



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	CRF1003	
1.2 Organisation	Staxigoe & Papigoe Community Group	
1.3 Project title	Staxigoe Community Hall Net Zero Upgrades	
1.4 Project costs	Total cost of project	£205,403.45 <small>project costs have increased since EOI due to CARES funding requirements</small>
	Match funding	£164,136.38
	Grant requested	£41,267.07 <small>Although project costs have increased the amount requested from the CRF remains the same</small>
1.5 Start date	March 2023	
1.6 End date*	June 2023	

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

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	
Place	
Economy	
Environment	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	Alistair Jack
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Development Trust Officer
2.3 Address	Staxigoe & Papigoe Community Group [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Postcode	[REDACTED]
2.4 Email address	alastair@cvg.org.uk
2.5 Website address	https://staxigoe.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	Currently in the process of transferring all assets to the new SCIO	SC012353 will cease once SCIO transfer is complete
SCIO	X	SC051786
Other (please specify)		

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

Details:	
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3.6 Project delivery team	
Name	Job title/area of work
Alistair Jack	Development Trust Officer / Community Project delivery
GMR Henderson	Principle Contractor

SECTION 4: PROJECT DETAILS

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

<p>4.1 Project location - Please include postcode.</p> <p>Staxigoe Village Hall, Elzy Road, Staxigoe, KW1 4QU</p>
<p>4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?</p>
<p>Own the building</p>

<p>4.3 The Project</p>
<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>Staxigoe Village Hall Net Zero Upgrades to reduce the hall’s carbon footprint in line with the Scottish Government’s aims & objectives of achieving Net Zero by 2045. This will include the installation of external, underfloor, and roof insulation, as well as an efficient air-to-air and air-to-water heating system using the latest Air Source Heat Pump technology. Additionally LED lighting will be installed throughout the hall</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>The project will improve the infrastructure of the local community hall, making it more sustainable for current and future generations. The upgrades will massively improve the facilities for the local and wider Caithness Community at large.</p> <p>The project will create a warm efficient sustainable community building that will be able to be operated as a resilience / warm hub for the community as well as meeting the Scottish Government targets to ensure the building will remain a useable cost-effective and green community asset and the upgrades will enable the hall to act as a community resilience hub.</p>

Hire costs for the hall will be kept to a minimum for hall users once the running costs can be lowered, and charities will have access to the facilities free of charge for any events they are holding. The Hall will stand as a champion project in the area towards delivering Net Zero by 2045, and will be used to encourage the local community as well as the county of Caithness at large to think about and focus on Net Zero, and will be a project of pride for the community due to its green credentials.

This project will benefit the inhabitants of Staxigoe, Papigoe and its wider neighbourhoods, which number approximately 600 people who will benefit from the upgrades to this community facility. In Addition, the hall is widely used by individuals, groups and charities from across Caithness, all of whom will benefit from these upgrades, however it is hoped that the upgrades will attract further usage of the hall, as it will become a more inviting facility for people to use. The upgrades to the hall will benefit all people regardless of age, race, gender, disability, religion or sexual orientation . In regards to activation of the hall as a resilience hub, it will provide to support to all inhabitants of the communities of Staxigoe, Papipgoe & Noss Head, as identified as Tier 1 properties with the Community Resilience & Disaster Management Plan.

(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.*

Community consultations were carried out as well as acting on the feedback from current hall users as to what improvements they would like to see done to the hall to improve its useability and ensure it is a sustainable energy efficient community building for the future.

An energy assessment on the building was commissioned by Zero Waste Scotland and conducted by Practically Green Ltd. which has estimated that the proposed Net Zero upgrades should see a reduction in carbon foot print of 109%, and are in line with the current Scottish Government aims and objectives to achieve Net Zero by 2045.

Whilst it has been recognised that the cost of upgrades verses potential money saved per annum in energy bills is disproportionate, the planned Net Zero upgrades will make a community facility that is warm and energy efficient for the next 100 years, and will help to promote Staxigoe as a green community.

We have also received several letters of support for the project.

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

Activity name	Achieve by (date)
Installation of underfloor insulation	May 2023
Installation of underfloor Heating pipework	May 2023
Re-install hall flooring	May 2023
Installation of low-temperature radiators, pipework, and Air Source Heat Pumps	May 2023
Installation of loft area installation	March 2023
Removal of flat roof internal ceilings	March 2023
Installation of flat roof insulation	April 2023
Reinstatement of flat roof internal ceilings	April 2023
Prepare walls and apply solid wall external insulation.	May 2023
Render insulation boards	May 2023

Install new PVC Cladding and Guttering	June 2023
LED Lighting Installation	June 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.*

An energy audit was carried out by Zero Waste Scotland which recommended several improvements to lower our carbon footprint as we move towards Net Zero. These upgrades have the potential to improve the halls current carbon footprint by 109% (Attached)

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?*

Phase one of the project has already dealt with several issues identified during a Caithness Disability Access Panel inspection. The village hall is available to ALL members of our community regardless of age, race, gender, disability, religion or sexual orientation.

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

A grant by the CRF would pay for a percentage of the total Phase 2 project costs, of which the remaining money will be supplied by match funding.

The village Hall will be supported once the project has been completed by continued hall hires and local fundraising, in fact it is hoped that revenue will increase as more people wish to use the community space.

This project will leave a legacy of a sustainable energy efficient community building with green credentials for generations to come.

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

This project is in line with the Highland Council CaSPlan sections 80 and 81 around climate change as well as Scottish Government drive towards achieving Net Zero by 2045

4.4 Does the project require planning permission or other statutory regulatory consents?		YES
If YES, please detail below - provide evidence with the application if granted.		
Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Building Warrant	Not Yet	

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
Insulation	Supply & Install Loft Insulation	Capital	£936.00
	Remove Existing Flat Roof Ceilings	Capital	£780.00
	Supply & Install Flat Roof Insulation	Capital	£2,821.40
	Install Dry Wall To Flat Roof Ceilings	Capital	£4,006.06
	Removal Of PVC Cladding, Guttering & Downpipes	Capital	£680.00
	Supply & Install External Insulation	Capital	£24,972.50
	Supply & Apply Sky Marble Rendering	Capital	£8,868.75
	Supply & Install White PVC Cladding	Capital	£1,985.00
	Supply & Install New Guttering & Downpipes	Capital	£2,114.20
	Extend External Services Beyond Exterior Insulation	Capital	£320.00
	20% Contingency	Capital	£9,496.78
	VAT @ 20%	Capital	£11,396.14
Heating System	Removal Of The Existing Stage Area	Capital	£680.00
	Lift Hall Flooring	Capital	£1,200.00
	Supply & Install Underfloor Insulation	Capital	£2788.03
	Supply & Install Underfloor Heating Pipework	Capital	£3,458.71
	Reinstall Main Hall Flooring	Capital	£6,348.10
	Supply & Install ASHP Heating System	Capital	£60,198.17
	20% Contingency	Capital	£14,934.60
	VAT @ 20%	Capital	£17,921.52
Electrical System	Supply & Install New LED Lighting Throughout	Capital	£4183.30

	Removal of ACM Storage Heaters	Capital	£2,250.00
	Supply & Install New Main Consumer Unit	Capital	£2,283.70
	Install New Electrics For ASHP Heating System	Capital	£1,806.20
	Electrical Ancillary Works	Capital	£2,317.00
	20% Contingency	Capital	£2,676.04
	VAT @ 20%	Capital	£3,211.25
Equipment Hire	Scaffolding Hire	Capital	£4,600.00
	Welfare Unit/Site Office	Capital	£2,720.00
	VAT @ 20%	Capital	£1,464.00
Other Costs	Building Warrant	Capital	£1,446.00
Total capital expenditure			£205,403.45
Total revenue expenditure			£0.00
TOTAL PROJECT COST			£205,403.45
Is VAT included in these costs?			Yes
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?

Quotations have been obtained but are now several months old. A 20% contingency has been added upon request by CARES which is an additional 10% on top of the original project costs and an up-to-date quotation has been requested from the principal contractor that has been selected.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Caithness North Sutherland Fund		Yes (Feb 2022)	£30,000
Caithness Beatrice Community Fund		Yes (July 2022)	£6,906.51
CARES	Yes (Oct 2022)		£80,000
SPR Caithness Community Fund	Yes (Oct 2022)		£7,500
SSE	Yes (Oct 2022)		£5,000
Garfield Weston Foundation	Not yet		£10,000
National Lottery	Not yet		£10,000
In-kind funding		Yes (May 2022)	£6,321.60

Hall funds / local fundraising		£8,404.27
Total match funding		£164,136.38
CRF requested		£41,267.07
Total project cost		£205,403.45

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: All dismantling work will be carried out by volunteers which equates to a value of £6,321.60 when removed from the quotation.

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

The cost of this project is beyond what the hall could raise through normal hall hires and general fundraising, and without public funding this project will not be able to be completed.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES

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

The completion of the project will not generate specific revenue but will help to make the community build sustainable for future generations, but it is hoped that the project will increase revenue into the hall, but the hall can survive without any additional revenue so this has not been included in any budgets. Any additional revenue obtained would be a bonus to the hall funds.

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

This project will actually help local organisations by providing a cheap, efficient warm facility to hire, or to obtain free of charge if a charity.

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

NO

Please state your reasons:

There is insufficient revenue generated by the hall that could effectively pay back a loan without directly affecting the day to day running of the facility.

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES


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

Funding	Year of award	Amount £
Caithness Beatrice Community Funds (For Phase 1)	2021	£35,443.96

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: A. JACK	Date 08/11/2022

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
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1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	No
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A
5	Confirmation of match funding letters	Yes
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	N/A
<p>Reason for missing documentation: The building warrant will be applied for once all funding has been obtained. Please note title deeds are currently with our solicitor as they are in the process of transferring all assets across to the new SCIO, however I have attached the deed of trust so hope this will be sufficient.</p>		
<p>Declaration what the remaining bank balances are for: All funds within the hall accounts will be used towards the Net Zero project less £3,000 for general running costs.</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	CRF1005	
1.2 Organisation	Home-Start Caithness	
1.3 Project title	Volunteer Coordinator and volunteer support	
1.4 Project costs	Total cost of project	£47,485
	Match funding	£6000
	Grant requested	£41,485
1.5 Start date	December 2022	
1.6 End date*	March 2024	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Fiona Carlisle
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Manager
2.3 Address	Office 4, Stevenson House, 10 Harbour Terrace, Wick
Postcode	KW1 5HB
2.4 Email address	fiona@caithnesshomestart.org.uk
2.5 Website address	www.homestartcaithness.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	x	SC024885
SCIO		
Other (please specify)		

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Fiona Carlisle	Home-Start Caithness Manager

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Cover Caithness area
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
N/P

4.3 The Project
<p>Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Overview of the project - Home-Start Caithness has been supporting families in Caithness since 1999. We are an autonomous local community led organisation supported by a board of trustees and part of the Home-Start UK federation.</p> <p>Home-Start has been described as a movement of people in communities across the UK who stand alongside families in the challenges they face. Our network of trained volunteers and expert staff-led support is there to help families with young children through their challenging times. We are the only 3rd sector organisation in the community working in family homes during the first 1001 days of life. A vital time to develop safe, secure attachments which help children to cope throughout the rest of their lives.</p> <p>At the heart of Home-Start's work is home visiting volunteer support. Dedicated volunteers work alongside parents, in their own homes, to help them cope with the stresses and strains of life and make sure they have the skills, confidence and strength they need to nurture their children. Families tell us that having someone close who cares is important to them and the positive feeling of people who give their time to care helps build a trusting relationship. The empathy and experience of a volunteer builds credibility and trusted relationships with parents. Starting in the home, our approach is as individual as the people we're helping. We are compassionate and free of judgment. We offer confidential help and expert support. Our work offers a vital lifeline to parents and helps to give children the best possible start in life.</p> <p>Like most organisations the Covid-19 pandemic had an impact on our volunteers. Many were unable to continue volunteering due to commitments in their own lives. We recognised this and the importance of volunteer welfare, as along with families and children they are at the heart of what we do and aim to integrate volunteer wellbeing into the project.</p>

Our volunteer coordinator will recruit, support and develop the role of our volunteers. The outstanding volunteer preparation course covers a wide range of topics including confidentiality, child protection, meeting the needs of children, listening and communicating and values and attitudes.

Beyond this we offer training such as Book Bug at home and information about perinatal and infant mental health. Additional training is an important part of developing the volunteers' skills and confidence which often helps some of them move onto paid work in the community or further education.

We recognise the need to make volunteers feel valued so regular check-ins as well as support and supervision every 8 weeks are a necessity.

We would like to plan some team building events, our staff work under extreme pressure at times and it is imperative to safeguard them. We care for families and we need to make sure our staff are nurtured and given the tools to manage difficult and challenging situations. By doing this we are safeguarding our service delivery.

Currently we do not have any male volunteers so this is an area we would like to develop. This project will allow us to be more targeted and inclusive in recruitment.

Our volunteers work in group settings as well as in the family home. Some of our volunteers become involved in local fundraising for us. We are planning to work towards a national volunteer award scheme that recognises the valuable work they do.

By doing all of the above this will ensure our volunteers feel part of our Home-Start family, where their time and commitment is really appreciated, and this will enhance the quality of service we offer to children and families.

Sustainable/viable - Volunteering has been evidenced and recognised to be extremely satisfying and a powerful way to improve the health and vitality of a growing town, it helps to feel connected and part of a town's development and growth. It is also an amazing way to develop new skills, gain experience, and help your community to be sustainable and viable. Retaining and boosting volunteers is essential for ongoing success, that's why it's crucial to find ways to improve the volunteer experience through education and training. Active participation is instrumental in building a healthy and sustainable community.

Providing value for money - Volunteers offer companionship and support, helping identify problems or concerns families may have. Volunteers will typically visit families once a week in their homes or at group.

In total we support 91 Families, 176 Children, including 15 new babies and 56 children under 2 years old and this number grows every day. We currently have a waiting list in place as we struggle to meet the demand for the service without more volunteers.

Our service currently has eight volunteers who collectively provide support each week, we would like to expand and develop the number of volunteers we have as this would allow us to reach and support more families. The volunteer time has considerable economic value as it represents an additional input in the delivery of the service that the public sector does not have to pay for.

By having volunteers' delivery our service within the community, we are providing a much-needed service, addressing and meeting a community need, while also creating a community focused network.

Providing additionality - To be able to deliver this project we require funding; the service needs volunteers and the volunteers need support and training to delivery this, we can't achieve this without suitable funding.

Able to evidence local support/local benefit - In total we support 91 Families, 176 Children, including 15 new babies and 56 children under 2 years old and this grows every day. We run 4 support groups, 1 x family group in wick, 1 x Pregnancy and Baby group in wick, 1 Kinship group in Wick and 1 x Family group in Thurso. We work closely with the local authority providing help and support to many families within our community.

We provide a safe, warm space for families to connect and share knowledge.

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

We receive regular feedback from families, local authorities and volunteers about the service.

I have detailed some below:

In response to "do you feel you child benefits from your support?"

Yes definitely, volunteer gives c2 so much focused time and he loves it. He doesn't have friends at school so really enjoys getting her attention.

" c1 has said mummy is happier and nicer after volunteer visit"

Mum commented saying

" I love visits, it must be weird for volunteer as I don't need parenting help it's just that check in that keeps me going and motivated me. My volunteer makes me feel good and gives me reassurance that I'm doing ok and I'm not a bad mum"

Please see the attached supporting documents

- **How will the project benefit local communities or the local economy?**

The Project will benefit our local community –

We are the only 3rd sector organisation in the community working in family homes during the first 1001 days of life. **A vital time to develop safe, secure attachments which help children to cope throughout the rest of their lives.**

Our dedicated volunteers work alongside parents, in their own homes, to help them **cope with the stresses and strains of life and make sure they have the skills, confidence and strength they need to nurture their children.**

Families tell us that having someone close who cares is important to them and the positive feeling of people who give their time to care helps build a trusting relationship. The empathy and experience of a volunteer builds credibility and trusted relationships with parents. This **boosts their confidence, lifts their mood and they feel emotionally supported through challenging times.**

Starting in the home, our approach is as individual as the people we're helping. We are compassionate and free of judgment. We offer confidential help and expert support. Our work offers a vital lifeline to parents and **helps to give children the best possible start in life.**

By recruiting volunteers to help deliver our service within the community our volunteers become integrated into the community and become an important support network for many families. Families are better connected to services and more likely to attend appointments and helpful activities. This means improved wellbeing in the short term and the longer term.

We understand the importance that our nurturing, training and supporting our volunteers, it helps and enhances their experience if they feel part of our Home-Start family, where their time and commitment is really appreciated, and this will enhance the quality of service we offer to children and families within in community.

Additional training is also an important part of developing the volunteers' skills and confidence which often helps some of them move onto paid work in the community or further education. By developing the volunteers' skills and confidence and providing work experience, **they often move onto paid work in the community or into further education.**

The extension of child protection training in the community has a ripple effect and potentially improves outcomes for vulnerable children.

- **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.*

Health Visitor, Dr's, Midwives, Social Work and Nursery Referrals

As Chair of Caithness Cares, I fully support the application. It is imperative that such an important service like Home-Start is adequately funded to deliver cost effective family support. In an area that has accessibility issues due to transport difficulties and recruitment challenges, we need trained, trusted volunteers to offer support to families in the home that are experiencing isolation, depression, family problems, financial problems or health issues.

Caithness Cares aims to tackle inequalities and improve community mental health and we are delighted to have Home-Start as a committed and consistent partner that goes above and beyond to serve our community's families.

I can not state more clearly, the value that will be derived from the proposed project. Volunteers are essential to service delivery, they play an important role to families but also many of them will become better connected, and prepared for work should they wish to start job seeking. Caithness families, especially those with very young children need our support, this includes financial help to meet the needs.

Julie Marker

Please see the supporting letter of recommendation and support

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

Activity name	Achieve by (date)
Social Media Recruit Campaign	Ongoing
Preparation Course	Every 3 Months – last 8 weeks
Home Visits	Ongoing

Supervision	Every 8 weeks
Training	Every 3 Months
Volunteer Meet Up's	Every 2 Month
Fundraisers	Monthly
Recruit Campaign	Ongoing

- **In developing the project, please detail how you have considered the following:**

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

We signpost and help families to access the sharing shed, we are involved in the community gardens. We run workshops that addresses energy, food waste and environmental impacts, helping families to feel connected, supported, empowered and confident to make positive environmental changes within their homes and community.

