

Agenda Item	8
Report No	BI/05/23

HIGHLAND COUNCIL

Committee: **Black Isle**

Date: **30 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 the Black Isle, the following allocations are available for distribution:-

- Highland Coastal Communities Fund (capital/revenue) - £19,436
- Place Based Investment Programme (capital) - £85,200
- Total funds available - £104,636

1.2 Broad eligibility criteria for the fund is as follows:

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

- economic recovery;
- community resilience;
- mitigating the impact of the climate/ecological emergency; or
- addressing the challenges of rural depopulation

Projects should be able to demonstrate that they are:-

- sustainable/viable;
- providing value for money;
- providing additionality;
- able to evidence local support/local benefit; and
- able to evidence positive impacts for coastal communities and/or the coastal economy

1.3 In summary the position in the Black Isle at Area Committee on 30 January is as follows:-

- Available Funding – £104,636
- Number of applications for consideration – 5
- Total value of grant requests - £109,232 (£103,654 capital/ £5,587 revenue)

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

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

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

2 Recommendations

2.1 Members are asked to:-

- Consider** all applications presented for funding and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest; and
- Agree** which applications should receive a funding award from CRF up to the value of the available area allocation.

3 Implications

- Resource** – The Black Isle has available funding of £104,636. Applications under consideration total £109,232. If applications approved exceed the funds available, the committee will need to undertake a prioritisation process to agree the funding awards.
- 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 areas within Highland for distribution by Area Committee. 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: 16 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

APPENDIX 1

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

SECTION 1: PROJECT SUMMARY

1. 1	Project reference number	CRF1001	
1. 2	Organisation	Black Isle Music Initiative	
1. 3	Project title	Black Isle Music Initiative	
1. 4	Project costs	Total cost of project	£3578
		Match funding	£0
		Grant requested	£3578
1. 5	Start date	27th Feb 2023	
1. 6	End date*	26th Feb 2024	

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

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

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

SECTION 2: CONTACT DETAILS

2. 1	Main contact name	Marc Rollins
	Contact number	[REDACTED]
	Alternative contact number	[REDACTED]
2. 2	Position	Founder
2. 3	Address	[REDACTED] [REDACTED] [REDACTED]
	Postcode	[REDACTED]
2. 4	Email address	[REDACTED]
2. 5	Website address	www.facebook.com/BlackIsleMI

SECTION 3: ORGANISATION DETAILS

3. 1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity		
	SCIO		
	Other (please specify)	Freelance Music Tutors	

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"> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Whole	Partial	None			
Whole	Partial	None						

Details:

3.6 Project delivery team	
Name	Job title/area of work
Marc Rollins	Drum Tutor / Organiser of BIMl
Liam Ross	Guitar Tutor
Gabrielle Hulley	Piano Tutor

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.
1
Findon Hall, Culbokie IV7 8GK Culbokie Church Centre, IV7 8GW
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
No. We rent both spaces on a weekly basis.

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 Black Isle Music Initiative is currently in its sixth year of offering music tuition to predominantly primary school pupils in the Black Isle area, with pupils from the following areas taking part: Culbokie, Avoch, Resolis, Cromarty, Munloch, Fortrose.
Many of our pupils are spread out across a wide rural area and any music projects of a similar, group nature, seem to exist only by travelling to Inverness, where places of such programmes are limited. We are unaware of any similar project within the Black Isle, which is why we run from Culbokie, as we feel this is a central point for pupils within the area and for the tutors, who travel from Evanton, Invergordon and Contin.

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

As well as providing music education to pupils, we also encourage group playing at the end of each term by way of informal ensembles and group performances, where parents and family are invited to see the pupils progress. Learning an instrument is a great skill for any pupil, with proof that this can benefit learning in other areas of education but accessibility to group-playing is scarce in rural areas, outside of school shows. For this reason, we make it a regular feature of our teaching programme.

By renting out two local spaces in Culbokie, we are ensuring local people are supporting the local economy by keeping two local spaces operating on a regular basis. These spaces include a local hall and a church. The programme also supports three local musicians who teach for the programme.

(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.*

Every rural community suffers from a lack of music education facilities if nothing is created at a local level. As we are now in our sixth year, we know the demand for our programme is there, as we still exist and have survived over a year of online lessons during the pandemic, only to return to face-to-face lessons with even more interest.

As we serve several primary schools, this also means we will potentially have interest from new pupils each year. Our hope is that once pupils reach secondary school age, they can apply for music lessons within their school or seek private tuition, though they are welcome to stay with us if they wish.

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

Activity name	Achieve by (date)
Drum / Guitar / Piano Tuition	
Informal Ensembles X2	
Performances x2	

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

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

As our project consists of local people and tutors, we reduce the amount of travel required for every party. Many of our pupils walk. Also, two of our teaching spaces are within Findon Hall, which has a solar PV array and Air Source Heat pump, so the power requirements during our operating periods are renewable based.

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 currently only teach children, which is technically excluding adult learners. This is primarily for child protection reasons, as our lessons and ensembles are group based. Whenever an adult enquires for personal lessons, however, we direct them towards the teacher's private lesson services.

The cost of our lessons (and now the cost of living crisis) is always a factor in terms of not excluding those who may not be able to afford private tuition. This is the primary reason we teach in groups, as this allows us to reduce the lesson fee per pupil, which is considerably less than the private fees of the tutors involved.

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

Our income baseline has always been on a very fine line with little (usually no) surplus left at the end of an academic year and recently this fell into the red, resulting in a consolidation of pupils in order to reduce outgoing costs and money lost. Had the consolidation not been possible, part of the programme may have had to be stopped altogether.

The CRF funding will allow us to cover the cost of room hire for the programme over an academic year. Not only will this take the strain (and financial risk) off of the programme, organiser and tutors but this will also hopefully give the programme a year to build up a surplus income that would act as a buffer on costs for the following academic year and hopefully thereafter, whilst allowing us to maintain low fees for pupils.

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

Given that our project theme is people, the Black Isle Funding Priorities survey lists 10 areas under this theme. Our project covers five of these and the survey score priorities were as such:

- **Spaces for People:** Highest Priority
- **Activities for Young People:** Highest Priority
- **Staying Socially Connected:** High Priority
- **Investment in Community Organisations:** Medium Priority
- **Community Learning:** Medium Priority

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.

