community Care Assynt	Core Management	Continuation of core staffing as they have seen a reduction in NHS funding plus the ongoing pressures of inflation on the organisation's budgets.	1	£31,200.00	£16,500.00	Mar-23	Feb-24	Y	NA	3	2	3	2	3	2	3	3	3	3	27	NA	£16,500.00		£16,500.00	Existing staff in place. Marked down slightly for exit strategy as they will be faced with the same issues after CRF but they will have 12-months to try and find additional funding.	
1207	Culrain & District Hall Committee	Hall Extension, refurb & disability facilities	Part of a £500k hall improvement project which will be completed in phases. First phase is to construct a new roof.	1	£49,296.61	£45,120.61	Feb-23	Dec-23	Y	Partial - warrant needed	2	3	3	3	2	3	3	3	3	2	27	NA	£45,120.61	£45,120.61		Planning in place but have not mentioned if a warrant required. They are in the process of conducting an archaeological survey. Limited answer meeting local plans and strategies and no information how the next phase will be funded.	
1041	Community Care Assynt Ltd	Warm Hub	Extend opening hours and increase current staff time to provide a heat hub at the Assynt Centre in Lochiver. Some costs towards furniture to provide a quiet space.	1	£16,188.50	£16,188.50	Nov-22	May-23	NA	NA	3	2	3	3	3	3	2	3	3	3	26	£8,094.25	£8,094.25		£8,094.25	Existing staff will increase their hours, so no recruitment required. Red for match funding as there is no match funding or in-kind support. Small request to CRF to deliver the project.	
1052	Melness Crofters Estate	Affordable Housing in Melness	Development phase of an affordable housing project that will take it to the stage of having planning permission and building warrant in place	1	£63,000.00	£63,000.00	Jan-23	Aug-24	NA	NA	3	3	3	2	2	3	3	2	3	3	26	£31,500.00	£31,500.00		£31,500.00	Given the nature and phase of the project concerned it would be difficult to score more than amber in the sections given. Project is well planned and delivery should be straightforward. Amber for match funding to reflect that this is a 100% request but overall project will see significant investment of other funding into the area.	
1208	Dornoch Area CIC	Community Transport Project	2-year pilot to run a community transport scheme using an Electric Vehicle.	4	£23,500.00	£16,000.00	Jan-23	Mar-24	Y	NA	3	3	3	2	2	3	2	3	2	3	26	£8,000.00	£8,000.00		£8,000.00	CRF will cover costs for first year of the pilot, match funding will cover second year. Exit strategy not clear if the service will continue or not (hence the pilot). Doesn't say if the vehicle is suitable for wheelchair users. VFM - doesn't explain how many people likely to be serviced, how many volunteer drivers available/when the service is available	
1010	Fair North Community Development Trust	Fair Goes Community Transport	Project aims to establish a community transport service for Fair. Specific CRF will be to purchase an electric vehicle	1	£131,998.19	£36,273.13	Jan-23	Mar-24	NA	NA	2	3	3	3	3	3	3	3	2	3	26	NA	£36,273.00	£36,273.00		£36,273.00	One off purchase of the vehicle is straightforward but there are some reservations around the overall security of the delivery of the project going forward due to outstanding requirements such as match funding for the manager post to ensure the project is viable.
1069	Dornoch Firth Group	Cares Counselling Project	Project is aimed at providing counselling services for adults aged 16 and above in Sutherland. Initially set up as a pilot but funding from THC runs out end of December so this is a continuation of service.	4	£29,260.00	£29,260.00	Jan-23	Dec-23	NA	NA	3	2	3	3	3	3	2	3	3	3	25	£14,630.00	£14,630.00		£14,630.00	Continuation of service so no recruitment required. Limited answers for the ambers i.e. no letters of support, no clear exit strategy but legacy self evident, project not a great fit with environmental sustainability but applicant has made a reasonable attempt to answer criteria. Red for no match funding and no in-kind.	
1181	Assynt Foundation	Upgrading and re-surfacing of single track road to improve public access	Improve 1.8km access road between Lochiver and Glencanis/Assynt Foundation Lodge and estate and improve signage	1	£77,374.00	£37,345.42	Feb-23	Apr-23	Y	NA	2	3	3	3	2	2	2	2	3	2	24	NA	£37,345.42	£37,345.42		£37,345.42	Concerns with costs as based on a quote in 2021. Have struggled to get remaining match funding since HCCF approval. Need to query unrestricted reserves to meet additionality
1099	Brora Development Trust	Visitor Information Point	Set up a visitor information point at the Otter's Couch by employing an officer for 3-days per week for 12months. They will provide rental space for an adventure company, set up a visitor website and information materials.	4	£35,790.00	£35,790.00	Jan-23	Dec-23	NA	NA	2	2	3	2	2	2	2	2	2	3	23	£17,895.00	£17,895.00	£6,825.00	£11,070.00	All the ambers had limited answers or no evidence or stats to back up statements. Match funding unclear - they say they have applied but not included in costings hence marked down slightly for project robustness.	
1002	Kyle of Sutherland Hub Ltd	The Hubs - community resource building	Feasibility study to build an extension to The Hub for extra space for new activities. Currently using a temporary marquee.	1	£43,200.00	£43,200.00	Jun-23	Mar-24	NA	NA	3	3	3	3	3	3	2	3	2	2	23	NA	£43,200.00		£43,200.00	They have not answered the equalities section and red because there is no match funding.	
1098	Brora Development Trust	Town Centre Improvements	Erect 3 tourist fingerpost signage around the town	4	£8,800.00	£8,800.00	Jan-23	Dec-23	NA	N - required	2	2	2	2	3	3	2	3	3	2	22	NA	£8,800.00	£8,800.00		£8,800.00	They need consents to erect signage. Have not addressed equalities criteria i.e. how the signage is compliant with accessibility requirements. Anecdotal evidence around community engagement/support. Red as there is no match funding.
1230	Go Golspie	Fountain Road Hall Improvement Project	Series of upgrades and small improvement works including funding a PT cleaner for 14-months. Also installing an acoustic system in the main hall for performances, better lighting (LEDs) gardening equipment.	4	£29,288.00	£21,042.00	Feb-23	Mar-24	Partial	NA	2	2	2	2	2	2	3	2	2	2	21	NA	£21,042.00	£21,042.00		£21,042.00	Will hear by Feb if application for £7,700 to Kilbar is successful. Application did not score strongly against the criteria as the project includes various minor repairs/upgrades that do not significantly change the existing facility that can be linked to outcomes. And because of this, queries around additionality of some items i.e. gardening equipment, mobile phone and fire alarms. The acoustic system and LED car charging points are new. Funding towards the cleaner is to help with the running costs.

10 projects  
ward 1  
7 projects  
ward 4

Total area funding requested £731,174.28 £590,070.03 £141,104.25 £731,174.28  
Funding available £768,608.23 PBP - £85,200 HCCF - £683,408.23  
Remaining £37,433.95