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

The Home-Start approach and our roots in communities mean that we are well placed to reach and support families facing challenges and experiencing distress, be that disability, poverty, poor physical or mental health, isolation or a relationship breakdown.

Home-Start is built on a model of parent-powered support, which addresses directly some of the stressors that are impacting families. We seek to build upon parents' strengths, to empower and enable them so that they can move forwards in their lives with renewed and restored capacities. This is an important factor in helping to make our community a more attractive place to live, work and invest in.

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

After the funding is finished, we will hopefully be successfully in securing more funding to continue the project but during the project duration we will have supported and secured new volunteers and have a plan in place on how to continue to recruit and raise the awareness and profile off Home-Start within our community.

- **Please outline how the project fits with other relevant local plans and strategies.**

The people who currently referrer into our service such as midwives, health visitors, social work, alcohol, drug and mental health teams all work towards the same goals and follow The Promise to support families within our community.

We work closely with other organisations in the community such as Caithness and Sutherland Women's Aid and KLICS who support young carers.

We attend Caithness Well-being meetings and the Caithness Poverty Action group where we represent families and children under 5 years of age. We regularly attended Caithness Planning Partnership meetings and are working closely with education to develop The Child's Plan particularly around the first 1001 days of life.

Currently we have a video on the website Here for Caithness which explains our service if anyone is looking for support.

We work with local schools, especially the nurseries who refer families to us if parents are requiring additional support.

We have worked with the Criminal Justice team to successfully deliver parenting courses to Dads, called 'Time Out for Dads'.

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

SECTION 5: BUDGET

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

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Salary	Staff Salaries	Revenue	£33,998
Salary	HRMC	Revenue	£3,415
Salary	Pensions	Revenue	£1,022
Travel	Staff Travel	Revenue	£1,850
Travel	Volunteer Costs	Revenue	£4,800
Admin	Office Cost	Revenue	£2,400

Total capital expenditure			£0
Total revenue expenditure			£47,485
TOTAL PROJECT COST			£41,485
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£11,000

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

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Henry Smith Covid-19 recovery fund	Yes -March 2022	Yes- May 2022	6000
Total match funding			£6000
CRF requested			£41,485
Total project cost			£47,485

6.2 Will the project involve “in kind” support?

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

YES

Please detail - In kind support - Home-Start Caithness is 3rd sector organisation we work in the community working alongside families, our organisation relies on Volunteers give their time in kind.

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

Why public funding is required – Home-Start Caithness is an autonomous local community led organisation supported by a board of trustees and part of the Home-Start UK federation. We are the only 3rd sector organisation in the community working in family homes during the first 1001 days of life.

Will the project happen without funding support - The project can't happen without the funding, our volunteer coordinator will recruit, support and develop the role of our volunteers, run prep and courses while developing the volunteers' skills and confidence, which often helps some of them move onto paid work in the community or further education. The volunteer coordinator will also deliver training and supervision and network with different organisations.

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:

Taken a loan to secure this post wouldn't be the right or correct action, we are a non-profit organisation.

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: Fiona Carlisle	Date 25/11/22
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8.2 Supporting documents checklist.

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

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

		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	NP
3	Permissions – i.e. planning, building warrants, marine licences	NP
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	YES

6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	YES
7	Annual financial accounts – latest available	YES
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	YES
9	Business plan (revenue generation projects only)	NP
10	Relevant insurance policies	YES
11	Job descriptions (CRF funded posts only)	YES
12	Evidence of control/ownership of asset – i.e. lease, title deeds	NP
13	Partnership agreement	NP
Reason for missing documentation:		
Declaration what the remaining bank balances are for:		

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

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1029	
1.2 Organisation	Lyth Arts Centre	
1.3 Project title	CAIR: Caithness Artists in Residence	
1.4 Project costs	Total cost of project	£85,000
	Match funding	£60,000
	Grant requested	£25,000
1.5 Start date	01/01/2023	
1.6 End date*	31/03/2024	

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

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	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	Charlotte Mountford
Contact number	
Alternative contact number	
2.2 Position	Director
2.3 Address	Lyth Arts Centre Lyth Wick
Postcode	KW1 4UD
2.4 Email address	
2.5 Website address	www.lytharts.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC564398
Constituted group		
Public body		
Charity	X	SC047359
SCIO		
Other (please specify)		

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Charlotte Mountford	Director – overall organisation, management and delivery, safeguarding & child protection lead
Helen Moore	Education & Outreach Coordinator – leading community engagement and education programmes
Calvin Wilson	Marketing Manager – overseeing communications
Marelle Alexander	General Manager – overseeing financial management

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Caithness - Predominantly KW1 Also: KW2, KW3, KW5, KW6, KW12, KW13 KW14
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?
Lease (and lease transcription) attached. 25 year lease until 2029 between Lyth Arts Centre and William Wilson

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>Since the coronavirus pandemic, Lyth Arts Centre has been developing new arts and wellbeing programmes for our community. Central to this has been <i>CAIR: Caithness Artists in Residence</i> - a new community arts initiative that connects artists and creative practitioners with distinct Caithness communities. We work with a broad and diverse range of local community partners delivering high-quality engagement programmes that use arts and creativity to tackle inequality and promote community-led regeneration through a distinct place-based approach.</p> <p>A steep decline in our communities mental wellbeing since Covid-19 is regularly reported as a local issue for many of our partners and their participants. In response to this, CAIR projects have focussed on arts-based wellbeing activities to reduce isolation, improve confidence and mental health and explore tools, ideas and advocacy for healthy wellbeing in Caithness. In the last 18 months we have collaborated with a range of partners to deliver innovative programmes including Listening Ear Caithness, Pulteneytown People's Project, Sinclair's Bay Trust, primary schools and nurseries, village halls, youth clubs and many more.</p> <p><i>'One of the guys had the confidence to go find a job locally. This is something that most probably wouldn't have happened if it weren't for this project' Mark Boulton, Listening Ear (Previous Partner on CAIR)</i></p> <p>The project allows us to upskill and empower our local creative workforce, promoting community regeneration. We collaborate with local community development trusts (Sinclair's Bay, Wick and</p>

Thurso), celebrating collaborative place-making through projects like festivals, murals and outdoor events. This allows us to enhance existing community resources, particularly those in the public realm. For example, in Wick we worked with a local artist and Wick Youth Club to commission a new mural for the outside of their building or hosting regular workshops and ceilidhs in otherwise dormant village halls.

The outcomes we want to achieve are:

- Improved mental wellbeing in Caithness
- More active citizens partaking in community life
- Improved mental health and wellbeing for children and young people in Caithness
- Reduced loneliness and isolation in Caithness through vibrant cultural events
- Publication of six place-based arts-based wellbeing Tool Kits: Caithness services work together to develop holistic, place-based support and opportunities for clients
- Improved life chances for people in Caithness by offering them training and development
- Host Caithness Climate Conversations: the Caithness Community is climate aware and carbon literate

This application to Highland CRF represents a transformative opportunity to cement CAIR as a key tenant of Caithness' action plan to improve health and wellbeing, reduce child poverty and promote learning and skills development. The project meets several of this fund aims including; activities for young people, celebration of culture, community learning, investment in community organisations, spaces for people, staying socially connected and wellbeing support.

LAC is committed to environmental sustainability in the face of the current climate crisis. CAIR is underpinned by strong environmental sustainability and climate action themes. We will use the arts and creativity as a means to underpin and explore environmental initiatives related to Caithness in an engaging, accessible and entertaining way and host Climate Conversations throughout the project.

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

There are many benefits to local partners we work with, and the communities who are engaging. The project will specifically engage with children and young people, those experiencing rural & social isolation, those experiencing poor mental health & wellbeing, those experiencing poverty and hardship

For participants, lasting benefits will include

- Improved life chances and opportunities
- Positive wellbeing and mental health
- Provide community cohesion and intergenerational integration by celebrating culture
- Lasting opportunities for new skills development & training
- Boosted self-esteem and self-confidence, leading to new employment and social opportunities
- Living healthier lives – improve wellbeing in our community and encouraging participants to engage with the outdoors and live healthy lifestyles

Partners will benefit from learning about new art-based holistic approaches to working with their service users. They will be better connected to their peers and their locale, developing collaborative place-based approaches. Some may attract further funding to grow and expand their own programmes in this way.

(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.*

LAC has an increasingly important role to play in the Caithness community as evidenced in the vital services we have provided in supporting Caithness through the coronavirus crisis. This has allowed us to develop deeper relationships with the community support organisations with whom we have developed this proposal. From our emergency response work with existing partners to the incredible outputs CAIR has delivered in it's pilot stage, we have been able to identify key issues and themes and believe that this project presents an opportunity to provide a creative, place-based response to non-creative problems.

Before coronavirus, in January 2020, three reports were released that identified inequalities in Caithness following a year-long project coordinated by Caithness Voluntary Group and supported by the Scottish Government's Aspiring Communities Fund (Highland Community Planning Partnership 2019). Whilst there were many positives, these reports clearly capture the nature of deprivation in the three areas described in the reports (Wick, Thurso and Rural Caithness). Unfortunately, many of these inequalities worsened during the pandemic, particularly health and wellbeing and rural disadvantage; this project addresses that need.

There is much recent evidence and research pointing to the strong links between arts and wellbeing (<https://www.gov.uk/government/publications/evidence-summary-for-policy-the-role-of-arts-in-improving-health-and-wellbeing>). We believe this project is an opportunity to embed this research, which we have seen first-hand through delivery of CAIR, in the Caithness community. We have worked with a diverse range of local partners to deliver this project and all report a need to continue and develop it. Our learning and extensive evaluation means we know that we must continue to offer these activities free of charge and think about an increased holistic offer for example a warm space, snacks and meals for participants in the face of current challenges.

A positive trend we have experienced is the increased interest from local charities, groups and third sector organisations approaching us and asking to be part of the project. CAIR has successfully showcased the positive benefits engagement in arts, creativity and culture can have on our communities. We feel this points to a step-change in community development, planning and regeneration in Caithness where arts, culture and co-design can become a key tenet of these processes.

Similarly, culture-led regeneration and creative place-making is becoming increasingly recognised for it's role in regeneration (<https://thestove.org/projects/ongoing-projects/embers/>). There is now a clear acknowledgement of the social and economic value of the cultural sector, and its ability to deliver growth and drive regeneration. These impacts can range from growth in tourism, creative and cultural sectors, to enhancing individual skills, knowledge and confidence, to strengthening community pride and place image. LAC is the only organisation of it's kind in Caithness and North Sutherland making us uniquely placed to deliver this project. There is much local support for our project work like this. For example, last year Wick Community Council praised our work delivering Northern Lights Festival; <https://www.johnogroat-journal.co.uk/news/wick-community-councillors-full-of-praise-for-amazing-nort-255911/>.

Please see attached notes of support for further evidence of local support.

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

Activity name	Achieve by (date)
Project Launch (Phase 1 – 6 months) Partners confirmed / letter of agreements issued	31 st January 2023
Phase 1 Artists call out Artists recruited and contracted Training needs identified through Access Touchstones process	28 th February 2023
Training delivered Projects commence Weekly one to ones with artists Monthly partner meetings Monthly team & artist meetings	30 th March 2023 – 31 st August 2023
Phase 2- Partners confirmed / letter of agreements issued	31 st May 2023
Phase 2 Artists call out Artists recruited and contracted Training needs identified through Access Touchstones process Training delivered	31 st July 2023
End of Phase 1- celebratory events in the community Evaluation and reporting Findings shared with partners, community and policy makers	31 st August 2023
Projects commence Weekly one to ones with artists Monthly partner meetings Monthly team & artist meetings	30 th September 2023 – February 2024
End of Phase 2 - celebratory events in the community Evaluation and reporting Findings shared with partners, community and policy makers	29 th February 2024
End of project - final reporting and evaluation Future funding sourced Publication of six place-based arts-based wellbeing Tool Kits	31 st 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.*

LAC is committed to environmental sustainability in the face of the current climate crisis. CAIR is underpinned by strong environmental sustainability and climate action themes. All of the work we will undertake in this period will explore the climate crisis from our unique perspective here in Caithness; highlighting local issues, encouraging local activism and sharing the experience of our rural communities with the world. This project will put Caithness and Sutherland at the heart of climate conversations, prioritising rural and coastal voices in a field when they are often ignored.

LAC is highly experienced in leading projects that mitigate negative environmental impacts and specifically address climate change and net zero ambitions. For example, LAC are one of seven Climate Beacons in Scotland (<https://www.creativecarbonscotland.com/project/climate-beacons-for-cop26/>). We also delivered a travelling community growing and learning space – the Unexpected

Garden - in 2022, exploring themes like land justice, food sovereignty and community growing (<https://lytharts.org.uk/unexpected-garden/>).

We also hope this project will be an opportunity to encourage learning and education to enhance knowledge, understanding and enjoyment of the outdoor and natural environment in Caithness.

We will do this by:

- Encouraging sustainable travel initiatives
- Utilising local providers and produce and encouraging our local community to do the same
- Use the arts and creativity as a means to underpin and explore environmental initiatives related to Caithness in an engaging, accessible and entertaining way
- Hosting Climate Conversations throughout the project

Please see Environmental Action Plan attached.

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?*

LAC aims to 'Host a diverse programme that reflects and inspires the local community' which has informed the development of this project significantly. By combining meaningful community engagement with a diverse and exciting programme, the project strongly promotes equality and diversity. We feel our selection of partners represents a diverse social and geographical cross-section of the Caithness community.

Throughout 2021 and 2022, LAC refreshed our EDI policies informed by a working group of active board members and led by board member Fadzai Mwakutuya. This project presents an opportunity to implement this learning.

Our EDI strategy extends across this project, including in our project management; informing planning and staffing, developing evaluation tools, and updating our policies and plans. Our updated EDI policy particularly represents the unique position of Lyth Arts Centre and our rural location; taking into account rural deprivation and inequalities. We believe this project offers the opportunity for LAC to continue to develop new partnerships with community organisations to create truly bespoke inclusion processes for their service users and tackle social inequalities in Caithness with creative responses. Partnership working with service providers is key to achieving this aim.

In line with our EDI Policy and Action Plan, all projects are developed with 'Access Touchstones' - initially ensuring access needs of partners are met, followed by the creation of an Access Rider for facilitators then reviewing all the barriers to accessing the project participants may face. These are updated and reviewed weekly with training provided if necessary. This is reviewed by the EDI Working Group on the LAC Board.

Please see Equalities and Diversity Policy attached.

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

We will sustain the project after the CRF funding period through diverse income streams including more formal Service Agreements, trusts and foundations and referral partnerships. The CRF funded period will allow us to significantly document and evaluate the programme and attract these future funding opportunities.

Large community events held as part of the project may draw further investment from private sponsors and return for years to come. The project may identify a need for new sites and spaces for cultural community activity.

For participants, lasting benefits include engaging in community-led activities through opportunities which didn't exist before. This will have diverse benefits which reflect the diversity of communities we engage with. For all it will provide benefits for positive wellbeing and mental health. For some groups it may provide community cohesion and intergenerational integration. The project will provide lasting opportunities for new skills development & training. It will boost self-esteem and self-confidence, leading to new employment opportunities.

A lasting benefit will be enhancements to existing community resources, particularly those in the public realm. CAIR will increase pride and local culture in Caithness by celebrating collaborative place-making through events like festivals, murals and outdoor events.

This application to represents a transformative opportunity to cement CAIR as a key tenant of Caithness' action plan to improve health and wellbeing, reduce child poverty and promote learning and skills development.

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

Since launching CAIR in 2020, we have had much interest from local charities, groups and third sector organisations approaching us and asking to be part of the project (including New Start Highland, two community development trusts, a funder and a nursery).

The training programme we delivered earlier this year (for people from all sectors to explore bringing creativity into their work) was a huge success with 27 participants from across sectors including youth workers, NHS staff and nurses, development officers, women's aid support workers and more. This suggests there is notable recognition in our community about the value of this work; enhancing existing community provision.

Through it's excellent reach and inclusivity, CAIR compliments CaSPlan's 'Growing Communities' aim by supporting the development of successful, sustainable and socially inclusive communities where people want to live. The project brings activities to where people are. Similarly it supports CaSPlan's employment ambitions and moreover, meets ambitions under the 'Environment and Heritage' aim to enhance community and cultural heritage facilities and embed culture as a placemaking priority.

The project also meet Caithness Children's Plan by ensuring all children in Caithness have the best possible start in life, enjoy being young and are supported to develop as confident, capable and resilient, to fully maximise their potential and to feel supported to feel part of the Caithness community. It meets the local Economy Plan with training and development opportunities. It offers extensive periods of paid, local, work to those in the creative sector in Caithness, who have faced much uncertainty in recent years.

Similarly, the project aligns with both the Wick and Thurso Plans for Smarter and Healthier communities; offering opportunities that support reading, writing, confidence building as well as skills development, embedded in a project that improves wellbeing and encourages pride in our place.

CAIR supports actions identified in the Caithness Adult Health Plan around an aging population and rural isolation. An example from a previous partner Befriending Caithness who support isolated elders in the community proves; *'Our Befrienders learned new skills, some had never sewn before and now love sewing. It has increased confidence and selfworth...They found the project extremely uplifting and inspiring at a very difficult time during lockdown. It enabled them to create and take their minds into different realms'* Angie House, Senior Co-ordinator, Befriending Caithness

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

YES

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

Type	Applied – Yes/No (include date)	Granted – Yes/No (include date)
Public Entertainment License	June 2021	Yes September 2021

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
Fees	Artist Fees (Freelance Contract, £1200 per month x 6 months (based on £200 per day x 1.5 days a week)) x 6 artists = £7200 x 6 = £43200	Revenue	£43200
Materials	CAIR Arts Materials: £1000 per project x 6	Revenue	£6000
Access	Access costs (ie transport for participants) £1000 x 6	Revenue	£6000
Training and Development	Enhanced Disclosures, specialist training = £425 x 6	Revenue	£2550
Printing	Information flyers and posters	Revenue	£2000
Documentation	Photographer 12 days @ £200 per day	Revenue	£2400
Evaluation	Design of 6 Toolkits (5 days @ £200 per day)	Revenue	£1000
Evaluation	Print & Distribution of Toolkits £100 x 6	Revenue	£600
Overheads	Insurance, licenses etc	Revenue	£4250
Project Management	Project Management by LAC (15% of total budget)	Revenue	£12750
Contingency	Based on 5% of total project budget	Revenue	£4250
Total capital expenditure			£0
Total revenue expenditure			£85000

TOTAL PROJECT COST	£85000
Is VAT included in these costs?	No
Project expenditure before March 2023	£21600

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

Costs for this project have been calculated as follows:

CAIR artists will be paid £1200 per month, equating to £200 per day x 1.5 days a week. This is calculated at SAU 5+ Years' Experience: £38,924 p/annum residency rates for residencies 20 days + (pro-rata at 10.5 hours a week).