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SECTION 6 – MATCH FUNDING

6. Please give details of confirmed or pending match funding:			
1 <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Total match funding			
CRF requested			£3587
Total project cost			£3587

6.2 Will the project involve “in kind” support?
<i>This should not form part of the overall budget or counted as confirmed match funding for the project.</i>
Yes
Please detail: A large proportion of the BIMl’s spending goes on the teachers fees. These will be covered entirely by parent/pupil payments for the weekly lessons totalling £12,376 based on a full timetable.
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
The project is now in its 6th year. Finances have always been tight. At the end of each academic year I often can’t pay myself my full wage due, as there are not enough funds. It is a constant struggle to keep this programme running and the current financial climate is worrying. Funding support towards our room hire would have a tremendous impact on our sustainability. We don’t need funding for all of our costs but this would really make a difference and ensure we can keep lesson fees low and keep the programme running.
Before I started the programme, there was nothing of its kind in the area. If we have to end the programme, there will still be nothing else like it in the area. We teach on average 40-50 pupils each year who would otherwise have no local access to group music education outside of school.

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?

As explained in 4.3 (f), receiving funding would hopefully result in a surplus of income during the course of the year, which would be re-invested into the programme to support the cost of room hire the following year. Without funding, this is not possible.

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

No one has complained during the course of our running, which is now over 5 years.

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

NO

Please state your reasons: We are not a registered company or charity. The programme is taught by three freelance music tutors and mostly organised by myself, the drum tutor. A personal loan would be a great risk to my own financial situation and the issue of repayment would still exist. We are not looking for startup costs. We need help with 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?

NO


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

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature: 	Print: Marc Rollins	Date 06.12.22

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

We are freelance music tutors. Parents pay a fee for their children's lessons, each term. This fee is designed to be low for greater access but it is not enough. Increasing the fee would limit accessibility. The collection of fees covers teachers salary and room hire.

Declaration what the remaining bank balances are for: The remaining balance is for the remaining weeks of term (to Christmas), to cover teacher salary and room hire.

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

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1205	
1.2 Organisation	Avoch Harbour Trust Ltd. (AHT Ltd.)	
1.3 Project title	Maintenance and Servicing of Public Toilets at Avoch	
1.4 Project costs	Total cost of project	£7,921.00
	Match funding	£5,921.00
	Grant requested	£2,000.00
1.5 Start date	April 2023	
1.6 End date*	April 2023	

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

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	People. Everyone needs to go at sometime.
Place	
Economy	
Environment	

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Jim Mc Dougall
Contact number	
Alternative contact number	
2.2 Position	Company Secretary AHT Ltd.
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	None.

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC344544
Constituted group		
Public body		
Charity	X	SCO3967
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	NO
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3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"><thead><tr><th>Whole</th><th>Partial</th><th>None</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Whole	Partial	None			
Whole	Partial	None					

Details:

3.6 Project delivery team	
Name	Job title/area of work
Jim Mc Dougall	Company Secretary
Gwyn Tanner	Harbour Master

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 Pierhead, Avoch Harbour, Avoch, Easter Ross. IV9 8PT
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
The building is leased from Highland Council. A copy of the front page of the lease is attached. A copy of the full lease can be supplied if needed. There is no termination date on this lease.

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. People, Locals, harbour users, visitors, tourists and wildlife watchers all use these toilets. Figures supplied by Highland Council in 2018, prior to AHT Ltd. Leasing the toilets show that for the months May to Sept. In 2018 the weekly average use of the toilets was 533 for the ladies and 511 for the gents. The toilet building is quite primitive in design and requires to be kept in as good a state of repair as possible if we are to prevent acts of vandalism, which occur most often in buildings which are poorly maintained. We must also provide adequate services, acceptable levels of cleanliness and toilet sundries for the users. An example of an event which took place in July at the harbour was a Skifties regatta which attracted several hundred visitors who not only used the facilities at the harbour but the local shops and take a ways.</p>
<p>(b) How will the project benefit local communities or the local economy? 1) By providing an amenity which figures show is required. 2) People use the free car parking at the harbour to use the toilets, visit local shops,</p>

use local take a ways, use the picnic tables provided by AHT Ltd. To eat their take a ways, observe wildlife.

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

The need is obviously one of nature and the local community council fully support the project. (see attached letter).

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

Activity name	Achieve by (date)
No actual date has been set for the project but advice, time estimates and costs have been obtained. The time needed to strip the old paint from the exterior walls, required due to shoddy preparation prior to the last paint job before AHT Ltd leased the toilets, repainting both exterior and interior surfaces will take no more than ten days. This, should grant funding be made available and weather permitting, will be in April 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 only impact that the project will have on the environment will be the production of old paint removed from the exterior walls. This will be disposed of to the harbour waste disposal bin and removed as per schedule by contractor.

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

There will be no equalities impact on any one group of people. While the inside of the toilets is being painted there will obviously be inconvenience to those persons needing to use the toilets but every effort will be made to help mitigate this.

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

The lasting benefits are that Avoch will have viable and acceptable public toilets with available free parking. The benefits to the local community have been detailed and these will continue. Income from the harbour and Highland Comfort Scheme will ensure that the availability of public toilet facilities in Avoch will persist.

(g) Please outline how the project fits with other relevant local plans and strategies. The provision of these facilities will help to ensure that Avoch remains somewhere that visitors/tourists/ wildlife watchers/ harbour users and locals can stop or congregate. This accords with the local and national strategy to attract visitors and tourists to the area.

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

NO

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

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)

SECTION 5: BUDGET

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount

AHT Ltd will meet any/all additional costs.			
Total match funding			£
CRF requested			£
Total project cost			£

6.2 Will the project involve “in kind” support?

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

YES

Please detail: If the project is considered as the annual costs of servicing/maintaining the toilets then yes AHT Ltd. will be continuing to operate the toilets and funding this. If however the project is considered to be repainting the toilets only then the answer to this question would be no.

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

Highland Comfort Fund contributes £2,400.00 annually and last financial year the honesty boxes took in £248.00, (there is no mandatory charge for the use of the toilets), AHT Ltd still has to find £2873.45 from revenue income in order to keep the toilets open, this without factoring in repainting. This is an ongoing annual cost to AHT Ltd. which does not include such items as plumbing or electrical repairs. The project may well not proceed without additional funding, at least not in the immediate future as there is still considerable expenditure required for harbour maintenance and development.(since AHT ltd was formed in 2008 over £1000,000.00 has been spent on improving and maintaining the harbour facilities).

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by revenue generation projects ONLY. If the project does not generate revenue, please go to SECTION 8. Please submit a business plan with the application.

7.1 Will the project generate revenue? *Please provide a copy of the budget forecast with the application.*

NO

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

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

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

YES / NO

Please state your reasons:

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

For example:

Details

Business Gateway

HIE

Other

7.5 Have you previously received public funds for the organisation?

YES / NO

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

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

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

	James Forrest Mc Dougall	Date 01/12/2022
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8.2 Supporting documents checklist.