All overheads and marketing costs have been costed from confirmed suppliers, at competitive rates through a competitive process. Costs have been based on previous comparable consumption, or fixed agreed rates.

We have calculated a contingency budget based on 5% of the project cost. We feel this is proportionate for a project of this scale and is reflective of the current climate.

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 £
Creative Scotland	Yes 08/09/2022	Yes 17/09/2022	£15000 (committed to this project from overall £90,000 funding)
Investing in Communities	Yes 27/06/2022	Pending (outcome expected Jan 2023)	£45000
Total match funding			£60000
CRF requested			£25000
Total project cost			£85000

6.2 Will the project involve “in kind” support?

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

YES

Please detail:

In-kind support will be provided by project partners. These partners are all absolute experts in supporting and delivering work for their participants and will support LAC and the artists we work with to develop the best programmes for their clients. The project sees LAC working with a number of partners and collaborators but none hold sold managerial responsibilities. All activity will be contracted or require a signed letter of agreement and roles and responsibilities (provided in-kind) will be clearly laid out through this method to ensure that both LAC and the partners are reaching their agreed milestones. Contracts/letters of agreement will also explain what partners can expect from LAC during the time of their relationship. All partners will be contributing as advocates for the project and will ensure the timeline is met.

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

This project will not happen without public funding. To fully achieve its aims and benefits, the activities and workshops that we deliver through the project must be remain free for participants to access so there is no possibility of 'ticket income'. Whilst LAC has delivered Service Agreements for partners like Highland Council Children's Services, many of our community partners are extremely stretched and would not have budget to pay fully for the complimentary, holistic service LAC provides.

CRF funding represents the final piece of the funding jigsaw to allow us to fully deliver CAIR in 2023. We believe it will have a transformational impact and truly cement creative placemaking as a key tenant of regeneration in Highland.

If our Investing in Community application is unsuccessful, with CRF funding we will still be able to launch the project in 2023 but at 50% capacity (i.e. three artists working in the community). We will then continue to fundraise throughout the year to bring the project to full capacity and support its ongoing legacy.

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

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

LAC is the only organisation of it's kind working in Caithness and North Sutherland.

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

NO

Please state your reasons:

As a small charity facing much uncertainty in the face of rising inflation the LAC Board have, in-line with our Finance & Fundraising Strategy and Reserves Policy made the decision not to take out any loans to deliver revenue work for the foreseeable future.

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

For example:	Details
HIE	Meeting with Eann Sinclair on 29/08/2022 to discuss cultural regeneration and development
Caithness Voluntary Group	Ongoing meetings with Julie Marker to discuss how LAC can support third sector and community groups in Caithness

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
National Lottery Awards for All	2020	£7500
Creative Scotland	2020	£78302
Highland LEADER	2020	£109355
Foundation Scotland	2020	£8184
Creative Scotland	2021	£178426
Inspiring Scotland	2021	£18184
Highland Council	2021	£22710
Creative Scotland	2022	£101310
Inspiring Scotland	2022	£46228
Scottish Government	2022	£9299
Visit Scotland	2022	£39662

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: Charlotte Mountford	Date 28/11/2022

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

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	CRF1033	
1.2 Organisation	Caithness Mental Health Support Group	
1.3 Project title	Extension Of Venue Provision Pilot	
1.4 Project costs	Total cost of project	£63,900
	Match funding	£8,000
	Grant requested	£55,900
1.5 Start date	January 21 st 2023	
1.6 End date*	December 31 st 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 / NO	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Chris Mackenzie
Contact number	
Alternative contact number	
2.2 Position	Manager
2.3 Address	Stepping Stones Riverside Road KW14 8BU
Postcode	
2.4 Email address	
2.5 Website address	https://www.cmhsg.org

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC137443
Constituted group		
Public body		
Charity	X	SC018142
SCIO		
Other (please specify)		

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Chris Mackenzie	Manager/ Strategic Oversight, Staff Supervision and Succession Planning
Julie Marker	CVG and Caithness Cares Consultant/ Partnership Facilitation and Collaboration
Callum Ross	Habitus Collective Consultant/ Test of Change Lead
Vacant	Deputy Manager/ Relationship Management and Operational Lead

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.
Stepping Stones, Riverside Road, Thurso, Caithness, KW14 8BU The Haven, Bankhead Road Wick Caithness KW1 5LB
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?
Both properties, Stepping Stones and The Haven are owned by Caithness Mental Health Support Group.

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Our project is two-fold. We want to be better equipped to respond to the imminent needs relating to the cost-of-living crisis and the impact it has on mental health. Secondly, we want to do a test of change and develop a business plan for a robust and sustainable well-being service for the Caithness community.</p> <p>Firstly, we want to recruit a new staff member to our team. We face significant challenges like many Charities currently. Operating on a shoe-string budget we provide a place of safety and home-from-home for our clients. Daily we support vulnerable people through a range of challenges that impact their mental health and well-being. We cannot emphasise enough, the lengths our staff go in trying to calm, nurture and support community members facing mental health and addiction challenges. They rely on us to help them through prolonged and significant distress. The evidence demonstrated in the recent Highland Council survey supports our aspirations to flourish and grow in well-being provision. We know that without the type of support we provide, our community would experience even more tragedies that we are all working so hard to avoid.</p> <p>We are dedicated to developing a sustainable service that meets the need of our community. We have the support of community partners, including the Police, partners of the Caithness</p>

Cares, Centred, and Spirit Advocacy (who represent the voices of people with lived experience of mental health and addiction) for establishing a new model of support for mental health and well-being. To continue supporting vulnerable people living in a remote and rural part of Scotland we need additional staffing and leadership. We urgently need a new staff member to act as deputy to the Service Manager who oversees two centres, one in Wick and one in Thurso.

We are acutely aware that some people facing huge financial and health challenges will need a hot meal, a place to keep warm and a place to connect with those with knowledge, skills and experience in providing a place of safety. We are in a good position to help with reducing isolation, filling in forms, highlighting local support initiatives, talking about managing money, keeping homes warm and with the extra staffing resource we can be strategic and holistic in our approach to alleviate mental distress, suffering and hardship. Our new post-holder would support staff with their well-being and compile a plan to inform and equip our clients with the support they need, where and when they need it.

We would also like to recruit a “test of change” staff member/consultant to look at ways we can respond to community needs highlighted through Caithness Cares, the Highland Council surveys and evidence gained through freedom of information requests, to produce a business plan that will enable us to offer 24/7 community support for mental health. We want to leverage the existing capital resource already within the community. Key risk factors for suicide are poverty and isolation, our plan would incorporate measures to reduce both as well as considering the outcomes from the National Suicide Prevention strategy by offering training and proactively signposting to support.

Currently our existing funding only permits us to be open for 5 hours every day of the year, with funding we could provide space for urgent services, peer support, counselling and support at our centres where people can, where appropriate divert people from A&E and have an alternative “Go-To”.

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

Both Stepping Stones in Thurso and The Haven in Wick are community hubs for not just people experiencing mental health issues but for numerous mental health and addiction community groups and organisations to meet their service users and community members. With our Deputy Manager post and Test of change consultant we will expand this organisational strength and ability to partner with other organisations. With this grant we will be able to leverage and provide more enhanced service offers with partners like Listening Ear, NA, AA, Spirit Advocacy, CVG, Highland Recovery College (Centred) and others, all benefiting from a collective impact approach.

The project will strengthen partnership working and enhance the opportunities for other agencies, to provide support and to signpost if required. We anticipate increased opportunities for peer-to-peer support working and volunteering which will likely increase skills and confidence and in turn help people to be more prepared for work in the longer term. This grant will also increase the sustainability and outlook of our centres in Wick and Thurso ensuring continued, sustainable, meaningful employment for 17 staff, many of whom have experienced mental health challenges, and long terms of unemployment themselves.

CMHSG also receives donations and client referrals from local businesses in both Thurso and Wick. By delivering drop-ins we provide a ‘safety net, and trusted safe place’ for local business and community members to come to, or to refer their loved ones, community members or visitors who they are worried about.

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

We have evidence that shows waiting lists for mental health treatment of up to 2 years. Data gathered through a Freedom Of Information request shows that most people (84%) attending Caithness General Hospital for a mental health issue/self-harm are discharged within 6 hours. Unfortunately, support beyond that is limited—long waiting lists and a revolving door at the hospital is a norm that many know too well. Through the work of Caithness Cares and NHS Highland, we are aware that experience of loneliness, drug use and suicidality are above the national average. We know the space, connections and services we provide and will expand with this grant will meet many of these challenges.

In addition to the above, the impact of the cost-of-living crisis is evident with an increased number of clients visiting our Thurso site due to current environmental pressures effecting their mental and physical health.

The deputy manager post-holder would join the Caithness Cares initiative which has 24/7 support for mental health and well-being as one of its top 5 priorities. The new post holder will help to promote our service to ensure that we can support everyone that needs help taking a partnership approach. With the support of our community partners, they would also work closely with our “test of change” staff member/consultant to consider and build a new “Caithness model” of support with CMHSG at the centre.

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

Activity name	Achieve by (date)
Recruit a Deputy Manager and Consultant Support	Feb 2023
Do a skills audit of staff and develop a training plan that includes Peer Supporter training	Mar 2023
Introduce another layer of management/supervisors and plan for succession	Apr 2023
Work with the NHS, Police and Local Community partners to develop a business plan focused on collaboration	Jun 2023
Bring Listening Ear under the CMHSG umbrella	May 2023
Deliver Recovery College courses in partnership with Centred for people with mental health and substance use challenges living in Caithness	Apr 2023
Increase current staff salaries in line with cost of living and increased skill profile	Jun 2023
Pay staff for additional hours to deliver targeted collaborative projects to meet new and emerging community needs	Apr 2023
Extend hours in line with community need, do this with current staff members or recruit additional people	Sep 2023
Deploy new services and collaborative programming	Aug 2023

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

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

Our properties have invested in energy efficiency measures on site e.g. building insulation and LED lighting.

We will value local partnerships to implement circular economy solutions. The educational and skilled based approach of our supports will generate innovative measures to promote local skills and potential employment opportunities for those who have long been excluded from the local labour market.

Through collaboration we plan on partnering with environmental conservation initiatives with the Recovery College at Centred. This partnership will open up our clients' horizons to the local natural environment, its benefits to individual health and the importance of its protection.

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

The services delivered by CMHSG and with our partners are based on the needs of the people we serve. Our current clients have disabilities, long term health conditions, many identify as LGBTQ+ and we have a wide range of ages. Meeting this diverse range of need is easier for us as many of our members of staff have their own experiences of mental health issues allowing connections to be made more easily, alongside well-defined boundaries. Ensuring this lived experience is embedded within our frontline services and service plan means that considerations for accessibility are more likely to be built as part of our programming.

By engaging deeply with the people using our current services we are aware of where we need to improve our offers for people who are neurodivergent and people who use drugs. To meet these needs we plan to increase our skills training in Autism and use our partnerships to increase our understanding and ability to meet clients where they are at.

CMHSG has also taken placements from UHI over a number of years to provide young people and those at the beginning of their career journey route to employment. In addition they are able to provide trusted referrals to other youth they know that might benefit the service.

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

The major goal of the CRF funding is to create a feasible long term operating model with our deputy manager and test of change consultant. Through the year they will scope out different opportunities and use collaboration to further integrate CMHSG into the existing and emerging offer. They will ensure we are at the centre of community-wide multi-agency support model. This will involve adding to existing funding through philanthropic opportunities

and evaluating our existing offers to ensure we invest in the highest impact supports and stop doing what doesn't work.

This funding will protect a vital capital assets in both Thurso and Wick. Ensuring a lasting legacy for not only CMHSG but also all the community organisations that utilise these assets.

Finally, a major part of this project is building in intentional succession plan for CMHSG to ensure a network of supports (whether formal or informal) protect the services from staff or leadership transition.

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

CMHSG with our community presence, networks, sites in Wick and Thurso are central to many of the community plans for Caithness. For many organisations like: NA, AA, Befrienders, Autism Parental Support Group we are a critical resource and partner for their service delivery. With this additional funding we want to expand who and how we collaborate with local and Highland-wide partners to ensure the quality of our services and meet new and emerging needs.

CMHSG has been identified by Caithness Cares plan, Police Scotland and CVG as a site and service of high potential that can meet the needs for an expanded community services with the required existing infrastructure required. NHS Highland, has an existing funding relationship with us and is a member of the Caithness Cares group further adding to the case for CMHSG to be a centre for collaboration.

The sites and services provided by and planned meet the need of Caithness Drug and Alcohol Forum, National Suicide Prevention Plan and Poverty Action Committee by directly tackling loneliness and isolation. Our services work with clients to build deeper relational ties with community and by using this grant to build our network and collaborative efforts we will provide an enhanced ability to signpost and provide warm handover and introductions to services and support that work for people experiencing mental health and substance use challenges in Caithness.

Finally we've worked with local members of Police Scotland to understand how to meet their needs as a collaborative partner and place of safety for the people they serve experiencing moments of crisis. Using this grant, we will ensure our business/service plan and resources are designed and invested to meet this need.

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

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SECTION 5: BUDGET

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

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Salary	Staffing Deputy	Revenue	£32,000.00
Salary	Staffing Test of Change Consultant/staff	Revenue	£20,000.00
IT	IT Laptop and Support	Capital	£600.00
IT	Telephone	Capital	£300.00
Salary	Management, Office, Admin, Project management inc. PAYE costs	Revenue	£11,000.00
Total capital expenditure			£900
Total revenue expenditure			£63,000
TOTAL PROJECT COST			£63,900
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£12,750

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?
<p>With the support of CVG we have performed a labour market analysis to ensure a competitive rate of pay for a deputy manager of our service. The consultant role has not yet been tendered or awarded but we have received advice from partner organisations and industry leaders to reasonably cost out the scale and scope of tender.</p>

The project expenditure of £12,750 by 31 March 2023 is 3 months' worth of running costs of the project with built in set up time (£63,000 * 3/12 months) + £900 capital expenditure on equipment required at project start.

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 £
Lottery Fund (via Listening Ear Programme)	Yes – Oct 2022	No	£8,000
Total match funding			£8,000
CRF requested			£55,900
Total project cost			£63,900

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:

CVG: Strategic insight, partnership facilitation and introductions.

Centred: Service enrolment, marketing and expert advice.

Spirit Advocacy: Lived experience representation and peer support training.

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

- This project cannot happen without public funding and the leveraging effect required to guarantee our sustainability long term.
- Leadership is key to the transformation of our services to meet the needs of people in a collaborative way. This project will create the organisational leadership required.
- CMHSG staff require the new skills, experience, and knowledge to collaborate with other services in Caithness in a way that leverages us all. This grant will provide the resources, create the space, and provide the expertise to do that.

- To ensure low barriers and a high level of accessibility it is critical that our basic services remain free which can only happen with example set by 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? *Please provide a copy of the budget forecast with the application.*

YES / **NO**

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

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

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

YES / NO

Please state your reasons:

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

For example:

Details

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: Chris McKenzie	Date 28 th Nov 2022

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

Declaration what the remaining bank balances are for:

Just had £60,000 from the NHS Highland (half of our annual operational grant) (our costs are £13-14k per month currently) which cover salary costs for existing operations. Alongside this grant there is a small reserve we must hold.

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	CRF1034	
1.2 Organisation	Thurso community cafe	
1.3 Project title	Second chance project	
1.4 Project costs	Total cost of project	£62200
	Match funding	£14500
	Grant requested	£47700
1.5 Start date	Feb 2023	
1.6 End date*	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	X
Place	
Economy	
Environment	

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Ann Brock
Contact number	
Alternative contact number	
2.2 Position	director
2.3 Address	 [REDACTED]
Postcode	[REDACTED]
2.4 Email address	
2.5 Website address	www.thursocommunitycafe.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	1
Constituted group		
Public body		
Charity		
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	NO
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3.4 If the organisation is VAT registered, please quote number.							
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
Ann Brock	Project manager
Rebecca Gunn	Co-ordinator

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.
15 trail street thurso kw14 8ej

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

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>The Second chance project is all about giving perfectly great items another chance with the people in our society who need them the most. The project will work with the motto of Repair Reuse Recycle. Helping people and the environment, to reduce climate issues and improve wellbeing and quality of life.</p> <p>The projects aims are to repurpose clothing, household items and furniture offering them out to members of the public who find themselves struggling financially, socially, and economically. The project will rent premise to host it and facilitate it by gathering items from the community that are no longer required or wanted and redistributing them to people with in the community who are in need. The project will also offer cleaning option for people who have no access to washing machines and showers. It will also offer clothes repair/making options to help educate people in the community on making their clothing last longer and reducing waste.</p> <p>The project will offer these items to the community for a suggested donation but always with the motto of donate what you can if you can, not only would we work on this basis, but we would also seek referrals to the project. Other organising would be welcome to refer, to the project, those in need of help in the area of clothing, school clothing and household items.</p> <p>We also felt the need to have a cleaning option in the project as many people in the area are struggling with this and have, no or limited options for it. The project would work on the same basis for cleaning/drying and showering.</p>

The project would also seek volunteers to play a role in the second chance project. Many people benefit from volunteering, improvements can be seen in people's mental health, anxiety, depression, and addiction problems. We would investigate developing a strong volunteer program to improve these problems and address these issues. We would look to engage with our volunteers, inspire, and up lift which will improve mental health, stress, and anxiety.

We feel this is a people-based project, for its main aims are to help the people in our community to improve their quality of life. The project will also have strong themes to improve the economic environment of the area, offering job positions and volunteering options to improve people's skill set. Also, a strong theme running through the project will be the environment as repurposing these items will have a positive effect of the environment and reduce pollution.

Outcome 1

1. Set up public premises for clothing, furniture, and item for the public to have access to. This would be the main hub where people will work, volunteer, and select items.
2. Employ staff, engage with roles. Recruit volunteers
3. Set up social media
4. Develop referral strategy for clients. Engage with organisations, social work, criminal justice, ppp wick, CAB, schools and college.
5. Develop collection / drop off of for larger items. Creative weekly plans for pick ups and drop offs of larger items only.
6. Develop volunteer handbook and information. Volunteer strategy plan and program.
7. Develop data information strategy on project. Creative system for storing information on project use, area and volume of people using it.

Outcome 2

1. Set up washing/ drying facilities and showering. Creating a usable space for people to use these facilities.
2. Connect with other organisation that work with people in vulnerable situations. Build working relationships with current organisation. Approach for talks and visits were appropriate.
3. Set up going to speak with new organisation to inform them of the project.
4. Engage with schools/colleges. Setting up uniform events around term times, gathering items and working with schools to distribute.
5. Assess project

Outcome 3

1. Set up tuition sessions on repairing/reusing. Plan workshops for clothing and recycling items.
2. Set up creative making sessions. Plan workshops for using up unwanted items for clothing. (reducing waste)
3. Gather information on sustainability of project. Assess project

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

It will benefit the local communities as it is offering help in a very difficult and uncertain financial climate. People’s main priorities are to feed themselves and heat their homes, leaving very little for essential items such as clothing, washing and household items. It will help people in our community received these essential items for little of no cost and help the local economy by creating positions of work and regenerating the high street. The project will target everyone who is struggling on a financial and social level in the area, as Thurso is very rural life can be restrictive so the project will help people and families who need support the most.

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

We have support from local organisations, such as the food bank and it’s member, and clients that come into the café premises at present. This project address financial issues that people in the community are struggling with, it removes the cost of clothing and house items from already financial stretched people.

We already see first-hand people who have very little and are desperate for this level of help.

Please provide evidence of community support with the application i.e. letters of support/consultation reports.

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

Activity name	Achieve by (date)
Set up public area for clothing furniture and item for the public to have access to.	Feb/Mar 2023
Gathering items	Jan 2023 - 24
Setting up premise	Jan 23
Employing staff	Jan 23-24
Invite volunteers	Jan 23-24
Write volunteer program	Jan/Feb 23

Setting up workshop plan and out look	March 23
Setting up cleaning facilities	Feb / Mar 23
Van	Jan/Feb
Contact organisations in the area for referrals. Contact school with school uniform information	Mar 23

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

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

This project will have a positive environmental impact as we are teaching and showing people how to recycle and give items a second chance which so often end up getting thrown away causing negative impacts on our planet. Repair Reuse Recycle, we will be showing people how to give things a second life, weather it is clothes, household items or furniture.

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 already work on the basis that no one is excluded from what we do. We have organisational policies in place to safeguard peoples equal rights. The project will be open to all.

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

We are hoping that this project becomes self-sufficient. We have already completed such a project with the café. Our outlook is that it will receive enough in the way of donations that by year 2 no more funding will be required, this will be assessed as the year continues. The café modle had been running like this since 2018, so we would like to replicate this with the second chance project.

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

The project fits into these strategies, as it will be creating employment and offering volunteering opportunities. It will also be growing the community by teaching and training people and giving them new skills. It will also cover connectivity, as it will be helping the community with economic growth for the town. The project will also have a positive effect on the environment as it will be reusing, repairing and

recycling, which will result in less waste in our community.

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

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

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

SECTION 5: BUDGET

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount
vehicle	van	Capital	£5000
	Van expenses	revenue	£3000
lease	Venue lease	revenue	£14400
	Venue expenses	revenue	£1200
Salary	Project management and co-ordinator 40hr per week 1 ft or 2 pt posts	Revenue	£ 28600
Set up	equipment	revenue	£4,000
	Showers/washers/dryer	revenue	£3,000
	Workshop costs	revenue	£3000
Total capital expenditure			£5000

Total revenue expenditure	£57200
TOTAL PROJECT COST	£62200
Is VAT included in these costs?	Yes
Project expenditure before March 2023	£39250

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

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:			
<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 £
lidl	yes	yes	500
coop	yes	yes	2000
Highland council	yes	awaiting	7000
Work in kind	yes	yes	5000
Total match funding			£14500
CRF requested			£47700
Total project cost			£62200

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

YES

Please detail: Volunteer work on a day to day basis and joinery work in kind as the project is being set up.

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

Public funding is require to start this project with out it, it will be difficult to do this project and will possibly not happen.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES possibly small amounts through donations.

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?

This will be reinvested into the project to help with the sustainability of the project to move forward and grow. This will help expand the project and insure growth and the potential of new work positions.

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

The project will have no disadvantage to other organisations in the area, as it is running differently to any thing that is in the area. We are a company that always works well with other businesses to ensure there is no disadvantage for anyone.

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

NO

Please state your reasons: this would not be feasible with a loan.

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES

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

Funding	Year of award	Amount £
Covid Scottish government	2020	16000
Highland council	2021	2000
Highland council	2022	4000
Corra foundations	2021	45000
windfarm	2021	4000

SECTION 8 – SIGNATURE

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

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

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

Signature:	Print:	Date 22/11/22
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8.2 Supporting documents checklist.

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

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

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

Reason for missing documentation:

Declaration what the remaining bank balances are for:

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



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1036	
1.2 Organisation	Caithness KLICS SCIO	
1.3 Project title	Staff salaries	
1.4 Project costs	Total cost of project	£19954
	Match funding	£6252 (aw decision)
	Grant requested	£19954
1.5 Start date	30/01/23	
1.6 End date*	30/01/24	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Wendy Thain
Contact number	
Alternative contact number	
2.2 Position	Manager
2.3 Address	19 Nicolson Street Wick, Caithness
Postcode	KW1 5HH
2.4 Email address	
2.5 Website address	Caithness Klics Young Carers About Us (spanglefish.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	SC043820
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
Wendy Thain	Manager
Liza Gordon	Committee (HR representative)

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.
Caithness KLICS SCIO
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?
Lease Agreement in place

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>Caithness KLICS (Kids Living In Caring Situations) are the only support for Young Carers in Caithness, the rurality of Caithness makes accessing support / socialising very difficult, we recognise this and ensure we reach as many Young Carers as we can, using different staff and collaborating with Schools.</p> <p>Sessional Workers- THURSO Due to the rise in referrals this last year we require more staff to cover the groups in Thurso. The sessional workers duties are to support Young Carers during group sessions by covering our three main outcomes (As below) Sessional workers are key staff members to enable groups to run smoothly.</p> <p>Outreach Workers- Due to the continued support in rural areas for Young Carers we require 2 outreach workers to support the Young Carers in school time, during a lunch time or agreed times with the school. This enables the young carers in the most rural areas to be supported on a weekly basis during term time.</p> <p>Wellbeing Officer- During the years KLICS have been running we have seen a rise in Young Carers experiencing difficulties in dealing with their own wellbeing (sleep, anxiety, exercise) where we have tried our best as a project to facilitate, guide and support the young carers issues by sourcing materials ourselves to deliver within group times. With the sheer amount of issues with out teenagers it was felt that a dedicated worker would benefit the project more and it would take pressure off the other staff members and we can focus on the “FUN” element at group times.</p> <p>3 main Outcomes: 1) Reduce Stress - offering weekly drop in groups- in school drop in support, consistency of support, sign posting other</p> <p>services for help, liaising with guidance for support in school, Relax Kids sessions and other wellbeing support including</p>

offering professional sessions.

2) Extended Friendship Networks/ Reduce Isolation - support in rural schools over a lunchtime, holiday clubs, trips and respite,

integration of groups over school holiday periods, a welcoming environment with other people who can understand their

situation.

3) Increased Self-esteem - making new friends and learning social skills as a result of weekly drop in sessions, trips, meeting

other Young Carers and respite.

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

As we are the only support for Young Carers in Caithness and our project is free to access, this service is saving local authorities money as we as a project are offering/delivering the service.

Due to the rise in referrals this year the group numbers are higher than ever before, we need to be able to continue the support by ensuring we are fully staffed.

A lot of the Young Carers suffer from anxiety and social disengagement, along with living in small rural areas it is hard to find activities or ways to socialise, KLICS will reach out and support wherever the YC is based, in School holidays we arrange joint activities where Rural and town children can meet and socialise.

This service is well known by all Schools locally, Social services, Child Protection and all other professionals and third sector parties. The support we offer in and out of school is invaluable to the community. Offering opportunities and breaks for Young Carers aged 5-18 years. "letting them be children again"

We collaborate with all of the above and support the Young Carers and their families. We secure funding to help families with food, clothing, gifts.

Over the last year we have issued Tesco Vouchers, Small bags of shopping, Medium Food packages, help with fuel top ups, school uniforms, toiletries.

As a service we are supporting around 50 families in Caithness.

We have pending funding for another project where a local artist will supply an evening/ holiday session for a parent and child to enjoy art together. We are trying to think out the box and offer a variety of support and help to our families in the community.

Creating new posts will encourage employability locally, which helps people back into work, explore new chapters in their lives, creates great jobs satisfaction working with Young Carers.

(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.*

I have attached letters from education and social services, they are a few years old but still stand as the service/support we offer.

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

Activity name	Achieve by (date)
Support Groups (6 times a week) 48 weeks(including holiday groups/trips) Outreach- Supporting rural schools in term time (40weeks) Covering all rural schools in Caithness (12 schools)	30/01/24
Wellbeing officer-supporting the wellbeing of our Young Carers weekly (in school drop in's & groups)	

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

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

We encourage our Young People to recycle any recyclable materials including plastic , bottles & tops, that have recently been used in our groups activities. in the centre we have a large yellow tub that encourages any materials that can be recycled, this is visible to the children and they are encouraged to use it.

We have been planning another small project within KLICS where we can grow our on vegetables so we can supply it to our families.

We use infrared heaters that we used previously in our old premises, these are cost effective and disperse a great heat within KLICS building.

At the moment we use our minibus to visit any rural areas,pick up and drop off's, this decreases the use of various vehicles

We are also keen to look into solar panels for the premises and have been looking into various funding available. We are increasing our knowledge on this.

We are also interested in changing our lighting, again it's the process of securing funding.

We don't yet have a policy but are looking into this.

We have created an Environmental policy and we can attach it for your reference

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 have a policy that we have attached

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

We are always looking to secure future funding and the manager will ensure that the funded post's we have listed on this application continues after this funding ends. We have various local windmill funding that we could hopefully secure any future funding. We have been quite successful in securing funding over the years. The funding we have applied for will last 12-15 months and will enable the project to reach more rural areas with the new Outreach posts. The wellbeing officer will enable a much deeper level of support, they will enable emotional support, they will be able to carry out self-assessments and signpost help where required, over and above what the project already does. They can arrange wellbeing activities/trips. This will be a welcomed contribution to the project and will enable us to apply a much more professional/consistent support to our Young Carers. The Posts will also create employability within the community.

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

Caithness KLICS are generating employment by creating new posts within the project, On this occasion creating 5 new jobs and funding an existing post. Being based in Wick and this being a deprived area we are generating new employment opportunities to work with vulnerable children. To gain valuable training/ experience within the project and to help local children.

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

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

SECTION 5: BUDGET

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

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Sessional Worker (Thurso term time) inc PAYE	£880 (Match funding applied for)	Revenue	£880
Sessional worker	Thurso	Revenue	£2574
Sessional Worker	Thurso	Revenue	£1144
Outreach Worker	Rural Schools (Match Funding applied for)	Revenue	2200
Outreach Worker	Rural Schools (Match funding applied for)	Revenue	2200
Wellbeing Officer	To support young carers Wellbeing	Revenue	9984
Mileage	For outreach workers (match funding applied for)	Capital	972
Total capital expenditure			£972
Total revenue expenditure			£18982
TOTAL PROJECT COST			£19954
Is VAT included in these costs?			NA
Project expenditure before March 2023			£19954

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

The salaries are costed at an hourly rate of £11 ph for the sessional workers and outreach worker, not that much higher than the cost of living hourly rate
 The wellbeing officer is at a higher rate as we hope to attract a professional in this area who can support the Young Carers in their wellbeing **(WHAT IS THE HOURLY RATE)**
 Mileage is costed at 50p per mile due to the inflation of fuel costs

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Stroupster Windfarm	Yes November	(decision Jan	£6252

	22	23)	
Above we have applied to Stroupster for some of the salaries included in this application along with other items not in this application.			
Total match funding			£6252
CRF requested			£19954
Total project cost			£26206

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

NO

Please detail:

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

We are being totally transparent here and advising we have been applying to various funding pots due to the uncertainty of securing funding, this year has been particularly tough due to the increase of referrals but the lack of successful funding. KLICS is 10 years old next March and we would like to prove that this service is invaluable to the community which will enable us to succeed in future funding, we will work hard and have a lot of passion for the project, we will continue this to maintain sustainability to grow the project.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES / 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?

We use any local business where we can, we do our weekly shop locally between Lidl and Tesco stores, we frequently use B&M for any materials.
 When securing food poverty we use local shops to purchase vouchers/shopping. We also use the local butcher for any food help. We collaborate with many businesses who support any fundraising KLICS are holding.
 I would say our project is an advantage to local businesses.

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

NO

Please state your reasons:

We would rather try and secure funding for the project

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

For example:	Details
Business Gateway	
HIE	
Other	No

7.5 Have you previously received public funds for the organisation?

YES / NO

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

Funding	Year of award	Amount £
Ward Discretionary Fund	Nov 22	8,400

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: W. Thain	Date 27/11/22

8.2 Supporting documents checklist. You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	N/A
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)	No
10	Relevant insurance policies	N/A
11	Job descriptions (CRF funded posts only)	Yes
12	Evidence of control/ownership of asset – i.e. lease, title deeds	N/A
13	Partnership agreement	N/A
Reason for missing documentation: Not able to attach confirmed match funding as not yet confirmed Business plan/ N/A No insurances Required No lease agreement required No Partner ship agreement		
Declaration what the remaining bank balances are for:		

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



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1061	
1.2 Organisation	Reay Hall SCIO	
1.3 Project title	Reay Hall Refurbishment Phase 2 - Accessibility	
1.4 Project costs	Total cost of project	£155,603
	Match funding	£102,603
	Grant requested	£53,000
1.5 Start date	February 2023	
1.6 End date*	November 2023	

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

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	✓
Place	
Economy	
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	Rita Leavesley
Contact number	██████████
Alternative contact number	██████████
2.2 Position	Treasurer
2.3 Address	Victoria Hall, Reay, Thurso.
Postcode	KW14 7RG
2.4 Email address	reayhall.treasurer@gmail.com
2.5 Website address	www.facebook.com/ReayVillageHall

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	x	SC045134
Other (please specify)		

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Sandy Robb	Chairman
Rita Leavesley	Treasurer
Neil McDonald	Architect
Sandy Anderson	Community consultant

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Victoria Hall, Reay, Thurso. KW14 7RG
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
We own the building

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>This project aims to address challenges facing the Reay area where population declined from 692 to 579 between 2014 and 2019 – a 16.3% fall. This compares with a 2.3% fall in Caithness as a whole, from 25,964 to 25,360. It aims to continue our efforts to address shortcomings in the Reay Village Hall as the hub of community activity. The Hall is owned and operated by Reay Hall SCIO, Scottish Charity No. SC045134. The project is part of a phased renovation and upgrading to bring the building to modern standards. This phase of the work will address accessibility and will lead to:</p> <ul style="list-style-type: none"> • Formation of a new accessible entrance. • Full reconfiguration of wc provision, including facilities for disabled people. • Alterations to main hall foyer access. • Foyer renovations. • Wc/foyer/entrance small power, lighting, emergency lighting and fire alarm. • Decorative repairs to areas affected by modifications. <p>The project strongly addresses the priorities identified in the fund's people theme through the <i>Have Your Say Caithness</i> consultation. It improves the main space for the community in Reay, making it accessible to all while facilitating a growing range of activities particularly for young people, families and older people. It also addresses the place theme through improving the main recreational space and local amenity in Reay. In the heritage theme, the project improves a much loved local building and brings it into the 21st century. The project adds to and complements measures we have already taken as part of earlier phases in 2021 and 2022 to address the environment theme by improving the insulation of the building and replacing the heating with air</p>

source and solar energy. Together with those the project will do much to create a welcoming, accessible and sustainable hall in Reay.

Our renovation project has been developed following extensive community consultation and is designed to meet the needs local people identified. Architectural services are by Knight & McDonald Architects, cost estimates are by the Torrance Partnership and the project has full planning permission. We have already completed phase 1 of the renovation which addressed heating and energy efficiency and have replaced the main hall roof and installed double glazing, air source heating and solar panels with battery storage. Funding was received from the the Community Climate Asset Fund, Local Energy Scotland (CARES), Baillie Wind Farm Community Fund and Highlands and Islands Enterprise. Baillie funding has been earmarked for the renovation as a whole and an element is also applied to this phase of the project. We have also already secured funding from the Caithness and North Sutherland Fund for this phase.

The original Victoria Hall building was opened in 1897 as a Reading Room to mark Queen Victoria's Diamond Jubilee and a Hall extension was added in 1977. Since then it has been a centre for community activity and is an important community asset. The hall is well used by a range of groups, including Reay Young Stars with sessions for 0-5 year olds and 5-12 year olds, Beaver Scouts, a youth club, badminton, bowling, yoga, gardening, as well as live music and arts events in partnership with Lyth Arts Centre, quizzes, bingo, parties and other social events and public meetings. The hall has been run successfully for many years and has proved its sustainability. Following this project a final phase of the renovation will take place to improve some of the internal spaces and the external hall environment and update some of our equipment. We aim to retain some of our fundraising balances to provide a prudent reserve but also to contribute to that final phase.

The community has been enthusiastic about the improvements we have already made and are looking forward to the next stage. Through this phase of the project we see the works encouraging the formation of more new groups and activities, especially aimed at older people and children, so playing a part in building community cohesion and, in the longer term:

- addressing the long term loss of population;
- meeting the needs of the very high levels of older people in the community (28.5% aged 65+);
- growing the number of families and young people (all age groups to 45 are reducing in number);
- addressing the needs of those living in pockets of social isolation (in some parts of the area 20% of over 65s are living alone);
- providing a facility which can help with the high levels of rural deprivation in indicators such as child poverty and fuel poverty not included in simple measures such as SIMD and SEP. These will be exacerbated by the current cost of living crisis and increases in energy prices.