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

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

YES / NO
or Not
applicable

1	Constitution or articles and memorandum	
2	Committee Members or Directors List	
3	Permissions – i.e. planning, building warrants, marine licences	
4	Policies – i.e. child protection, health and safety, equal opportunities	
5	Confirmation of match funding letters	
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	
7	Annual financial accounts – latest available	
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	
9	Business plan (revenue generation projects only)	
10	Relevant insurance policies	
11	Job descriptions (CRF funded posts only)	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	
13	Partnership agreement	

Reason for missing documentation:

Declaration what the remaining bank balances are for:

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

communityregenerationfund@highland.gov.uk

I am unable to sign documents but I am will in to come and sign any documentation. Also I can photocopy all the necessary supporting documents which can be 1,2,6,7,8, and 10.

Alternately I can print off the completed document sign it and post it to you with all the supporting documents or hand deliver everything to you. I do need an address for this though. Jim Mc Dougall



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF-1043	
1.2 Organisation	Avoch Community Rowing Club	
1.3 Project title	Provision of Boatshed/workshop	
1.4 Project costs	Total cost of project	£158,290
	Match funding	£123,490
	Grant requested	£34,800
1.5 Start date	May 2023	
1.6 End date*	Oct 2023	

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

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

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

SECTION 2: CONTACT DETAILS

2.1	Main contact name	Kathy Taylor
	Contact number	
	Alternative contact number	
2.2	Position	Secretary
2.3	Address	
	Postcode	
2.4	Email address	
2.5	Website address	www.theskiffies.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	SC051745
	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		
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: We believe the construction will be VAT exempt as a Relevant Charitable Purpose (RCP) Building.

3.6 Project delivery team

Name	Job title/area of work
Alasdair McIlhenny	Boat Shed project Leader - ACRC
Oliver Bennett	Treasurer - ACRC
Kathy Taylor	Secretary - ACRC
Vicky Hazell	Architect – HRI-architects
Stuart Fleming	Structural engineer – Fleming Engineering

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.

Avoch Industrial Estate, Ormonde Terrace, Avoch IV9 8QU

4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?

We have a draft lease agreement with the Landowner (Broadlands Estates). This is currently being checked by Solicitors with an aim to it being signed by 30th Dec 2022.

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.

Avoch Community Rowing club is a Black Isle based team providing coastal rowing to the community. As a team, we have built three boats (two St Ayles skiffs, one Wemyss skiff) which we row socially and competitively throughout Scotland. Our members come from a range of backgrounds, with our competitive members range from 12-74 years old, with many additional members outside this range participating socially. Through the club, we provide critical exercise, social and learning opportunities in a majority remote rural area with no barriers to entry, however these provisions are limited due to a lack of facilities. To offset this, we are building a boatshed that will allow us to continue and expand our provision in a number of ways (see section b).

We have secured land for the boatshed, plans have been drawn up and - following very positive stakeholder engagement, where the quality of the plans and low impact of the development were commended - we recently received planning consent for the proposals.

As a result of this funding, we hope to achieve the following outcomes:

- Increased membership
- Reduced social isolation across groups
- Increased youth activity (rowing and other)
- Increased social interaction with the broader rowing community through regattas and joint activities in collaboration with other local groups (e.g. youth football group)
- Social events with the local community
- Increased volunteering opportunities, for example fundraising, coaching, water safety training and community fitness sessions
- Raising awareness of maritime heritage through traditional boat building skills and knowledge transfer

The construction of the boatshed and the facilities this provides align closely with the themes of this fund. This project most closely aligns with the theme of people by providing:

- Spaces for people through the provision of accessible facilities for both the rowing club and the wider community
- Activities for young people through our strong youth rowing group and other non-rowing projects (boat construction and maintenance; events in collaboration with other local clubs)
- Staying socially connected through our emphasis on social rowing as well as competitive rowing
- Community learning is provided by the knowledge transfer between club members, for example sea safety and fundamental woodworking skills
- Celebration of culture given the strong maritime heritage of Avoch and the surrounding villages

However, it also ties into the themes Place and Environment. We would be providing local amenities, which is particularly important to Black Isle residents, as are sports facilities. This is combined with improved sea access and support for access to the outdoors for a wide range of people.

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

We will benefit the community in a number of ways, focussing on greater boat availability and therefore more rowing opportunities, increased access to facilities, and increased diversity in the membership.

The boatshed will provide a space to store the boats, which are currently stored outside. Storing the boats outside has caused extensive, unavoidable weather damage and as a result the boats are now in a poor state of repair. However, to conduct maintenance we require an indoor space and are currently limited by the weather when repairing the boats and lack the facilities to store tools. With a boatshed, we can store the boats properly, reducing weather damage and it will be much easier to conduct maintenance where required. We will also be able to invest in dedicated tools, as opposed to relying on community generosity. In combination this will reduce boat downtime, allowing us to host more rowing events that cater to all including specialised events for any under represented groups, open to the wider community. Undercover facilities also means the maintenance team (all volunteers) can expand to create a 'men's shed' type environment

In addition to storage and workshop space, we will be able to provide a greater range of sessions given that the boatshed can double as a clubhouse. Currently, we are dependent on the weather for any type of event, however the boatshed will allow us to offer sessions more reliably, and with a greater range. For example, we would look to hold indoor fitness classes and social 'meet ups' to encourage membership and remove potential barriers to participation by ensuring all feel welcomed, cared for and regularly communicated with which is critical in engaging and maintaining participation. We would also be keen to open any general fitness classes to the wider youth community.

These sessions would also be combined with classes for example on water safety or boat maintenance, increasing the ways in which people can participate and in turn providing opportunities to develop the coaching and volunteering workforce and interaction between different groups.

Finally, we will be able to provide changing facilities and toilets to members. This can often be a barrier to participation, particularly among women (Sport England, 2021), and we hope to make the sport more accessible to a wider range of people through their provision.

Overall, the facility will allow us to provide a range of positive experiences for people in the community to participate in rowing in more diverse ways.

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

There is a need for this project to ensure the survival of the rowing club and the health and social benefits it brings to the members, local community and engagement with other coastal rowing clubs in Scotland and beyond! We hope that by providing this essential space to achieve a wider membership, in particular young people, those in rural deprivation and those older members who are feeling social isolation after Covid.

We have letters of support from Avoch and Killen Community council, Avoch Amenities association (whom we work closely with) and a local business who has seen the benefits the club brings and how its roots are in the traditional maritime heritage of Avoch. We have also had verbal support from Sarah Aitkin, our local Highland Councillor.

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

Activity name	Achieve by (date)
Lease signed	30/12/2022
Building warrant secured	01/03/2023
Tender documents and list completed	01/03/2023
Tenders considered and contract awarded	30/04/2023
Construction started	01/05/2023
Construction complete	01/10/2023

(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 boatshed is a low impact build on a small field adjacent to an existing industrial estate within farmland. The field is currently not in use, and has very few features benefiting biodiversity or the environment (e.g. no trees, no hedgerows or stone walls, no wildflowers). Through our development we will be improving the site through additional native planting to create biodiverse patches beneficial to the local environment. The boatshed has a small footprint, and therefore will not impact habitat continuity in the area. We will also provide nest boxes for swallows, swifts and housemartins as part of the construction.

Plans for the boatshed include solar panels for powering the shed. As well as providing low carbon power, this will reduce the running costs of the facility.

The intention is to fit out the boatshed following Circular Economy principles; for example acquiring, renovating and reusing second hand furniture, work benches, tool holders etc.

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 benefiting from the project? Will the project target specific groups for example?*

We have no barriers to entry within the club (for example we do not hold try-outs and members do not need to purchase equipment), and through the boatshed construction we aim to further reduce barriers by offering more facilities. We will also be able to offer a greater diversity of participation options, such as boat improvement and construction, therefore ensuring the club and facilities are accessible to a wide range of people.

We currently targeted those experiencing rural deprivation, and will continue this through the boat shed construction. We do this in a number of ways, including:

- Low cost membership with full access to all club aspects for all
- All required equipment is provided free of charge and is maintained by the club
- Where events are held outside the local area, transport is arranged by club members to ensure all can participate

Through this, we aim to reduce the social isolation in our rural area and allow equal access to blue spaces; sea access is consistently shown to lead to significantly higher benefits including positive mood, reduced negative mood and stress compared to green space. Club members and supporters have highlighted this in local research relating to mental health and rowing.

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

After the CRF funding, any boatshed upkeep required (which will be minimal) will be covered by club funds. The lasting benefits of the funding include:

- Survival and growth of the club through more participation opportunities and increased diversity of activities
- Increased community inclusion, bringing together village groups as Avoch continues to grow and develop
- Pride in the local area and sporting achievements
- Continuation of maritime heritage, particularly among young people given youth engagement

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

The need for a boatshed to ensure the survival of the rowing club and the benefits and pride it brings to the village was identified in the recent public consultation by Engage Highland. The results can be seen on <https://engagehighland.co.uk/blackisle>
 This project has also been raised at the Avoch and Killen community council meetings with regards developer contributions (and the lack of resources going to local projects)

4. Does the project require planning permission or other statutory regulatory consents?		YES
If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Full Planning Permission. Ref 22/03629/FUL	Yes. 15/08/2022	Yes 19/08/2022
Building warrants	No – will apply Jan 2023 once lease is signed	

SECTION 5: BUDGET

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

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Construction Estimate	MG Services Estimate (Jan 2022): Measured Works Items A-N	Capital	£103,900
	MG Services Estimate (Jan 2022): Preliminaries and Overheads	Capital	£10,390
	MG Services Estimate (Jan 2022): Contingencies and Design Risk	Capital	£5,715
Utility Connections Estimate	Public Sewer Connection	Capital	£7,500
	Statutory Undertakers Connection Costs	Capital	£1,000
Build Cost and Tender Inflation	January 2022 to October 2023 (15%)	Capital	£19,276
Professional Fees	Architecture (Building Warrant to Completion)	Capital	£3750
	Engineering - Structural and Civil (Building Warrant to Completion)	Capital	£3,500

	Energy Consultant: (Building Warrant / SBEM Calculation)	Capital	£600
	Quantity Surveyor: Tender Check	Capital	£400
	Site Surveys	Capital	£480
	Legal Fees / Registration of Lease	Capital	£500
Building Warrant	Building Warrant Application Fee	Capital	£1,280
Total capital expenditure			£158,290
Total revenue expenditure			£0
TOTAL PROJECT COST			£158,290
Is VAT included in these costs?			No
Project expenditure before March 2023			£8,760

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?

A current day construction cost estimate was produced by a local quantity surveyor (with knowledge of the local market) in January 2022. These costs have been inflated to project completion (October 2023) to give a robust outturn cost estimate. During the determination of the planning application it became clear that the project's drainage strategy would need to change, as any proposal involving a septic tank and soakaway in this location would not be acceptable to the planning authority. The costs for the revised utility connections are presented in 5.1 and are based on a local engineering contractor's assessments. Professional fees are based on estimates from the consultants. The warrant fee is based on the calculator available on the Highland Council website.

It is anticipated that all professional fees will be expended by March 2023. The only exceptions being the site components of the engineering (£750) and architecture (£1,000) fee estimates.

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 £
Sports Scotland Facilities Fund *letter of award not yet received (verbal confirmation on 18/11/22)	Yes, 02/09/2022	Yes. 18/11/2022	79,000
The Fore fund (applications open on 12th Dec)	Yes, 12/12/2022	pending	22,245
The Weir Foundation	Yes, 05/12/2022	pending	22,245

Total match funding			£123,490
CRF requested			£34,800
Total project cost			£158,290

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?

As a non-revenue generating club, we will not be able to construct a boatshed 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.*

NO

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

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

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

NO	
Please state your reasons: As we are not revenue generating we would be unable to confirm repayments.	
7.4 Have you had support from other organisations in developing the project?	
For example:	Details
Business Gateway	
HIE	
Other	

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

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature:	Print: Kathy Taylor	Date 10/12/2022

8.2 Supporting documents checklist. You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes

2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	Yes
4	Policies – i.e. child protection, health and safety, equal opportunities	Yes
5	Confirmation of match funding letters	No*
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	NA
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	NA
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	NA
<p>Reason for missing documentation: We have not received a letter to confirm our Sports Scotland Facilities award yet. We had verbal confirmation and were told it would be a few weeks before we received the official documents.</p>		
<p>Declaration what the remaining bank balances are for:</p>		

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



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 1123	
1.2	Organisation	Ferintosh Community Hall	
1.3	Project title	New roof covering	
1.4	Project costs	Total cost of project	£ 38,889.54
		Match funding	£ Being applied for.
		Grant requested	£ 38,889.54
1.5	Start date	October 2023 approximately	
1.6	End date*	By 31 st March 2024	

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

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

People	<input type="checkbox"/>
Place	<input checked="" type="checkbox"/>
Economy	<input type="checkbox"/>
Environment	<input type="checkbox"/>


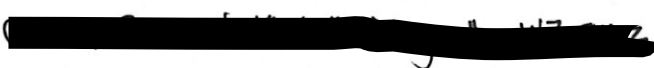

1.8 Privacy Notice

Please confirm you have read and understood the Community Regeneration Funding privacy notice: [Privacy Notice](#)

YES NO

SECTION 2: CONTACT DETAILS

2.1	Main contact name	Rod Mackay Chairman / Secretary of Management Committee
	Contact number	[REDACTED]

Alternative contact number	The only alternative number I have is my wife's 
2.2 Position	As above
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	None.

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	X	SC 00 5925
SCIO		
Other (please specify)		

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

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

3.4 If the organisation is VAT registered, please quote number.							
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"> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Whole	Partial	None			
Whole	Partial	None					

Details:

3.6	Project delivery team
Name	Job title/area of work

Rod Mackay, Project Manager / Overseer
 Fraser Stewart, Architect / Architected for the project.
 Philip Ross, Treasurer / payments.