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

The project will benefit the Reay community by improving its hall and by making it more accessible and comfortable to use. It will enhance the life of people living in Reay, encourage them to stay and help attract new families to the village. With a vibrant hall Reay will become a more integrated and cohesive community.

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

The project will meet the needs identified through our community consultation – particularly the need for more activities aimed at young people, families and older people and the need to improve the fabric of the hall, its comfort and its accessibility.

We carried out a community survey (attached) in putting together our plans and have complemented that through drop in sessions and community meetings to ensure community support. We have already seen some success in groups restarting and new group formation and we see this project allowing us to build further on that.

From the community consultation we are aware that there is an appetite locally for the hall to do more, especially for families and the growing older population, but the consultation also showed that the fabric of the hall must improve to make it more welcoming. Heating, accessibility and toilet provision were identified as high priorities. We have already addressed heating and energy and now look to address accessibility and the toilet provision. In the current energy crisis the project will allow the hall to become a safe and warm space for the community to come together.

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

Activity name	Achieve by (date)
Full funding achieved	February 2023
Building Warrant achieved	March 2023
Invitations to quote issued	March 2023
Contract award	April 2023
Start on site	June 2023
Completion	November 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.*

Minimising the building’s environmental impact has been a key feature of the refurbishment as we seek to make the hall more welcoming and comfortable for users. To achieve this the initial phases involved addressing the insulation through a new roof for the main hall and new windows throughout and replacing the heating with solar and air source. In this new phase we introduce a storm lobby to the new main entrance to retain heat while we retain internal features of the Victorian building such as flagstone flooring and wood panelling.

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?*

Reay Hall exists to serve all the inhabitants of the parish of Reay equally. This project will help us to do that particularly by improving the accessibility of the hall for older and less able members of

the community. It creates a level access to the hall – the current main entrance involves negotiating steps at the front of the building. It also creates an accessible toilet for the first time along with baby changing facilities. These changes will allow us to ensure that we can promote more activities in the hall for older people and families, involve them in community life and make Reay a more inclusive and resilient village.

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

Reay Hall has operated successfully for many years with income derived from hall lets, fundraising activities and grants. Our accounts are attached which show our ability to contribute towards the costs of this project. Remaining balances will provide a prudent reserve to ensure ongoing sustainability while allowing us to contribute to the final phase of our refurbishment (improving other internal spaces and the external hall environment).

This project will not add to our running costs and indeed, through encouraging more use of the building, may add to our income so allowing us to support more activity.

The lasting benefit will be a more accessible and welcoming hall which the people of Reay can use more fully. More people will be able to come to activities in the hall, they will find it more comfortable to use and more user groups will be formed to extend the range of activity available.

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

The project improves Reay Hall and its ability to contribute to plans and strategies which focus on the community coming together to take action to improve their area. This includes the Highland Outcome Improvement Plan and the Caithness and Sutherland Local Development Plan which identifies an ongoing challenge for more rural areas as retaining existing facilities while also attracting additional ones which may be required. This includes services for attracting young people and to support both families and an ageing population. The local development plan identifies a need in Reay for existing services and facilities to be protected and enhanced and this project delivers on that priority.

At a national level the project fits with a number of the Scottish Government's National Outcomes, including those for children, for communities, for culture and for health. It contributes to specific strategies such as those outlined in A Scotland for the future: opportunities and challenges of Scotland's changing population by making Reay more family friendly and promoting healthy and active opportunities for older people. It also responds to issues raised by groups such as Age Scotland around loneliness and mental health among older people.

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

YES

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

Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <i>(include date)</i>
Planning permission	Yes	Yes (03/02/2021)
Building warrant - Will be applied for promptly once funding is achieved and is not expected to hold up the project implementation.	No	Anticipated March 2023

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 £
Caithness and North Sutherland Fund	Yes (29/09/22)	Yes (11/11/22)	£30,000
Baillie Wind Farm Community Benefit Fund	Yes (12/17)	Yes (26/01/18)	£25,000
Own funds	n/a	In place	£22,603
Scottish Landfill Communities Fund	No (7 December 2022)	February 2023	£25,000
Total match funding			£102,603
CRF requested			£53,000
Total project cost			£155,603

6.2 Will the project involve “in kind” support? <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
NO
Please detail:
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
<p>Reay Hall is a non-profit charitable community organisation which has successfully operated the hall for many years. Although we fundraise towards the costs of maintenance and improvements and will contribute towards the costs of the project the community is not large enough to raise the funds needed for major projects like this which would not happen without public support. Funding from the Community Regeneration Fund is key to the project moving forward and it will not proceed without its support.</p> <p>Remaining balances in hall accounts will contribute towards the final phase of the hall refurbishment and provide a prudent reserve to ensure ongoing sustainability.</p>

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

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

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: RITA LEAVESLEY Treasurer – Reay Hall	Date 26/11/22

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

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	CRF1084	
1.2 Organisation	Wick Development Trust	
1.3 Project title	Wick Campsite Upgrades Phase 1	
1.4 Project costs	Total cost of project	£59,291.30
	Match funding	£19,347.40
	Grant requested	£39,943.90
1.5 Start date	January 2023	
1.6 End date*	March 2023	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Alistair Jack
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Development Trust Officer
2.3 Address	Wick Development Trust c/o Norcad Design, George Street, Wick Caithness KW1 4DG
Postcode	
2.4 Email address	[REDACTED]
2.5 Website address	https://www.wickcampsite.co.uk/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC647148
Constituted group		
Public body		
Charity	X	SC051307
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	NO
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

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

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

Details:	N/A
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3.6 Project delivery team	
Name	Job title/area of work
Jonathan Miller	Chairman / Architect
Alistair Jack	Development Trust Officer / Community Project Delivery

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.
Wick River Campsite, Riverside Drive, Wick, KW1 5SP
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?
Lease agreement from Highland Council

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>This funding has been requested to support phase 1 of a bigger multi-phase project over a 3 year plan to upgrade the 40 year old facilities at the Wick River campsite to meet the needs of the modern tourist especially those on the NC500.</p> <p>Phase 1 which is planned to start (funding dependant) in January 2023 will include the addition of new roads onsite to allow for up to 75 designated pitches in various sizes. These pitches will be a mixture of grass electric and non-electric, as well as electric hard standing. An additional 12 hard standing pitches will also be built to help combat the water logging issues on site. We also intend to more than double the current electric hook-up capacity of 30 pitches to a total of 66 electric hook-ups.</p> <p>In addition Phase 1 will improve the site security by replacing internal lighting and replacing damaged fences to help combat the ongoing anti-social behaviour issues the site experiences from youths from the town which has a serious knock-on effect for the town's reputation and has the potential to decrease economic growth by discouraging visitors to stay in Wick.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>This project has the potential to benefit the local economy and community on multiple levels. Increased tourist numbers staying on-site increase profits that the Development Trust is then able to reinvest into community and town centre regeneration projects as well as helping to improve the reputation and appearance of the town with the aim of encouraging future investment in the area which will reduce unemployment and improve economic growth. In addition to this the more visitors</p>

that are attracted to stay at the campsite due to the improvements that are made also increases the economy in Wick as more people will be using local shops, bars, and restaurants.

(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 planned infrastructure upgrades have been identified through experience gained from the 1st season of operation. It was noted with surprise that a vast majority of users of the site requested electric hook-up pitches including a high percentage of tent bookings as well. Only operating with 30 useable electric hook-ups resulted in numerous days where electric pitches were completely sold out. This likely resulted in tourists picking other campsites within Caithness where electric hook-up was available. In addition, 1/3 of the available grass pitches were deemed unusable for at least 3 months of the season due to waterlogging.

Support for this project has been identified through letters of support and a community consultation survey. We have additionally included a letter of support from Highlands & Islands Enterprise who fully support the redevelopment of the campsite as a community enterprise and have recently provided a grant to allow the Wick Development Trust to employ a Project Manager to oversee future planned upgrades (primarily phases 2 & 3)

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

Activity name	Achieve by (date)
Update the electrical infrastructure onsite	March 2023
Expand designated hard roads onsite	February 2023
Improve areas fencing	March 2023

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

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

The main focus around reducing the environmental impact of the site does not really take shape until phases 2 & 3 of the project when a new Net Zero amenities block and reception building are constructed using the latest eco-friendly materials, construction methods, and technologies including Air Source Heating, Rain Water Capture, PV Arrays, EV charging points etc.

Phase 1 is more about getting the initial infrastructure improved for phases 2 and 3, however this phase of the project will focus on external LED lighting in place of the current incandescent lighting which is the site’s first step as it heads towards Net Zero in phases 2 & 3.

Additionally, environmental consideration will be given due diligence when carrying out Phase 1 works such as sourcing aggregates from local quarries to reduce the carbon emissions created

during transport, and using recycled hardcore. We will also ensure that our contractors follow the highest industry standards when it comes to protecting the environment whilst carrying out our project such as spill kits or bunding when refuelling and any topsoil removed will also be recycled and will not go to landfill, as will any unusable underground electrical cable removed from the site.

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

As with the previous statement the real focus on equality happens during phases 2 & 3 with the construction of the new amenities block and reception buildings which will be fully DDA accessible, however phase 1 will focus on external lighting and roadways which will improve safety and access around the site for all people regardless of age, or disability.

In addition, the toilet/shower facilities in the reception building will be opened for use by users of the campsite rather than just staff which has historically been the case. These facilities whilst not fully DDA compliant are much easier for people with disabilities to access and use than the toilets or showers within the amenities block, and are also much better suited for use by families.

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

This project operates as a not-for-profit community enterprise campsite which is able to support all its running costs and create excess revenue which is able to be used initially to be reinvested into the campsite as matched funding and will then be used to help fund community and regeneration projects within the town of Wick.

The additional hard standing and electrical infrastructure that is being installed in phase 1 has the potential to generate over £200,000 if all of these pitches were full for the entire season. Whilst it is recognised that this figure is the absolute best case and it is unrealistic to expect full capacity for the entire 213 days that the site is open each season, it just goes to show the potential that the phase 1 upgrades could make to the entire project.

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

This project fits perfectly with the HwLDP and the CaSPlan in relation to **Growing Communities** and **Employment**. By creating a campsite that has 5-star facilities but is run as a community enterprise helps to grow the community through economic regeneration by attracting and catering for more tourists and keeping them in the area for longer. This will help to boost the local economy and deliver more employment opportunities not only at the campsite but also within other businesses within our community.

The campsite intends to employ 3 local people this coming season and as it grows further employment opportunities will become available.

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)
N/A		

SECTION 5: BUDGET

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

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Electrical Works	Europa 16 Amp Electrical Bollards (13)	Capital	£5,675.33
	Europa Ground Mounting Frogs (13)	Capital	£357.50
	CPES Carriage costs	Capital	£150.00
	25mm SWA 3 Core Cable (270m)	Capital	£2,875.50
	25mm SWA Gland Packs (2)	Capital	£25.48
	Hagar 63 Amp SP 18 KV (3)	Capital	£373.26
	F4P Cable Warning Tape (365m Roll)	Capital	£26.95
	Concrete 25kg (52)	Capital	£364.00
	Ducting 80mm x 25m (11)	Capital	£357.38
	VAT @ 20%	Capital	£2,041.08
	Electrical Installation Labour	Revenue	£5,850.00
	VAT @ 20%	Revenue	£1,170.00
	Contingency @10%	Capital	£1,926.65
Ground Works	Recycled Crushed Concrete Hardcore (660 Ton)	Capital	£4,950.00
	Type 1 / Top Dressing Aggregate (215 Ton)	Capital	£2,365.00
	Harbour Sand (33 Ton)	Capital	£429.00
	Geotextile (4 Rolls)	Capital	£623.96
	Plant Drop-Off Collection Charges	Revenue	£450.00
	Plant – 2.7 Ton Excavator (3 weeks)	Revenue	£853.98
	Plant – 6 Ton Dumper (3 weeks)	Revenue	£585.00
	Plant – Bomag 120 Roller (3 weeks)	Revenue	£420.00
	Plant – Works Van (3 weeks)	Revenue	£540.00

	Plant Operator (300 Hours)	Revenue	£9,000.00
	Labourer (150 Hours)	Revenue	£3,750.00
	VAT @ 20%	Capital	£1,673.59
	VAT @ 20%	Revenue	£3,119.80
	Contingency @10%	Capital	£2,876.03
Fencing Works	150mm x 19mm x 4800mm Sarking (150)	Capital	£1,120.00
	100mm x 100mm x 1800mm Timber Posts (40)	Capital	£504.00
	75mm x 50mm x 4800mm Batons (38)	Capital	£350.00
	Post Crete 25kg (40)	Capital	£308.75
	Gates (3)	Capital	£987.00
	Hardware	Capital	£125.00
	Pitch Markers (75)	Capital	£1,500.00
	VAT @ 20%	Capital	£979.06
	Contingency @10%	Capital	£587.44
Total capital expenditure			£33,552.52
Total revenue expenditure			£25,738.78
TOTAL PROJECT COST			£59,291.30
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£59,291.30

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

Quotes have been obtained or priced from local suppliers. For the groundworks and electrical works, but we have only been able to find one contractor for each that was willing and able to prepare a quote for the work in the time scale we required.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Wick Development Trust (own funds)	N/A	Yes (06/10/22)	£19,347.40
Total match funding			£19,347.40
CRF requested			£39,943.90
Total project cost			£59,291.30

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:

Several aspects of this project will be getting completed in the form of in-kind support by volunteers of Wick Development Trust.

This includes:

- Laying ducting, cables and ground tape
- Removal of the old electrical bollards
- Digging out the bases of the old electrical bollards
- Ground preparations for the new additional electrical bollards
- Concreting in new ground mounting frogs
- Installing the new electrical bollards
- Removing sections of old fencing including posts
- Installing new fence posts and fencing
- Treating/paintingng new fences.

By removing these tasks from the contractors and using volunteers as in-kind support is saving the project in excess of £5,000 of additional labour costs if charged at the rates of the contractors.

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

Without public funding this project would not be able to go ahead as the current facilities are in such a poor condition that the campsite is only attracting a tiny proportion of its potential income. The current facilities and electrical infrastructure are not fit for the demands of the modern tourist which results in potential customers choosing other locations to stay away from Wick or even Caithness. The site in its present condition does not generate enough revenue that would be able to support this project alone.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES

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

The project will help to boost the revenue generated by the campsite which is run as a not-for-profit community enterprise. Upon completion of phase 1 all revenue after costs of running the site have been deducted will be re-invested into phase 2 of the project. Phase 2 should also have a massive impact on the site and again all revenue generated after costs will be re-invested back into phase 3. Upon completion of phase 3 all profits generated thereafter will be invested into community and regeneration projects within Wick for many years to come. This would likely take

the form of fully funding stand-alone Wick Development Trust projects or being used towards match funding for projects either as stand-alone or in partnership with other community organisations or the local authority, or possibly even creating a community fund where local organisations can apply for funding.

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

The campsite has operated in the town for 40 years and never disadvantaged any businesses or organisations however now that it is being run as a community enterprise this project will directly help local organisations and businesses by assisting in boosting the local economy and by delivering local community and regeneration projects.

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

NO

Please state your reasons:

Taking out a loan would drastically increase the overheads of the community enterprise for an extended period and reduce the amount of revenue available to be reinvested into the site and community. The long-term aim of this project is to generate as much income as possible for supporting community projects. The lower the overheads of the site the more money that is available to be spent within the community and on regeneration.

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

For example:	Details
Business Gateway	
HIE	Funding of a project manager to help develop all three phases of the project.
Other	

7.5 Have you previously received public funds for the organisation?

YES


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

Funding	Year of award	Amount £
Scotland Loves Local Fund	2020	£4,250.00
Caithness Beatrice Community Fund	2021	£7,462.00
Caithness Beatrice Community Fund	2021	£880.50
Caithness Beatrice Community Fund	2022	£15,000.00
Caithness Beatrice Community Fund	2022	£3,752.00
Highlands & Islands Enterprise	2022	£101,733.00

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature: 	Print: A. JACK	Date 25/11/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	Yes
5	Confirmation of match funding letters	Yes
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	Yes
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	N/A
Reason for missing documentation:		
Declaration what the remaining bank balances are for: Loves Local signage: £747.44 / Town centre signs: £880.50 / Legal Costs: £750 / Website design: £1,000 / Town Murals: £1,500 / Flyers/Newsletters: £1,500 / Promotional material: £1,500 / Sundry: £114.35 / Caithness At War Project Spitfire GPR Survey: £1,550 / Caithness At War Project Spitfire Donations: £1,403.07 / Caithness At War Project Planning permission: £1,362 / Campsite closed season Warden’s wages: £6,500 / Campsite closed season Mobile Phone: £187.20 / Campsite closed season BT Broadband charges: £198.36 / Campsite closed season Amenities Block upgrade: £3,500 / Campsite closed season Lease Payments: £12,886.24 Campsite closed season SIS Loan Repayments: £2,311.14 / Campsite closed season maintenance: £3,667.75 / Match funding for SPR Caithness Community Fund: £1,074		

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	CRF1085	
1.2 Organisation	Sinclair's Bay Trust	
1.3 Project title	Sinclair's Bay Village Noticeboards	
1.4 Project costs	Total cost of project	£6,096.30
	Match funding	£3,000.00
	Grant requested	£3,096.30
1.5 Start date	April 2023	
1.6 End date*	May 2023	

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

1.7 Which of the following themes will the project meet? Please choose ONE theme.	
People	
Place	X
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	Alistair Jack
Contact number	07824 388894
Alternative contact number	01955 471080
2.2 Position	Development Trust Officer
2.3 Address	Sinclair's Bay Trust [REDACTED] [REDACTED] [REDACTED]
Postcode	[REDACTED]
2.4 Email address	alastair@cvg.org.uk
2.5 Website address	https://sinclairsbay.co.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC684727
Constituted group		
Public body		
Charity	X	SC051696
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.	N/A
------------------------------------------------------------------------	------------

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Alistair Jack	Development Trust Officer / Community Project Delivery

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.
Keiss Carpark, High Street, Keiss, KW1 4XB, Reiss & Killimster Playpark, Reiss, KW1 4RX, Reiss Beach Carpark, Reiss, KW1 4RW,
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, landowner permissions would be required to install the noticeboards. Letters of consent have to be obtained from the Highland Council for the Keiss location and the two locations at Reiss, which are hoped to be obtained by the end of December 2022.