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.
 Ferintosh Community Hall, Easter Kinkell, Dingwall, IV7 8HZ

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. Front page of Feu Charter dated 1932 in attachments.

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 consists of replacing the present disintegrating roof tiles with a modern equivalent, and associated works including flashings, etc. A local architect has liaised with a local building professional and prepared an outline of the necessary work and produced a specification allowing a quotation to be obtained.

(b) How will the project benefit local communities or the local economy?
 The hall currently provides a warm and welcoming venue for use by local groups and groups from outwith the local area. Local groups include Ferintosh Primary School, private functions, Singing For Fun Choir and Gaelic Choir (Kirsteen Menzies), Ferintosh Community Council rota of public meetings, etc.
 On Sat 10th Dec 2022, a local business woman organised our first Christmas Market giving local small businesses an opportunity to present and sell their wares - 9 stalls.

(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.
 Ferintosh Hall has played a memorable part in the life of our community since built in 1936 and is part of a network of community halls along with Culbokie, Mullbuie and Tore. Currently there are regular bookings for two choirs, local primary school, private functions etc., as well as quiz nights and other fund raisers, community functions, etc. These opportunities are ongoing, further initiatives will hopefully develop and pre-covid groups restart.

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

Activity name	Achieve by (date)
Prepare Spec.	early Nov 2022
Obtain quotation	late Nov. 2022
Obtain funding	Dec 2022 onwards
Proceed with the works for completion	by end of 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.

In delivering the project it is our intention to employ local tradespeople. The removal and disposal of the old tiles will be carried out in accordance with current national and local regulations. Every effort will be

Every effort will be made to keep transportation to a minimum. Old tiles are being replaced by new of similar size and weight thus not requiring strengthening of existing roof trusses or use of additional timber.

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 hall is available for use by all sections or groups within our community. The project will not change this.

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

Following completion of the project CRF direct involvement will come to an end. However, the legacy of the fund will be the continued benefit of the hall to the community.

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

The award of an S.S.E. local resilience grant some years ago provided for an electric connection for a generator allowing the hall to become part of a network of resilience hubs in the event of a prolonged power outage.

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

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

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)

SECTION 5: BUDGET

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount
Printing	Banners	Capital	£50
	Information leaflets	Capital	£200
Event	Venue Hire	Capital	£100
	Catering	Capital	£150
	Insurance	Capital	£50
Salary	Project management inc PAYE costs	Revenue	£1,500
Construction	Preliminaries	Capital	£25,000
	Foundations	Capital	£56,000
	Architect fees	Revenue	£30,000

Remove and dispose of old tiles		14,216.76
Undelay, vents, new slates filled		21,759.18
Associated works		2,913.60
Total capital expenditure		£
Total revenue expenditure		£
TOTAL PROJECT COST		£38,889.45
Is VAT included in these costs?		<input checked="" type="radio"/> Yes / <input type="radio"/> No
Project expenditure before March 2023		£ 0.00

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

Zucconi A & Associated Ltd estimate of 29th Nov 2022 included in attachments.

SECTION 6 – MATCH FUNDING

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

6.2 Will the project involve "in kind" support?

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

YES NO

Please detail:

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

The hall management committee do not have sufficient funds to enable the work to proceed
The project is will not go ahead 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 organisations / businesses are not disadvantaged at present. Our installing a new roof covering will not change that.

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

YES / **NO**

Please state your reasons:
It is not an option at present.

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

For example:	Details
Business Gateway	} not as yet.
HIE	
Other	

7.5 Have you previously received public funds for the organisation?


YES / **NO**

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

Funding	Year of award	Amount £	
	2022	6,500	National Lottery Community Fund
		2,000	Robertson Trust Wee Grants
		2,500	HC Discretionary Budget
		1,600	HIE Greening Community Assets Fund
		6,557.91	HC Coastal Community Fund

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.

8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature:	Print:	Date
	Rod Mackay	10 th Dec. 22.

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

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



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1182	
1.2 Organisation	Culbokie Community Trust Limited	
1.3 Project title	Culbokie Village Hub – Toilets and Potting Shed	
1.4 Project costs	Total cost of project	£34,965
	Match funding	£5,000
	Grant requested	£29,965
1.5 Start date	01-04-23	
1.6 End date*	31-12-23	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Richard Fyfe
Contact number	
Alternative contact number	
2.2 Position	
2.3 Address	
Postcode	
2.4 Email address	
2.5 Website address	https://www.culbokiect.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC 4810940
Constituted group		
Public body		
Charity	X	SC 045867
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
--	-----------

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

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Penny Edwards	Director/Co-Leader
Paul Wadge	Director/Project Administrator
Richard Fyfe	Chairperson/Co-Leader
Mark Douglas	Director/Technical Adviser

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.
Culbokie Green Culbokie IV7 8FP
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 land is owned by Culbokie Community Trust Limited

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><u>The project</u> We want to build a 40m² building including public toilets and a small volunteer base / tool shed – which we're calling the 'potting shed'. The toilets will fill a gap in what is currently a public toilet 'desert' (there are currently no public toilets on the north side of the Black Isle between Muir of Ord and Cromarty). The toilets will service community groups, volunteers and visitors using Culbokie Green as well as many individuals and tourists out and about in the area – which in turn will help local businesses. The toilets will take up the larger part of the building and will include 4 unisex cubicles (1 with disabled access) plus baby change facility. The Potting Shed, taking up the remainder of the building will provide a simple volunteer base for groups managing Culbokie Green and other local greenspaces. It will be used for the storage of hand tools and battery powered garden tools and it will include a sink, power points and some benches. This building has full planning consent.</p> <p>Against a backdrop of severe funding constraints, we have decided that we must break the development of the toilets and potting shed into smaller phases. We already have funding for all the professional fees for the detailed design work/specifications necessary to reach tender stage, and utilities applications from the Rural and Islands Communities Ideas into Action Fund and this work will start in December 22 and will be completed by the end of March 23. The project we are applying for from CRF will secure all the essential groundworks, external works and hard and soft landscaping to enable the main building works.</p>

We have identified some sources of funding for the main building works (estimated to be up to £100,000 and not part of this application) as follows.