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>The installation of external notice boards at 3 key locations within the Sinclair's Bay area to pass on essential information and advice to residents and visitors about what is on in the area by posters promoting upcoming events, what has happened in the area by the use of news notices, notices on places of interest, as well as posters and notices with advice on any topic which is relevant to the residents of that community. This will help to bring the communities together, and is especially important for those that do not use social media who often feel excluded because they do not understand technology.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>By promoting community events, community drop-in sessions, and community assistance programs, by providing up-to-date news about what has been happening within the community, providing advice on numerous topics which can help the community, and promoting places to see and things to do in the area not only for visitors but to residents as well.</p>

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

To date there is only a single public noticeboard within the Sinclair's Bay area which is sited at the Staxigoe Playpark. Community groups currently have nowhere to safely post notices and information in the villages of Keiss and Reiss, or safety and other relevant information associated with Reiss Beach which is the main visitor attraction in Sinclair's Bay. These community organisations are having to resort to posting important notices in bus shelters which easily get damaged or removed. This has meant that most information needs to be shared on social media but not everyone within the communities of Sinclair's Bay use or even know how to use social media and feel discriminated against. We have received several letters of support from local organisations and groups to have village noticeboards erected which they can use.

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

Activity name	Achieve by (date)
Obtain planning permission	April 2023
Install Noticeboard at Keiss Carpark	May 2023
Install Noticeboard at Reiss & Killimster Playpark	May 2023
Install Noticeboard at Reiss Beach Carpark	May 2023

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

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

The noticeboards will be constructed from a recyclable material and will be used to post environmental events including beach cleans, litter picks, wildflower planting etc., as well as important environmental information and advice about reducing food waste, recycling, energy consumption, Carbon reduction, and Net Zero initiatives, schemes and grants.

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

The Trust recognises that notice boards by nature can discriminate against some groups primarily blind and illiterate persons, as well as those that are in wheelchairs due to the heights that noticeboards are generally installed at however, the ethos of this project is inclusion by trying to allow important information to reach as many people as possible within the community, so the noticeboards would be installed slightly lower and notices with larger print would be displayed to assist those with poor eyesight and which will be easier for those in wheelchairs to read, and whilst the main function of the noticeboards is to allow people who do not follow social media to access the information, a QR code would be placed at the bottom of the noticeboards where wheelchair users would be able to be taken directly to the online bulletin board. We are also investigating whether it would be practicable to have a spoken bulletin board online to allow blind and illiterate people to also access the information.

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

Once the project has been completed responsibility will fall to the Sinclair's Bay Trust to maintain the noticeboards through local fundraising or revenue generated as the Trust grows and ventures into sustainable projects, and supported by our network of 'Village Volunteers'.

Updating of the noticeboards will be carried out by the Trust's board of directors, Village Volunteers', and representatives from the organisations and groups that will use the noticeboards to pass on information to the communities that they serve.

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

This project fits with the CaSPlan vision of Growing Communities, which states:

A network of successful, sustainable and socially inclusive communities where people want to live, which provide the most convenient access to key services, training and employment and are the primary locations for inward investment.

This project focuses on creating the 'socially inclusive communities' aspect of the above CaSPlan vision statement.

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

YES

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

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

SECTION 5: BUDGET

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount
Planning Permission	Planning permission fees for 4 sites	Capital	£900
Architects Fees	Maps for planning applications	Revenue	£360.00
Noticeboards	3 x External noticeboards with poles and headers.	Capital	£4,641.30
Contractors Fees	Installation of 3 x Noticeboards	Revenue	£195.00

Total capital expenditure			£5,541.30
Total revenue expenditure			£555.00
TOTAL PROJECT COST			£6096.30
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£1,260.00

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?

Two quotes have been obtained for noticeboards and installation costs with the lowest price for each being selected.

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 £
Caithness Beatrice Community Fund. Final mop-up round opening in January 2023	No		£3000.00
Total match funding			£3,000.00
CRF requested			£3,096.30
Total project cost			£6,096.30

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:

The actual project will not involve any type of in-kind funding but the project will be supported by volunteers once the noticeboards have been erected to keep them populated with relevant material and information.

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

Sinclair’s Bay Trust currently has no source of income and relies entirely on public funding to deliver its projects, so if funding was not available this project would not be able to be delivered.

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:

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: A. JACK	Date 25/11/2022
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8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	NO
4	Policies – i.e. child protection, health and safety, equal opportunities	N/A
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)	N/A
10	Relevant insurance policies	YES
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	YES
13	Partnership agreement	N/A
<p>Reason for missing documentation:</p> <p>Planning permission has not been applied for yet. Match funding has not been applied for yet as the final round of the fund does not open until the beginning of 2023.</p>		
<p>Declaration what the remaining bank balances are for: Caithness At War Planning Permission, leaflets and website. Caithness At War AR App Sinclair’s Bay Resilience project</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	CRF1073	
1.2 Organisation	Reay Golf Club	
1.3 Project title	Reay Golf Club Greenkeeping and Coaching Facility	
1.4 Project costs	Total cost of project	£233,341
	Match funding	£133,341
	Grant requested	£100,000
1.5 Start date	March 2023	
1.6 End date*	December 2023	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Colin Paterson
Contact number	[REDACTED]
Alternative contact number	[REDACTED]
2.2 Position	Vice Captain
2.3 Address	The Clubhouse Reay Golf Club Reay Caithness
Postcode	KW14 7RE
2.4 Email address	[REDACTED]
2.5 Website address	www.reaygolfclub.co.uk

SECTION 3: ORGANISATION DETAILS

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

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Colin Paterson	Vice Captain
Jock Eunson	Treasurer
Neil McDonald	Architect

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Reay Golf Club, KW14 7RE
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
Owned

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Reay Golf Club is the most northerly links course in Scotland, built on land which includes part of the Sandside Bay SSSI. The club has 234 members, including 56 female members and 86 members aged under 30, from across the north coast. The course is the main green space in the village and is well used by local people to walk and access the coast.</p> <p>The project will replace several dilapidated buildings and containers with a purpose built steelframed building which will provide a new greenkeeping facility and is designed with space which will in due course house an indoor practice and coaching area. The new facility will greatly enhance our ability to deliver our aim to improve and maintain the environment of the course, including the SSSI.</p> <p>Plans have been drawn up by Knight & McDonald Architects for a simple low lying steel framed building of 12 metres by 30 metres with a total floor area of 360 square metres. It will replace the current ad hoc green keeping sheds which are in poor condition, fall well below a reasonable standard and do not provide proper welfare facilities. The club has recently appointed its first full time greenkeeper and the new building will create a decent working environment and a suitable base for planning the work needed on the course. It will also allow us to better protect the valuable equipment owned by the club, assets which the club wish to maintain in the best condition.</p> <p>Following this project we aim to raise funding (from agencies such as Sportscotland and the Scottish Communities Landfill Trust) to fit out designated spaces in the building to allow year round indoor coaching aimed especially at junior and new members and with direct access to the three hole</p>

junior/beginners course, to provide charging facilities to enable our move away from fossil fuel powered machinery to electric as equipment is replaced, including the provision of electric golf carts.

The project fits with the Place theme, contributing to the highest priorities identified in the Have Your Say Caithness survey report. It improves a local recreational space, an important local amenity and sport facility, as well as an important part of the visitor infrastructure giving people a reason to prolong their stay in Caithness. It also meets priorities from the People theme, including providing activities for young people and an important space where people can be socially connected and support their wellbeing.

The project will impact positively on:

- the quality of the course
- the environmental impact of the course
- the carbon footprint of the club
- access to the course
- the retention of members
- the attraction of new members
- the quality of golf played
- the number of visitors using the course
- the sustainability of the club
- the development of golf in the north of Scotland.

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

The project will enhance an important golf club which serves local communities and visitors to the north coast. By facilitating improved maintenance of the course it will attract additional visitors to the course and encourage them to stay in the area longer so benefiting the local economy and, by working in partnership with the courses in Thurso and Wick, the economy of Caithness.

(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 project is a high priority in the club's development plan drawn up in consultation with the committee and membership (attached). It has the support of the Caithness golfing community and letters are attached from Scottish Golf North and the Caithness Junior Golf Partnership.

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

Activity name	Achieve by (date)
Achieve full funding	February 2023
Obtain building warrant	March 2023
Seek quotes for the capital works	March 2023
Award contract	April 2023
Order steelframed building	April 2023
Start on site	September 2023
Completion	December 2023

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

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

Reay Golf Course is already aware of its need for a reduced carbon footprint and has, for example, adopted a minimalist approach to managing its land and maximising composting – see the attached document on the course environment and our role in conservation. The combination of proactive management and minimal input can lead to a landscape that is visually attractive, a tough test for golf and significantly a diverse habitat for a variety of wildlife and this new facility will allow the next steps to be taken in promoting that approach. The Club has already taken the step of employing a fully qualified, full time greenkeeper for the first time and is now going on to employ an apprentice greenkeeper. Replacing the current storage sheds with a new greenkeeping facility will provide a modern work environment while ensuring machinery can be maintained and stored in good conditions and planning for improvement and maintenance schedules can take place. It will also provide a location for training of the apprentice greenkeeper and help attract and retain the quality of staff needed for continuous management and improvement of the environment and quality of the course, including the SSSI.

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?*

Being owned by the club the course welcomes the whole community to make use of it, to walk the land, access the coast and enjoy the environment and all it offers. We understand this puts pressure on our greenkeeping function, but we are keen to promote inclusivity.

To ensure the course is accessible to all, the new facility will provide garaging and charging facilities for electric buggies for use by older and less able golfers. This includes young people with disabilities who have joined the club and have difficulty in walking the course.

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

The new building will be a lasting facility for the course and the centre of our greenkeeping function for many years to come.

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

The Caithness and Sutherland Local Development Plan identifies the tourism sector as an increasingly important component of the local economy and Reay Golf Club is an important facility in encouraging people to stop on the north coast and to spend time in the area. At the same time the Plan recognises an ongoing challenge for more rural areas in retaining existing facilities, including services for attracting young people and to support both families and an ageing population. Reay Golf Club has a role in meeting all aspects of that challenge. The Plan seeks to enable community-led sustainable growth and development of which this project is an example. With the environment the Plan recognises the importance of safeguarding natural heritage assets and this project will assist the club in its work to safeguard the course and the SSSI.

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

Costs are based on quotations received from a local contractor in 2022, with an inflation allowance applied to bring them up to date. We have rescheduled aspects of the project so that spaces will be fitted out in later phases to ensure this project can proceed promptly.

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 £
Caithness and North Sutherland Fund	NO – 23/12/22	27/01/23	30,000
Baillie Wind Farm Community Benefit Fund	NO – 09/01/23	19/01/23	50,000
HIE	NO – 1/23	Jan 23	28,000
Reay Golf Club		In place	25,341
		Total match funding	£133,341
		CRF requested	£100,000
		Total project cost	£233,341

6.2 Will the project involve “in kind” support?

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

NO

Please detail:

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

The project would not happen without public funding support. As a relatively small golf club Reay does not generate the income and surpluses that would allow it to fund large scale development without external funding.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES / NO

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

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

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

YES / NO

Please state your reasons:

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES / NO


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

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature: 	Print: Colin Paterson	Date 28/11/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	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)	n/a
10	Relevant insurance policies	n/a
11	Job descriptions (CRF funded posts only)	n/a
12	Evidence of control/ownership of asset – i.e. lease, title deeds	YES
13	Partnership agreement	n/a
Reason for missing documentation: Conformation of match funding is awaited but it is anticipated that support from CRF will bring it forward.		
Declaration what the remaining bank balances are for: Note that our current bank balance is at a high point of the season as little income will be received through the winter so that expenditure will significantly exceed income until March/April 2023. We aim to retain a level of balances that will ensure the club's long term sustainability but we will also aim to support further phases of this development and other priorities in our development plan.		

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 1087	
1.2 Organisation	Thurso Youth Club SCIO	
1.3 Project title	Refurbishment Phase 2	
1.4 Project costs	Total cost of project	£39978
	Match funding	£10,000
	Grant requested	£29,978
1.5 Start date	9 Jan 2022	
1.6 End date*	31 March 2022	

**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	Helen Allan
Contact number	
Alternative contact number	
2.2 Position	Chairperson
2.3 Address	Thurso Youth Club Old Mill, Millbank Thurso KW14 8PS
Postcode	
2.4 Email address	
2.5 Website address	N/A Fb: Thurso Youth Club

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity	x	SC049685
SCIO	x	
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" style="width: 100%;"> <thead> <tr> <th style="width: 33%;">Whole</th> <th style="width: 33%;">Partial</th> <th style="width: 33%;">None</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	Whole	Partial	None			
Whole	Partial	None					

Details:

3.6 Project delivery team	
Name	Job title/area of work
Helen Allan	Admin & Finance
Graeme McDonald	Project Delivery

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.
Thurso Youth Club, Old Mill, Millbank, Thurso KW14 8PS
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?
Own the building

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>We are applying for this funding as part of the refurbishment programme of Thurso Youth Club. The application identifies two areas in urgent need of upgrading:</p> <p>Toilet facilities – the toilets are still the original toilets installed when the building was first opened in 1960. They are totally unsuitable for today - concrete stalls, and sanitary ware / taps which use far more water than required. The urinal is also not fit for purpose, we are unable to use it as the automatic flush has not worked for years and if switched on it floods the building. They are also difficult to clean, and the flooring needs replaced.</p> <p>Guttering and downpipes – we have identified that most of the guttering needs replaced and most of the downpipes are blocked. This has been the case for a number of years and we have identified this as the cause of water ingress into the building in a number of places. As well as causing unsightly patches we also have mould growing in some areas as well as damage to walls and equipment.</p> <p>From the Caithness Priorities Report : Theme : People</p> <p>Activities for Young People came third in the priority list, followed closely by spaces for people and investment in community organisations – We provide activities for young people and also space for other community groups.</p>

Theme : Place

Recreational areas and local amenities were 1st and 2nd priorities – again our organisation fits this criteria.

It is recognised that Thurso has a lack of public spaces and we are striving to make our building available, and suitable for use by other sectors of the community as well as continuing to provide a safe place with trusted adults for children and young people in our community.

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

Thurso Youth Club currently offers sessions to between 150 – 200 children and young people every week. We also offer a programme of funded holiday activities which includes meals, during all school holidays and inservice days. The organisation is providing a vital service in the community and also is currently providing 2.5 FTE jobs.

Since Covid we have been working on building up our usage of community groups and now provide a venue for a number of groups, including an older person's lunch club, cooking and delivering meals out to the community, cooking workshops, adult groups as well as a venue for children's birthday parties

Young people will benefit as this initiative is part of an ongoing programme of refurbishment of Thurso Youth Club. Thurso has a lack of public spaces for community use and a building where young people have priority use is a unique resource and every effort should be made to keep it available.

(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.*

Thurso Youth Club currently provides opportunities and services for young people from P1 to High School age. There is an established demand for these services as all our sessions are busy with some being completely booked out. In addition we have been awarded funding to run holiday activities with meals. These sessions operate during school holidays and inservice days and have been warmly received by parents as it provides both activities for children as well as a meal.

We also offer young people the opportunity to work towards nationally recognised Achievement Awards.

Children, Young People, Parents and other Regional Youth Work organisations have highlighted how important it is for children and young people to have a safe place which they recognise as their space.

We strive to create a safe space for children and young people with access to trained youth workers to chill out, meet their friends and try out new activities.

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

Activity name	Achieve by (date)
Replace Rhones and downpipes	31 March 2023
Refurbish Toilets	31 March 2023

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

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

All old/unwanted materials will be disposed of appropriately within current guidelines. All new materials will be sourced with a view to minimal environmental impact but will all meet current regulations. By carrying out this work we will considerably reduce the amount of water used as modern cisterns are much more efficient in water use.

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?

Usage of the facility will be open to all groups, at the times agreed for community group usage.

Within the organisation we will adhere to our equalities policy ensuring that everyone who

wishes to attend is treated fairly and equably, with no prejudice at all. We will also ensure that all those who attend are aware of and practise the policy. We also accept that we may be challenged as to our practise but accept that we must make changes as required. We will also ensure that the policy applies to everyone involved: Trustees, Staff, Volunteers and members.

We will also ensure that this policy is adhered to by those who lease the building.

Within this framework we will ensure that our projects and activities are open to all, and that everyone is included and valued, and feels able to voice their opinion and be listened to.

However, within the framework we have to take account of our obligations to Safeguarding policies, eg Child Protection and Vulnerable Adults, which will mean that there may be times when we cannot accept individuals as staff\volunteer\Board members.

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

These will be stand alone projects, which will contribute to enhancing and modernising the building.

Thurso Youth Club will continue to operate as an independent organisation and will continue to raise funds through grants, donations, income generation and fundraising events.

Children, young people and other community members who use the building will all benefit from the improvements. The space will be more welcoming, easier to keep clean and of more interest to additional community groups.

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

As well as letters of support activities for young people were highlighted in the recent Caithness Priorities report.

The Project fits into the CaSPlan (2018) in the following ways:

Growing Communities: - By ensuring the continuation and development of the Youth Club we are contributing to a vibrant community where all sectors of the community in particular Children & young people are catered for.

The Youth Club is also situated well within the Town Boundaries and is accessible from all parts of the Town.

Environment & Heritage:- As a converted Old Mill the organisation is also safeguarding and using one of Town's unique buildings.

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

See separate excel spreadsheet

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
Toilets			
Ladies Toilets	Remove toilet systems, sinks, lino, level floor. Supply & install 2 bay cubicles with toilets, and 2 sinks and taps Paint all walls Supply and install wetwall above sinks	Capital	2010
Gents Toilets	Remove toilets systems, urinal, & sinks Remove flooring , level floor Supply and install island cubicle and 3 urinals with sparge & cistern, Install new pipes/waste pipes, blank off waste pipe to one toilet Supply and install 2 sinks with taps ,Supply and install wetwall at cubicle/urinal area and above sinks	Capital	2497
Labour		Capital	3600
Hire costs	Hire of Skip	Capital	408
VAT			1703
Rhones & Downpipe replacement			
	Remove Existing Cast Iron Rhones Hooks,Downpipes and Hold fasts Supply & Fit Cast Iron Rhones, Rise & Fall brackets, Centre Drops & Stopends, Cast Iron downpipes, Cast Iron offsets & Holdfasts, Supply and paint all of above Supply of machine for ten days (for rear of property)	Capital	29760

	Supply and erect tower scaffold		
Total capital expenditure			£39978
Total revenue expenditure			£
TOTAL PROJECT COST			£39978
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£25,000

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

These costs are considerably more than those suggested in the EOI – as the initial quote we received were indicative ones – when the current costs of materials and VAT were added it considerably increased the quotes we received.