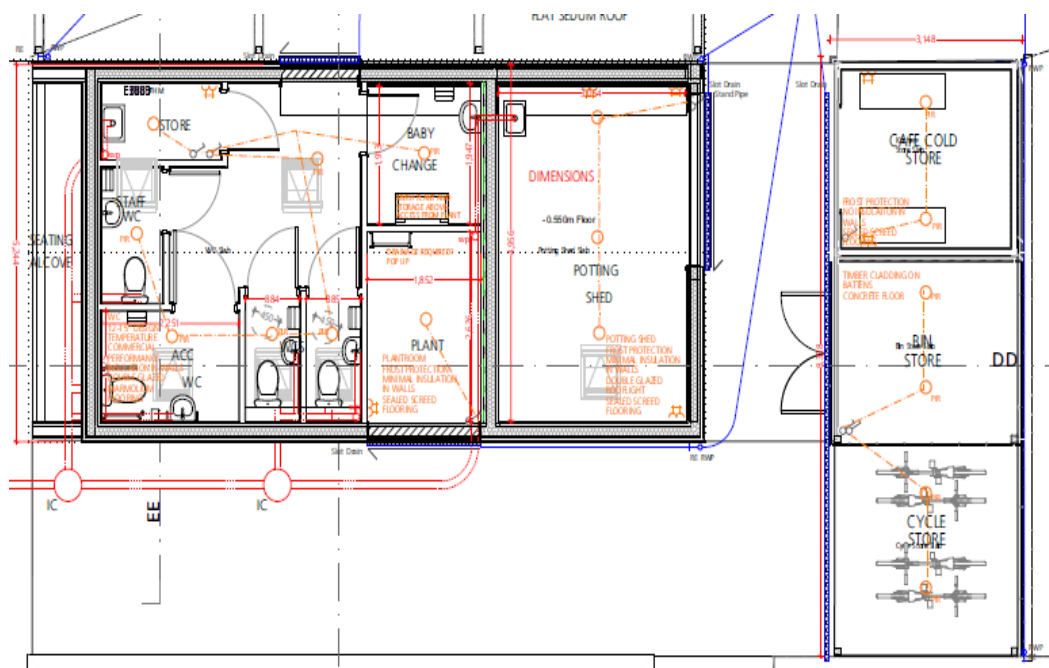
EB Scotland – support for main build up to approx. £50,000

FCC Communities Foundation – support for fit out of approx. £20,000

We have discussed the project with these bodies and have been encouraged to submit applications: However, we are unable to make applications until we have full project details and tender documents and can obtain accurate competitive quotes. We expect to be in that position by March 2023. We also need to meet their regular funding round deadlines which only occur every 3-6 months. CCT's Board has also already committed £20,000 to the main building works as part of the funding package. If required, we also have the opportunity to apply to Awards for All for the 'last brick in the wall' of £10,000

CCT recognises that there is a risk that the funding package for the main building works may not be achieved. In that event we aim to install a temporary toilet and tool store on the site. We have made cost effective provision for this as part of this application by including the foundation of a small ancillary structure which will, in the future, become the café bin store, café storage and a cycle shed and is part of our planning consent. Our fall-back plan would be to install the temporary toilet and tool store in these simple mono pitch structures.

Site Plan of Proposed Toilets, Potting Shed and Stores



Project context and background

The toilets and potting shed are part of a bigger community-led project, the Glascairn Community Project, which is transforming the village centre on over half a hectare of land, owned by the Culbokie Community Trust (CCT). A new greenspace, Culbokie Green has already been created – with meadows, a natural play area, an orchard, a timber shelter and outdoor table tennis along with paths with solar lighting, seating and cycle parking. Adjacent to the Green, a serviced building plot has full planning consent for a café, car and bike parking and rapid EV charging along with the separate toilet and potting shed building – the subject of this application. A building warrant

application has been submitted and we also have outline planning consent for another building which will become a business hub.

This ambitious project has long been an aspiration in the Local Development Plan to improve community services along with environmental and economic benefits. Culbokie is a village of 1000 people on the north side of the Black Isle. It has grown substantially since the late 1970s with 12 new housing estates being built. Local services and community facilities have not kept pace – with no health facilities or pharmacy, no business units and limited spaces for community activities. Culbokie is seen as a dormitory village, scoring in the lowest decile in the Scottish Index of Multiple deprivation in terms of access to services. The village is very car-dominated – stretching about 1.5Km along the busy B9169. It lies at the end of Stage 1 of the John O Groats Trail and has little to offer walkers. Until Culbokie Green was established by CCT in 2022, there were limited ‘people friendly’ spaces for neighbourly chats or socialising.

The Glascairn Community Project will address many of the above issues enhancing local economic resilience, prosperity and sustainable development. It was first conceived in 2012 following community consultation and the land was purchased in 2015 with support from the Scottish Land Fund. In 2018 we entered a legal agreement with Tulloch Homes who were developing land in the immediate vicinity. This involved a land exchange and required Tulloch Homes to undertake full preparation and servicing of the community site. It also enabled CCT to work with Cairn Housing to facilitate the delivery of 6 additional affordable homes for rent in the new housing scheme – which are now complete and occupied.

To complete the picture, the Glascairn Community Project is very closely integrated with another equally ambitious project to deliver a new active travel route through the village, including placemaking interventions. The Community Trust is currently working with Highland Council and Sustrans with the aim of implementing this scheme in 2023.

Achieving Place Based objectives and outcomes

This project best matches with the ‘Place’ objective of this fund. The project will achieve the following outcomes:

- Contribution to the regeneration of an abandoned field in the heart of the village into a multi-faceted community resource meeting diverse community needs
- The toilets/potting shed will deliver a key element in the integrated development of the village combining greenspace, sustainable travel, biodiversity, slow tourism and the economy
- Provision of a new public toilet facility in area of toilet ‘desert’ to support the range of community facilities and activities
- Cost effective community-led management of Culbokie Green and other local greenspaces by volunteers and community payback
- More community groups taking advantage of the Covid-safe covered shelter and Green for their activities
- More satisfaction with facilities on John O Groats trail – supporting slow tourism
- More satisfaction of EV users supporting the EV transition and low carbon transport

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

This development is the key to unlocking some exciting community and business development opportunities in the village. It will enable far greater use of Culbokie Green by children and young people, families, community groups and visitors, keen to use the facilities on the Green but constrained to short visits by the lack of toilets. The toilets will also enable us to run a range of more

sophisticated outdoor community events such as kids events, gatherings, training courses or demonstrations which all contribute to community wellbeing. Businesses in the village will benefit from people feeling able to come to the village because of the toilet facilities available. This includes people visiting for walks in Culbokie Woods, people using the EV charge points that are planned by SWARCO in the coming months, people using active modes of transport and people walking the John O Groats Trail. The toilets will also serve the café and business hub (once open) and this will provide a new social focus for the village. The toilets, which include wheelchair access and baby change facilities, will be of particular importance to specific groups who may have greater needs including people with mobility or other health issues, children, young or pregnant women and young families.