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 £
Baillie Windfarm	N	N	10, 000
Total match funding			£10, 000
CRF requested			£29,978
Total project cost			£39, 978

6.2 Will the project involve “in kind” support?

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

NO

Please detail:

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

This project will require funding, the nature of this organisation is that we have to raise funding for all our activities, including core running costs to provide services for children & young people. Any major improvements to the building require applications to funding bodies.
If we cannot raise the funding the project will not go ahead until we can get funding.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

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

We are the only dedicated youth facility in Thurso, therefore there is no conflict. Thurso has a lack of public spaces, we are not taking business away from any other organisations.

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

NO

Please state your reasons: As a voluntary organisation dependent on funding to exist it would not be prudent to do this.

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

For example:	Details
Business Gateway	No
HIE	No
Other	No

7.5 Have you previously received public funds for the organisation?

YES / NO

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

Funding	Year of award	Amount £
Mental Health & Wellbeing Fund – Youth Activities ELC Team - Summer holiday Activities ESF Food plus – Holiday Activities	2022	18,031
Coastal Communities Fund - Kitchen Refurbishment Adapt & Thrive Caithness Cares Initiative – Youth activities ELC Team – Summer of Hope	2021	66,520

SECTION 8 – SIGNATURE

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

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

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

Signature	Print:	Date
	Helen Allan	24/11/22

8.2 Supporting documents checklist.

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

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

		YES / NO or Not applicable
1	Constitution or articles and memorandum	Y
2	Committee Members or Directors List	Y
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	
5	Confirmation of match funding letters	
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Y
7	Annual financial accounts – latest available	Y
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	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	
13	Partnership agreement	N/A
<p>Reason for missing documentation: All policies can be made available on request. Confirmation of match funding not available yet Title Deeds currently with solicitor – have requested a copy. Additional letters of support still to come</p>		
<p>Declaration what the remaining bank balances are for: Remaining Bank Balances are for core activities – paying staff, building running costs, activities, and general maintenance. We have no funding guaranteed for core activities for next year so this bank balance is just over one year’s running costs.</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	CRF1127	
1.2 Organisation	Friends of the North Baths	
1.3 Project title	Friends of the North Baths – repairs and maintenance	
1.4 Project costs	Total cost of project	£17,330
	Match funding	£
	Grant requested	£17,330
1.5 Start date	As soon as possible when funding is acquired.	
1.6 End date*	The project will take approximately 2 weeks.	

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

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

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

SECTION 2: CONTACT DETAILS

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

SECTION 3: ORGANISATION DETAILS

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

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
JLS Formwork LTD	Builder
Friends of North Baths	Committee members

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.
North Baths, Wick Caithness KW1 4JH
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?
Friends of the Norths Baths fundraising committee are currently in the process of obtaining a Lease from The Crown Estate for the North Baths. Once we have the lease, we can then get Public Liability Insurance. – Letter attached with application.

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>Friends of the North Baths aims to promote the restoration and preservation of the historic outdoor pool on the North side of the Wick Bay. The North Baths is part of our local heritage and is a popular place of interest in the local Wick community. It is used by members of the public for outdoor swimming. The North Baths currently requires maintenance every few months for the preservation of the site. The main objectives of this project are to repair the damaged steps going into the pool, the walkway from the car park and the viewpoint.</p> <p>The steps are currently in a state of despair and require to be repaired and maintained. The steps are narrow and are damaged and broken due to weather, tides and lack of maintenance. They are used by members of the local community for access to the outdoor pool. Volunteers from the community and association members maintain and preserve the Baths regularly. They access the pool via the steps with equipment to remove the build up of seaweed and debris as a result of weather and high tides. This can make the pool slippery. This project is required to assist with the regular maintenance and upkeep. This project will allow for the steps to be restored for safe access to the pool.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>This project will benefit the local community as many community members and tourists use the outdoor pool for social activity. The pool is accessed by people of all ages and is regularly used throughout the year, in all seasons.</p>

Recently, photos have been published of the local coastguards using the pool for training purposes.

(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 project will address the current disrepair and damage to the steps going into the North Baths. There has been a significant increase in the number of people outdoor swimming and this has also been a popular visitor attraction for the North Coast 500. There is evidence of the use of the North Baths on social media – a KW1 swimmers Facebook page has been established where community members and visitors share their experiences. The North Baths have also had local newspaper coverage.

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

Activity name	Achieve by (date)
JLS Formwork Ltd	As soon as possible.

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

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

We have considered the positive impact that this project will have to the local environment. The repair of the steps will allow the Baths to be continually used in the local area and it encourages outdoor swimming which has health benefits. The project will allow local heritage to be restored and will prevent a popular place of interest from going into disrepair.

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

The steps leading into the North Baths are currently damaged and broken due to tides and weather conditions. This project will allow the pool to be accessed safely by all and will benefit people of all ages.

(f) How will the project be supported after CRF funding and what will be the lasting benefits/legacy?		
<p>The project will continue to be supported by committee members and local volunteers who clean and maintain the site regularly. The committee will continue to fundraise to maintain the site for any future repairs. The baths will continue to be used by members of the community for social activity.</p>		
(g) Please outline how the project fits with other relevant local plans and strategies.		
<p>This project fits in with the town improvements and regeneration plans to regenerate the town centre and it is a popular North Coast 500 attraction.</p>		
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
Construction	Repair of steps		£17,330

Total capital expenditure			£
Total revenue expenditure			£
TOTAL PROJECT COST			£17,330
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£

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?

Quotations attached

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Total match funding			£
CRF requested			£
Total project cost			£

6.2 Will the project involve “in kind” support?

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

YES / NO

Please detail:

The project will be supported by committee members and local volunteers if required.

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

Public funding is essential to deliver this project for the ongoing maintenance and repair of the North Baths. The steps are currently uneven and broken and have not been maintained. The funding will support the repair work so the steps can be restored for members of the public to use.

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?

A community 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 £
North Highland Initiative	2022	£1000

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: Petrena Coghill	Date 2/12/22
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8.2 Supporting documents checklist.

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

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

		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	
3	Permissions – i.e. planning, building warrants, marine licences	Yes
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.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	
9	Business plan (revenue generation projects only)	NA
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



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	CRF1133	
1.2 Organisation	Staxigoe Community Football Pitch	
1.3 Project title	Pitch Improvements	
1.4 Project costs	Total cost of project	£36,307
	Match funding	£0
	Grant requested	£36,307
1.5 Start date	March 2023	
1.6 End date*	September 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	Colin Davidson
Contact number	██████████ 5
Alternative contact number	██████████
2.2 Position	Chairperson
2.3 Address	28 Elzy Road, Staxigoe, Caithness,
Postcode	KW1 4QU
2.4 Email address	████████████████████
2.5 Website address	www.facebook.com/StaxigoeFootballPitch

SECTION 3: ORGANISATION DETAILS

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

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Colin Davidson	Chairman – oversight with Committee
Neil McDonald	Architect
Sandy Anderson	Community consultant

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Staxigoe - KW1 4QX
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 lease the land from Staxigoe United Football Club which was gifted it by a local farmer. No rent is payable.

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>Staxigoe Community Football Pitch is a constituted group which was set up in July 2017 with the aim of developing a new community green space and football pitch in the village of Staxigoe, a small village in the Sinclair's Bay Community Council area of Caithness and this project takes the first step towards achieving the group's ambition.</p> <p>The project delivers against the priorities identified in the People theme of the Have Your Say Caithness survey in providing a new space for people, promoting activities for young people, helping people stay socially connected and, as a result, supporting their wellbeing. It also delivers against the main priorities in the Place theme by creating a new recreational space for the village, a new local amenity and a sports facility.</p> <p>The last census showed a population of 220 in the 2 output areas which include Staxigoe, including 59 under 16s. Many of the members of the Football Pitch group were involved in the recent development of the play park adjacent to the pitch site in the village. An area of land, around a hectare, was generously donated to the village by a local farmer to create a new green space and football pitch. With support from the Caithness Beatrice Community Fund initial improvements have been made to the land, installing drainage pipes. Further support from the Beatrice Community Fund has allowed the group to work towards developing full plans to create a pitch with associated parking and changing facilities on the site through an ongoing design/feasibility study. As well as use by the community the pitch would be used by the local football club, Staxigoe United, for its</p>

home matches and would also be available for use by other clubs, including youth teams, in Caithness.

As part of the feasibility work carried out to date a site survey was carried out by Greentech Sportsturf regarding making the area playable for football, other recreational sports and community events. The survey indicated that the condition of the site is not acceptable in its current condition to host matches and events safely. To address this the survey recommends a programme of improvements, including a renovation in June 2023 involving:

- excavation and installation of sand slits at 2 metre centres;
- scarification of the entire sports field area in three to four different directions;
- deep aerification of the entire area to a depth of 200-250mm;
- overseeding the entire surface with multi-sport grass seed at 25g/m²;
- top-dressing of the entire area with 100-120 tonnes of good quality sports sand;
- Top-dress at a rate of 100 tonne per hectare per annum.

This work will deliver a community green space where events and sports can be played safely and, while being of immediate benefit to the community, will also be the first phase of the larger project.

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

Creating a new community green space and football pitch will be of direct benefit to the community in Staxigoe, giving young people in particular a venue for outdoor play. It will allow for informal play, as well as allowing for coaching sessions to be held to develop the skills of local young people, including both boys and girls. Members of the group already have coaching qualifications and having the pitch locally will encourage more to become involved.

Once complete the project will also benefit other communities in Caithness by providing an alternative sports venue for games, training and events. This will complement existing provision.

(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.*

Having developed a play area for younger children the group is taking forward an ambition to deliver an outdoor space that can help all age groups take part in outdoor activity, as well as hosting community outdoor events.

A survey we carried out in 2021/22, involving the local community and the wider football community, showed that 91% of the 93 respondents thought there are not enough pitches in Caithness and 98% supported the development of an additional pitch in Caithness at Staxigoe. In addition 91% thought there is a need for more outdoor play space for young people in Staxigoe and 99% would welcome coaching sessions for young people in Staxigoe. The intention to take an inclusive approach and give all young people the opportunity to be outdoors and active was welcomed.

By forming a pitch that can be used by the local team, Staxigoe United, local people would be able to support their local team without having to travel into Wick. The team plays in the Caithness Amateur League and the new pitch would also create an additional option for other teams, including youth teams, taking pressure off the pitches at Bignold Park in Wick. This was well supported in the survey.

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

Activity name	Achieve by (date)
Update quotation	March 2023
Award contract	June 2023
Project completion	September 2023

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

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

The project will improve an area of land in Staxigoe, bringing it into community use. No negative environmental impacts are anticipated.

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

The new green area will be open to all members of the community. The group intends to initiate skills development sessions to encourage all young people, boys and girls, of all abilities to enjoy outdoor sports.

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

The group will maintain the land from its own fundraising – it is not intended to charge for use at present. The project will improve the land as we look to form a pitch which can be used for training, skills development and informal games as well as community events. It will be an ongoing benefit for the community and especially younger people, making Staxigoe a better place to live, and will be the first step towards the larger ambition to add changing facilities and host games in amateur and youth football.

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

The project will help to make Staxigoe a successful, sustainable and socially inclusive community where people want to live, so reflecting the Caithness and Sutherland Local Development Plan’s vision for Growing Communities. Support from the fund will help enable community-led sustainable development and deliver against the partnership approach which is a key part of Highland Council’s strategy.

It fits with Government and others strategies for physical activity and active play and the recently launched Scottish FA Grassroots Strategy Football for all 2022-25 which highlights the need to improve access to quality community football spaces. The strategy says : To deliver ‘Football for All’, community football clubs need access to quality and affordable spaces where they feel a

sense of identity, purpose and ownership. The major challenges currently facing community football clubs in Scotland are access to, provision of and cost of quality sustainable spaces.

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
Pitch renovation	Works	Capital	£34,467
Fees		Revenue	£1,840
Total capital expenditure			£34,467
Total revenue expenditure			£1,840
TOTAL PROJECT COST			£36,307
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£0

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

The costs are based on an updated quotation received on 21st November from Greentech Sportsturf, specialists in the design, construction, renovation and maintenance of sports and recreational surfaces. These have risen since the indicative quote we had used for the EOI. The quote recommends that the renovation works take place in June 2023. Costs include VAT as the group is not VAT registered and so VAT cannot be reclaimed.

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 £
Total match funding			£0
CRF requested			£36,307
Total project cost			£36,307

6.2 Will the project involve “in kind” support? <i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
<p>YES</p> <p>Please detail: Although no match funding is included the Staxigoe Community Football Pitch committee will work to deliver coaching sessions and to involve local young people in outdoor sports activity and in ongoing maintenance of the renovated land.</p>
6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?
<p>Staxigoe Community Football Pitch is is community based organisation which would be unable to deliver this project without funding support. Additional funding will be sought to add to our own fundraising and take forward other aspects of the project as we develop our full ambition for a football/sports pitch with associated parking and changing facilities.</p>

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES / NO

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

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

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

YES / NO

Please state your reasons:

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES / NO


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

Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

8.1	Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>	
	Signature: Colin Davidson 	Print: Colin Davidson
		Date 28/11/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	n/a
4	Policies – i.e. child protection, health and safety, equal opportunities	n/a
5	Confirmation of match funding letters	n/a
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	YES
7	Annual financial accounts – latest available	YES
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	YES
9	Business plan (revenue generation projects only)	n/a
10	Relevant insurance policies	n/a
11	Job descriptions (CRF funded posts only)	n/a
12	Evidence of control/ownership of asset – i.e. lease, title deeds	YES
13	Partnership agreement	n/a
Reason for missing documentation: We are not at the stage of developing policies etc and will look to do so once the project is put in place and the land will become more usable.		
Declaration what the remaining bank balances are for: Note that our current bank balance includes grants paid in advance for expenditure on ongoing design and feasibility work on our full project. Any remaining amounts would go to later stages of the project.		

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	CRF1158	
1.2 Organisation	Caithness Voluntary Group	
1.3 Project title	Community Support Caithness	
1.4 Project costs	Total cost of project	£ 133,378
	Match funding	£ 90,845
	Grant requested	£ 42,533
1.5 Start date	1 April 2022	
1.6 End date*	31 March 2024	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Allan Tait
Contact number	██████████
Alternative contact number	
2.2 Position	Senior Development Officer
2.3 Address	Telford House, Wick, Caithness
Postcode	KW1 5ES
2.4 Email address	allan@cvg.org.uk
2.5 Website address	www.cvg.org.uk

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	X	SC150015
Constituted group		
Public body		
Charity	X	SC002484
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, but we work closely with the Caithness Community Planning Partnership, see email support from Eann Sinclair, pship chair.
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	NO		
3.4 If the organisation is VAT registered, please quote number.			
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	Whole	Partial	None

Details:

3.6 Project delivery team	
Name	Job title/area of work
Julie Marker	Caithness Cares
Bryan Dods	Caithness Poverty Action Group

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

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>The project involves the employment of two development officers to work in the following two areas –</p> <p>Caithness Cares –</p> <p>To develop the Caithness cares action plan that was handed over to the community in 2021 following the pathfinder work led by the Highland Council and a wide range of stakeholders.</p> <p>In Caithness there are a series of complex issues involving people of all ages and their families. These issues have a significant impact upon the mental health and wellbeing of our community, their families, and carers and staff across several organisations, the community of volunteers and the public in general.</p> <p>The Caithness Cares Project partners are committed to focusing on improving mental health and wellbeing and have invested valuable time in identifying immediate, as well as long term actions to address the issues and improve the community health and wellbeing.</p>

The community will benefit from multi-agency activity developing in Caithness because of the extent and depth of activity and evolving structures. Good, proactive communication, coupled with clarity of purpose is central to the success of multi-agency work. The facilitator role is instrumental to promoting the activities related to the plan internally and externally. The community benefits from being more aware and informed about local services, training opportunities and events. The partners have recognised processes for knowledge mobilisation, through verbal updates during meetings, the weekly Friday Bulletin and extended networks.

There is a growing engendering of trust and mutual respect through a deeper understanding between agencies for example through joint working and recognition of individual expertise. The facilitator role actively coordinates and nurtures a co-operative culture and welcomes and involves new partners. Less powerful partners are supported to play a full role.

The main outcomes we are looking to deliver are –

1. The Recovery Community – better connected to offer and deliver ‘informal’ support to individuals who are vulnerable due to alcohol and narcotic use.
- 2 The delivery of Centred’s Recovery College – a peer to peer learning environment with trained supporters to help people in recovery and on a mental health journey.
- 3 Planet Youth – the roll out and establishment of the Icelandic Model to reduce risky behaviours in young people and improve well-being.
- 4 Employability group – established and working in a targeted and joined up way to improve outcomes for young people. Increasing opportunities for mentoring, work experience, skills development and confidence building at key touch points through partnership working.
- 5 Access to mental health support including 24/7 services – People of all ages will be better informed about where to find support – options include 1, at a local centre, 2, through outreach workers, 3, online or through 4 peer-to-peer schemes.
- 6 Increased awareness of Scotland’s Suicide Prevention Strategy 2022-2032. This will be achieved by greater collaborative learning, increased activity designed to embed SSPS actions into stakeholder plans and ongoing monitoring and evaluation.
- 7 Young people will have had ongoing opportunities to shape the activities and safe spaces available to them, through HLH, Planet Youth and other groups.
- 8 Increased number and range of activities for young people, sports, music, activity groups etc.
- 9 At least two new initiatives to help young people to use outdoor spaces for growing food.
- 10 Improved access to services for young people needing recovery support
- 11 Delivery of a new SQA Well-being award
- 12 Increased awareness of the Substance Awareness Toolkit
- 13 Roll out and raised awareness of the Distress Brief Intervention

Caithness Poverty Action Group

To coordinate this action group to work on community actions to support people during the current cost of living crises. The feedback we are receiving from the organisations we work with indicates that this crisis impacts not just the most vulnerable but also people in work and families so the challenge is significant. As we get over the initial crises period we will look at more medium to long term solutions especially around energy options working with a range of partners.