Both the toilets and Potting Shed are also essential for the Culbokie 'Green Team', a volunteer group established to manage Culbokie Green and other green spaces which was established in the summer of 2022 and has clocked up 125 volunteer sessions to date. The group has undertaken some big tasks such as raising the timber shelter and turfing the roof as well as craft works and vegetation management. The Green Team is now meeting weekly to provide a regular Covid-safe social activity for local people with a focus on gardening and the management of Culbokie Green. It meets midweek to specifically attract people likely to benefit from regular social contact and we have reached out to encourage more diverse participation in our activities through house-to-house leafletting, social media and through contacts with the GP community link worker in Dingwall. Investing in our volunteers provides a win/win for the village. It aims to both fulfil a social function **and** secure the long-term financial viability of managing our green spaces. Developing suitable toilet facilities and the potting shed will enable the Green Team thrive. It will also open the opportunity for Community Payback workers to assist volunteers with bigger tasks.

(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.*

Need

The need for toilets has been particularly highlighted by the opening of Culbokie Green in advance of developing the rest of the planned community facilities which have planning consent including toilets. This is a real barrier to any volunteer or community activities on the Green lasting for more than an hour or two and there are no facilities for visitors to the village which in turn impacts on local businesses. Once the community café is developed the toilets will also be needed to serve the café.

We have investigated using toilets that exist in other community assets in the village for specific events, such as the shop, the pub and the hall, but none of these asset owners/managers is able to help. The shop reports that it gets frequent requests for toilets, and that, although it has neither appropriate facilities or insurance, it sometime takes pity and lets people use their staff toilet - with the main users being care workers. Partial recording of requests by the shop proprietor since October 22 has shown a minimum of 10 -15 requests per week. The developer of the rapid charge points on Culbokie Green, SWARCO, has agreed to provide some match funding for the toilets which demonstrates the need they see for customer toilets. The JoG trail managers have verbally indicated support for this facility in the village which will benefit walkers.

The potting shed is needed to support The Green Team which currently meets for a 2-hour session each week. At present the volunteers have no proper base and their tools and equipment are stored in a temporary un-serviced shipping container. There is an urgent need for running water and electricity to enable them to clean and sharpen tools, charge battery operated tools and for a rest area where they can boil a kettle. Volunteers currently have to charge equipment at home and bring water/ hot drinks to the site.

Goals

In summary, the long term goals are of the toilet/potting shed project are:

- To provide public toilets for:
 - volunteers helping care for Culbokie Green and other greenspaces in the village
 - community groups using Culbokie Green and shelter for community activities
 - community events taking place on Culbokie Green
 - visitors to the village including those walking the JOG trail, visiting the woods or using active travel methods
 - local residents visiting the facilities on the Green
 - in the future, users of the café and village hub
- To provide a tool store and volunteer base (the potting shed) to develop and support the success of the Green Team

Evidence of Community Support

The design for the community buildings at Glascairn, prepared by LDN Architecture, have always included a café building (with no toilets) supported by a separate toilet block designed around an attractive courtyard and linked by a covered walkway. It was anticipated that the café and toilets would be developed together, soon after the completion of Culbokie Green, and that the toilets would principally serve the café but would also be available to support Culbokie Green and the wider community. Our consultations have therefore focussed on the overall need for, and design of, the community hub (community café, toilets and business space)– and these have always shown strong levels of community support. This was principally demonstrated when CCT undertook a feasibility study for the project in 2014 leading to an application to purchase the land under the community right to buy in 2015. This required a full postal ballot to demonstrate support for the project achieving 81% in favour of the development. Since then, we have consulted at every stage and have been led by the outcomes of these consultations which have included:

- Whether we should go into partnership with Tulloch Homes (2017)
- Community aspirations for the Greenspace (2018)
- The detailed design of the greenspace and buildings (2019)

We have not supplied reports for these consultation as they do not pertain directly to the toilets and potting shed although they add weight to community support for the overall project and our direction of travel. These reports can be made available if required.

The project is also supported in the local plan and has planning consent and has therefore been through the related statutory consultations.

As we did not anticipate that the toilets would be built as a separate phase we did not consult specifically and separately on this. However, further community support is evidenced by groups who use the Green periodically, such as the Culbokie Beavers, Culbokie Community Cycling Club and Culbokie Primary School who have identified the lack of toilets is a severe constraint. Volunteer groups working with the Green Team suffer similar issues and up until recently used the welfare unit of the neighbouring developer – but this facility was lost in October 22. Our approach to Community Payback for help with bigger tasks on the Green also failed because of the lack of toilets.

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

Activity name	Achieve by (date)
---------------	-------------------

1) Excavate and prepare area for toilet block, bin store, cycle store	28 July 2023
2) Hardcore to these areas	11 August 2023
3) Construct Concrete base to bin/cycle store area	25 August 2023
4) Foundations and concrete base to proposed toilet / potting shed building	25 August 2023
5) Construct DDA compliant footpaths to perimeter of buildings and to main path	15 September 2023
6) Hard / soft landscaping	27 October 2023
<i>NB timescales may vary due to contractor and materials availability</i>	

(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.*

All CCT's work is guided by our Environmental Policy which has been in place since 2019.

The main environmental impact of the project is the energy and resource cost of construction of the building and its subsequent operation. These have been mitigated by choosing materials with low embodied energy such as mineral wool in place of Kingspan for insulation, choosing fully recyclable materials, minimising heat requirement by setting a low target winter temperature for the toilets and designing the potting shed as an uninsulated and unheated space.

The building also supports community engagement, learning and action around environmental themes by enabling people to take part in outdoor activities.

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?*

Simply providing new public toilets is a major contribution to equality by enabling people who are older or who have mobility or health issues to participate in village activities or get out and about. The toilets are wheelchair accessible and include a disabled cubicle, they are gender neutral and also include a dedicated baby changing space. These design features will ensure that no one is disadvantaged or excluded from benefitting from the project.

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

This phase of the project it intended to enable the main build which will be a future phase. The funding strategy set out in Section 4.3a indicates our plan for completion of the project involving grant applications to additional funding bodies along with some of our own capital reserves. To mitigate the risk of not achieving this funding, we have developed an option to use an ancillary building, that is included in our planning consent, to house very low-cost temporary facilities until funding for the main build is found.

Once the permanent toilets/ potting the are built, they will exist for a minimum 50 year lifespan and continue to provide benefits throughout that period, and hopefully beyond.

Ongoing maintenance and management of the facility will be the responsibility of the Culbokie Community Trust. Once the café has been developed, it is envisaged that the manager will be responsible for the lion’s share of the care and maintenance of the toilets. In the intervening period the Culbokie Community Trust accepts responsibility for management. We aim to run a donation system to generate income from the toilets. We have also identified funding to support long-term management from the Highland Council Comfort Scheme, the North Highlands Initiative and SWARCO and expect the toilets to run at break even. Care of the site and landscaping will be undertaken, at minimal cost, by volunteers involved in the Green Team.

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

The project fits with the following strategies and plans:

Inner Moray Firth Local Development Plan: The land for this project is zoned in the local plan for housing, community and business in accordance with existing planning consents. The toilets /potting shed are part of planning permission 21/01930/FUL. In addition, the project supports the following policies

Low Carbon Development – the building uses low embodied energy materials and requires minimal heat

Safeguarding Greenspace – the project helps safeguard Culbokie Green and other greenspaces

Black Isle Tourism Strategy: the strategy is designed “*to appeal most to those who appreciate slow tourism, immersive tourism, local experience, nature...*”. This project aligns with the strategy by enabling visitors to spend time out and about in the village and the Black Isle.

Highland Nature Biodiversity Action Plan: The Action Plan includes a section entitled “A plan for nature and people”. The vision states that “*everyone living in or visiting the Highlands enjoys and is proud of and involved in the conservation and care of the region’s landscape and nature. The health benefits provided by access to green and blue space are available to all*”. This project enables people to spend time outdoors taking part in the healthy activity of looking after biodiverse local greenspaces

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

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Full planning permission 21/01930/FUL	YES 21-04-21	YES 16-08-21
Building Warrant 22/01760/NDOM6	YES 14-10-22	Awaiting determination

SECTION 5: BUDGET

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

6.1 Please give details of confirmed or pending match funding: <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
SWARCO (subject to lease for EV charger). <i>NB CCT has agreed to underwrite this figure out of the £20k it has already committed to the main build if necessary.</i>			£5,000
Total match funding			£5,000
CRF requested			£29,965
Total project cost			£34,965

6.2 Will the project involve “in kind” support? <i>This should not form part of the overall budget or counted as confirmed match funding for the project.</i>
YES Please detail: The Project Team is made up of experienced (project management, construction, community development, financial management) volunteers. Estimate is that this equates to 0.5 full time equivalent for nine months. At current rates this is worth £11,250.
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
This is a non-commercial community development project that will provide a wide range of public benefits. While we have secured a pledge of private funding (from SWARCO) for the project, this is relatively small and the project will not happen without public funding.

SECTION 7 – REVENUE GENERATION PROJECTS

To be completed by revenue generation projects ONLY. If the project does not generate revenue, please go to SECTION 8. Please submit a business plan with the application.

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

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

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

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

YES / NO

Please state your reasons:

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES / NO

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

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print: Richard Fyfe Chairperson Culbokie Community Trust Limited	Date 10/12/22

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	Y
4	Policies – i.e. child protection, health and safety, equal opportunities	Y
5	Confirmation of match funding letters	Y
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Y
7	Annual financial accounts – latest available	Y
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Y
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	Y
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Y
13	Partnership agreement	N/A
Reason for missing documentation:		
Declaration what the remaining bank balances are for: Our remaining current account balance is already partly committed due to grants taken in prior to spend. Our underlying current account balance is approx. £13,000. This is required to cover regular expenditure such as insurance, accountancy and IT and other incidental costs such as printing and travel and to pay for essential unfunded development work for the Glascairn Community Project Our savings account is earmarked to support the capital development of the Glascairn Community Project. We have allocated £20k of this for the main build of the toilets and potting shed and we expect to allocate the rest, roughly pro rata, as match funding for future phases.		

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

APPENDIX 2

Ref	Applicant	Title	Project description	Total cost	Grant requested	Start date	End date	Match in place?	Consents?	Project Robustness	Engagement & Support	Meeting a Need of Demand/Market	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	Area based funds request	DO comments	DO
1001	Black Isle Music Initiative	Black Isle Music Initiative	Project aims to cover the costs of venue hire for one year to enable the group to become more self sustaining and thus increase the beneficiaries. Also includes the cost of 3 new keyboards to facilitate more face to face lessons following the pandemic.	3,578.00	£3,578	Apr-23	Mar-24	N/A	N/A	2	1	2	2	2	2	3	2	3	2	21	£3,578	Ongoing revenue costs (ie tutor fees) have been excluded on the advice of the Community Rgeneration Team. Applicant is a private individual - if the BIMl do not wish to become a constituted group, these costs should be reintroduced and the intervention rate reduced to below 50%. Lack of supporting evidence supplied with application (clearly there is support for the programme but only anecdotal evidence supplied). Some sustainability concerns given the reliance on a full programme to ensure that operating costs can be met. Although this can be addressed in teh short term with grant support it is unclear whether this would resolve the issue in the longer term	FC
1025	Avoch Harbour Trust	Toilets Upgrade	Stripping paint from walls and repainting interior and exterior of toilet building at Avoch harbour	£ 2,000.00	£ 2,000.00	Apr-23	Apr-23	N/A	N/A	3	2	2	3	2	2	3	2	3	3	25	2,000.00	No specific concerns noted. Some supplementary evidence of wider support for the project supplied. Although request is presented as 100% request to CRF there are ongoing running costs that are covered by AHT that should be taken into account. AHT have also committed to cover the VAT for work in this project but this has not been reflected in the figures.	FC
1182	Culbokie Community Trust	Culbokie Village Hub - Toilets & Potting Shed	Application is to take the project through the first phase of establishing a new building to house toilets and work space/storage areas. This phase will deliver groundworks, foundations, concrete base, DDA compliant footpaths and some landscaping works.	£ 34,965.00	£29,965.00	Apr-23	Dec-23	Yes	Partial	2	2	3	2	2	3	2	3	3	3	25	£ 29,965.00	Robustness assessment reflects that building warrant is not in place but aside from this the project is ready to start should funding be approved. No concerns noted and amber ratings in some sections are as a result of the phased approach that is being taken for hte project so difficult for it to score more highly	FC
1043	Avoch Community Rowing Club SCIO	Provision of Boatshed/Workshop	Provision of a new boatshed/workshop facility in Avoch to provide boat storage and workshop space but also with the intention of making the facility available for wider community use.	£ 158,290.00	£34,800.00	May-23	Oct-23	Partial	Partial	2	3	3	2	2	3	3	2	3	3	26	£ 34,800.00	Well planned project with significant match funding secured, although some remains outstanding. Robustness assessment reflects that there are a number of points to be addressed prior to project start (lease, building warrant and match secured) but these are in progress and credible plans for delivery. Some further information on financial forecasting for the new facility will be required as a project condition if funding is approved	FC
1123	Ferintosh Community Hall	New Roof Covering	Replacement of the current disintegrating roof tiles with a modern equivalent and associated works (eg flashings)	£ 38,889.54	£38,889.54	Oct-23	Mar-24	N/A	N/A	3	3	3	3	2	2	3	1	3	3	26	£ 38,889.54	Project is ready to start and no concerns noted in assessment. Red rating for match funding reflects that this is a 100% request to CRF rather than a concern that funds are not in place. No in kind noted in application although it seems likely that the time of the hall committee is voluntary	FC

TOTAL 109,232.54