The main outcomes we are looking to deliver are –

1. An increased network of food sharing facilities giving access to food for everyone in our communities. Improved partnership working between these facilities.
2. All community buildings supported in gaining improved energy performance and facilities.
3. Improving the county-wide provision of youth activities.
4. Raised awareness within the general public what support is available.

5. Income maximisation and energy advice readily available to the general public at accessible times and venues.
6. Local schools have access to support for parents around food, money advice, sharing of clothes.
7. A full investigation of the potential for expansion of Ormlie district heating is undertaken.
8. More training opportunities around money matters, first aid and food hygiene are available.

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

The project benefits the local community *and* the local economy. Both CPAG and Caithness cares is made up of multi-agency representatives that are each, and collectively, working towards and delivering evidence-based projects. It involves mutual learning, knowledge of what each partner does and could do and openness about decision-making processes.

Projects will collectively meet the requirements of the action plans, designed after extensive local engagement. By directly responding to local requirements and needs we will benefit local communities by improving the range of activities for young people. They will be better supported, mentored, have increased opportunities for leisure and skills development and broadened social networks.

By supporting the recovery community to share information about their services, the Caithness Cares' partners are better able to support service users and their families to find help. Better access to services improves wellbeing.

Caithness Cares provides a mechanism for delivery partners to discuss and appraise project plans, safeguarding best possible outcomes for the community.

The local economy is of great interest to Caithness Cares, the action plan includes improving outcomes for young people. A new sub-group to focus on 'employability' aims to improve confidence, provide more opportunities for training and work experience. This will in turn add to the local economy

The community will have more opportunities to find support for their mental health through increased sharing of information and developing projects.

By embedding Scotland's Suicide Prevention Strategy 2022-2032 the community will have a greater awareness of national strategies and how groups are working locally to deliver them. Taking big policies and translating to communities.

The CC strategy group will ensure that young people have access to more activities and services that are known to improve wellbeing. Working together closely enables a greater understanding of current and new methods of access to information.

The community will have a greater awareness of tools available such as the Substance Awareness Toolkit with greater co-ordination and co-operation.

One of the factors that contributes toward poor mental health is a lack of opportunities for training and jobs. The employability group is working directly with stakeholders to deliver a coordinated approach to addressing these issues.

The local community benefits from an organised and cohesive approach will result in easier/quicker access to services, enhanced referrals to appropriate agencies/services, increased focus on prevention/early intervention and reduced need to access specialist services, reduced stigma attached to accessing services, improved support for children and young people and improved educational attainment owing to a more joined up approach

During the current cost of living crises we will look to co-ordinate emergency support for those struggling in the community and also stimulate the creation of opportunities in renewable energy and improvements to the fabric of villages and towns in the area.

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

The project will help address long standing community concerns around poor mental health & wellbeing and support people during the current cost of living crises.

Letters of support –

Dear Allan

As you know the current phase of the Adaptive and Collaborative Communities project is in its second phase. The project is a bespoke place-based approach taken by the Caithness Community Planning Partnership (CCPP), developed to shape stronger communities and more resilient places. Funding towards this project is an investment into place-based working, through partnership and collaboration, for better outcomes for local communities.

I'm delighted that Caithness Voluntary Group (CVG) - as the local TSI for Caithness - has led the Adaptive and Collaborative Communities in Caithness project to date with direct support from the Caithness Community Planning Partnership (CCPP). It has proved to be a pivotal "anchor" organisation in Caithness, leading and coordinating community resilience activity and it will be instrumental for long-term community resilience and recovery in Caithness. CVG are a core partner within the CCPP network and are key to delivering the Partnership's priorities. As Chair of CCPP Highlands and Islands Enterprise (HIE) brings experience in place-based working and community development and is highly supportive of CVG securing external funding to support the ongoing collaborative working and delivery between CCPP and CVG.

Phase one of the project utilised two successive grants from the Scottish Government's Aspiring Communities Fund which funded a dedicated team in CVG to deliver meaningful engagement, identify local needs and inform priorities at a place-based level. The project provided the capacity for this transformation change in the local Planning Partnership. The project built stronger collaboration between communities and established a peer-to-peer network for greater capacity and has ensured confidence and momentum is in place.

The Phase 2 funding package is ongoing, with HIE having committed £72,095 between 1st April 2022 to 31st March 2024. This enabling investment acts as a bridge to secure the project's momentum whilst a longer-term sustainable funding package is secured. Phase two will embed the adaptive and collaborative environment and begin to evidence greater community resilience, ambition and capacity with longer term impacts for HIE and the Planning Partnership.

Project activity will continue to shape CCPPs priority themes which are aligned with the Highland Outcome Improvement Plan (2017-2027), and Highland Community Learning and Development Strategy (2021-2024). Investment in the project will retain jobs within Caithness and help build careers in community development, it will continue to support building community capacity and confidence across a wide geographical area. The delivery of the project by CVG is key to tackling inequalities and starts to address the conditions that support a sustainable local economy such as housing, transport and connectivity, childcare and climate resilience which in turn underpin a viable place for repopulation.

The Caithness community has the foundation to respond positively to change if capacity can be secured to continue the important role played by CVG. To lose momentum now, when the Planning Partnership has focused on recovery and resilience, may endanger the legacy of invested resources and external funding to date. There are no other third sector organisations in Caithness who have the capacity, or demonstrable experience, to perform the role currently led by CVG, and I am therefore fully supportive of the application

being made to the Community Regeneration Fund for continued support of this highly impactful and important project for the Caithness community.

Best wishes with your application



Eann Sinclair
Chair, Caithness Community Planning Partnership
Area Manager, HIE Caithness and Sutherland



24th November 2022

To Whom It May Concern

I am writing to you as an elected member of Highland Council, representing Thurso & North West Caithness to express my wholehearted support for the Caithness Cares project. It was an absolute highlight of my term as an elected member to be able to work in partnership with the range of community partners were involved in establishing Caithness Cares.

The project has enabled our Caithness Community to progress a concept that now enables the Caithness Community to collaborate with statutory bodies to improve services and identify gaps in provision to good mental health and wellbeing.

Yours Faithfully

Councillor Karl Rosie

Ward 2 Thurso & North West Caithness

To whom it may concern

On behalf of High Life Highland (HLH), and especially its youth work team, I am writing this support for the continuation of delivery of the Caithness Cares Plan, and in particular the role that Caithness Voluntary Group (CVG) has. Caithness Cares has been a very positive force for change for nearly two years bringing together keen and committed groups from Caithness (very important) and further afield. It has worked with a clear and effective plan for how to improve services and other initiatives for people, young and old, across the area.

We know that outcomes have improved, but recognise it is still relatively early days, and to that end the continuation and strengthening of the Plan must occur. CVG are best placed to do that, with their local knowledge and expertise and sharing of information and guidance. CVG has facilitated the Caithness Cares group in a very positive way by doing the vital work that is needed behind the scenes to help the group function and develop, as well as being active members of the group.

Many thanks

Nigel Brett Young – Youth Work Manager & DoFE Manager

Caithness and Sutherland Women's Aid
10 Harbour Terrace, Wick, Caithness, KW1 5HB
Telephone: 03454 080151
25th November 2022

To whom this may concern, CASWA (Caithness and Sutherland Women's Aid) have been involved since the beginning of Caithness Cares and would support the continuation of work to deliver the Caithness Cares plan. We have attended the meetings which have provided CASWA with invaluable opportunities to network with other local organisations and maintain and develop our multi-agency relationships. At the core of Caithness Cares is multi-agency response, action and planning – this is one of the biggest strengths of Caithness Cares as it brings knowledge, expertise, experience and skills together from a wide area of specialisms and creates responses, plans and actions which are realistic and needs-based. We value our participation and inclusion as the local specialist organisation working with women, children and young people who have experienced domestic abuse as it provides us with opportunities to raise awareness, educate and ensure women, children and young people are considered. We find the weekly Caithness Bulletin a beneficial means of keeping us informed about the work of our multi-agency partners as well as providing us with a way to disseminate our own information to a wide audience. For example, we use the bulletin to share our quarterly newsletter, job adverts and information about our campaign and activism work. As a Women's Aid organisation, this is an invaluable resource and we support its continuation as well as the continuation of work to deliver the Caithness Cares plan. Kind regards, Emma Fraser Deputy Manager CASWA

Centred, Highland's Leading Mental Health Charity have been working in collaboration with Caithness Cares for some time now as we develop and implement a Discovery College to benefit people across Highland. Centred have found liaising with Caithness Cares a great way in ensuring that the voice of local communities are heard. They have been a key partner in circulating information and in supporting a lot of our co-development work.

Kind regards,
Annabel Mowat
Deputy Chief Executive
Centred

Scottish Recovery Network promotes and supports mental health recovery. Our vision is:

'Together we can make Scotland a place where people expect mental health recovery and are supported at all stages of their recovery journey.'

One of our roles, as a national organisation, is to capture local learning and share this more widely and freely in Scotland. Our recent work in support of achieving this vision has included working with our network partners to promote the meaningful engagement of people with lived experience. Placing lived experience at the heart of services and strategies, and policies and plans, to promote recovery in our Scottish communities.

The learning from Caithness Carers approach in sustaining community and lived experience led partnership working has been chosen as one of three examples across Scotland of good practice of meaningful engagement with lived experience. As such, the learning from Caithness Cares unique approach will be incorporated into the upcoming launch of our national practical guides to meaningful engagement in Scotland. Caithness Cares have also played a pivotal role in our collaborative regional work, as a key partner in the meaningful engagement of people with lived experience in the mental health strand of NHS Highland's new Mental Health and Learning Disability Strategy.

Scottish Recovery Network is grateful for the contribution that Caithness Cares makes to achieving our shared vision for recovery. We endorse and recognise the valuable roles they play both regionally and nationally, considering them highly valued network partner in making recovery real in Caithness, and indeed, across Scotland more widely.

Cheers,

John Beaton
Network Officer

The Caithness Care plan has been vital in Caithness, the workers go above & beyond. It has been the core of many starting & continued projects throughout Caithness. This service is absolutely crucial in Caithness. The circulation of The Friday bulletin is again crucial, all the information is accurate, its well informed & updated. Shows a wide range of different services and agencies throughout Caithness. Everything is in one place. Which in return saves a lot of time having to go searching. Its easy to share information with colleagues & service users. I love the layout of the Friday bulleting. Its friendly & very well managed. Quick responses from staff which again is extremely welcoming.

The online strategy group is extremely useful, I can attend from my destination, hear information from different partners, that I may well miss if no longer running. Resourceful information is always given allowing me to feed back to my team & service users. Adequate timing is given for the next meeting. I have made some great contacts through the strategy meeting.

Carlene Rosie

Criminal Justice Officer

We are a small arts and education charity in Caithness. We have had huge benefits from being part of the Caithness Cares network including access to training and support and the peer network it provides. It has helped us develop projects like a new arts and blue health research group led by young people by connecting us with partners and service users. It also provides a sounding board for us to share findings, learning and challenges and an accessible space where we can point our own participants for support.

We would love to see Caithness Cares thrive.

Charlotte Mountford
Lyth Arts Centre

To whom it may concern,

I write in support of the Caithness Voluntary Group's (CVG) application for funding to support the Caithness Cares project.

I am the Highland Council's Community Learning and Development Mental Health and Wellbeing Officer covering the Caithness area. I, and colleagues, have worked closely with CVG over the last few years to hear about, support and share the good practice of the group's work.

CVG are an organised, proactive and well-respected organisation who work closely with voluntary, community and statutory organisations in Caithness to drive the Caithness Cares project forward.

The following is an extract from the Caithness Cares report drawn up in 2020:

In Caithness there have been several suicides and increasing drug-related deaths, with the problem becoming more acute in recent years due to Covid-19. Police Scotland has confirmed that Caithness is an area of key concern within Highland with increasing violent crime, addiction and mental health challenges. However, it is not just anti-social behaviour that is of concern there are a range of reasons and issues affecting many young people and their families. These reasons together warranted immediate action and the Caithness Cares project was launched.

From the feedback at the workshop a clear need was identified to enable hope, dreams, entitlement and purpose for the young people and their families to hold onto; and where Caithness is a place they can live, thrive, and access opportunities. Fundamental to the pathfinder being successful is the need to engage, listen and coproduce solutions with young people. Pivotal to achieving this will be how we will increase capacity to reach people who, based on current approaches, are the most difficult to reach. Overall a dual approach to delivering services was agreed: 1) Response to immediate and 2) Preventative (longer term). There were differing views around where the balance should lie and whether work should progress in parallel or start by responding to the immediate crisis.

CVG continue to work to ensure the needs of all children, young people and their families are met through joint working practices and the development of new support services.

I am happy to be contacted to discuss the Caithness Cares project and the work of CVG. Please email angela.platts@highland.gov.uk if you require further information.

Angela

Angela Platts
Community Learning and Development Mental Health and Wellbeing Officer
Highland Cares
angela.platts@highland.gov.uk

Wick Youth Club has been a member of the Caithness Cares strategy group since it started 2 years ago. As a member we have seen the plan set up by the group, go from strength to strength. Membership has given us the chance to collaborate with both statutory and third sector organisations to help bring improved services, particularly around mental health support, to those within the local community. Our own young service users

are currently involved in a project to support their mental health. This was made possible by funding from Caithness Cares. I find the weekly bulletin particularly helpful for circulating or finding information on what other organisations are offering or what is happening locally. I have no hesitation in giving our support to their funding application.

Julie Mackinnon

Manager

Wick Youth Club.

I work as the NHS Highland Armed Forces and Veterans project manager.

The AF&V community in Caithness ranges from service families and service children living away from their serving person to veterans, who may have served at any time from the Second World War until the present day. The age range is broad, the need is diverse and it includes some of our most vulnerable as well as unpaid carers.

Caithness Cares is a critical partner and my lifeline for understanding what is available for the AF&V community in the Caithness area. They provide an invaluable hub for information and idea sharing, and their loss would result in the immediate reduction of coordinated support in a remote and rural area, not only to the AF&V community but also those who support them.

Very kindest regards,

Kari

K MAGEE

Project Manager

As a charity, SiMBA are looking to shortly launch a project in Thurso Caithness (the Caithness and North Sutherland Tree of Tranquillity). As we are based just outside Edinburgh the bulletin has been a huge help to let us know exactly what's going on in the area, and to highlight any potential partnership or collaboration opportunities. It is a fantastic addition to the third sector, and I hope one that will continue for many years to come.

Warmest regards,

Gillian

Gillian Wells

Service Manager - Family Rooms and Trees of Tranquillity, SiMBA

Dounreay is happy to be working in partnership with Caithness Cares and the organisations involved. The health and wellbeing of our workforce is paramount at all times, and signposting to the local support and material that is available to them is crucial. Likewise sharing information on behalf of our local community organisations and stakeholders enables us to raise awareness of services and campaigns in a timely manner and the information published in the weekly bulletin offers a single source digital platform to do this effectively.

Tina Wrighton

Stakeholder & External Relations Manager

Duty Press Officer

I find the strategy meet up extremely valuable it gives me an opportunity to network, share and find support and information.

Thank you

Fiona Carlisle
 Manager
 Home-Start Caithness

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

Activity name	Achieve by (date)
Quarterly strategy meetings completed	April 2024
All activities on the CC Plan at deliverable stage	April 2024
Three Project Board/Community meetings to share updates	April 2024
Four case studies demonstrating impact and to share learning	April 2024
Monthly CPAG meetings	April 2024
Pop-up advice sessions rolled out County-wide	Feb 23
First aid training provision identified and delivered	March 23
Sharing Shed & Sports Kit-Share established in viable areas	March 23
Undertake Heat Network Feasibility study for Ormlie, Thurso	March 23
Establish priority register for community building improvements	June 23
Youth Activities network set up	March 23
Money management advice promoted and delivered	Dec 22
All activities on the CPAG plan at deliverable stage	March 2024

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

Environmental impact – No direct environmental impacts are identified other than those arising from vehicular transport to activities where online contact is inappropriate – public transport will be used wherever possible.

Aspects of the CPAG strand of work, specifically improvements to public building energy performance and development of Heat Network for Ormlie, Thurso (the Warmlie project) and the Kit For All initiative, will have significant positive environmental impacts. Activities undertaken during development work for these are also likely to spread the net-zero message.

Equalities impact – All CVG activities are undertaken in line with current Equality, Diversity & Inclusion legislation and guidance. Project Officers will receive further training in ED&I matters as their projects develop. The Caithness CARES project deals, by definition, with the most disadvantaged and excluded people in our community and seeks always to improve the area's performance in ED&I matters.

The CPAG project again aims to improve community participation in a wide range of activities benefitting in particular those who are disadvantaged. Aspects such as the 'Warmlie' project will offer improved housing and quality of life to those living in an area of significant disadvantage, and the lessons learned during delivery of the scheme will be rolled out across the County and the wider Highlands area.

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

The action plan for Caithness cares is aiming to deliver the main targets by April 2024 or at that stage a nominated partner will be responsible for any additional development required.

The CPAG action plan is designed to support the most vulnerable over the cost of living crises which we hope will have settled by April 2024 and support networks such as sharing sheds and energy efficient community buildings will be embedded in the community by then. Aspects of the CPAG project (specifically the Warmlie project, community building improvements programme and some spin-off activities e.g. possible development of hydrogen fuel development) are likely to gain funding from other sources e.g. windfarm developers and energy companies as they develop..

The legacy of Caithness CARES and CPAG activity will be the continuing improvement in the quality of life of the weakest quarters of our community, as well as the ability of the community to shield and lift those among us who find themselves struggling.

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

Both the CC & CPAG action plans have been developed as part of the Caithness Community Planning Partnership
 They both dovetail into other national plans such as the mental health strategy and the suicide prevention strategy. North Highland Climate Hub/ Thurso Net Zero: Energy initiatives e.g. Warmlie will be fully incorporated into these wider programmes.
 Kit For All: This is a Sport For All Scotland initiative and part of the wider Highlife Highland drive

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

SECTION 5: BUDGET

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

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
Ancillary costs	Venue Hire, travel & subsistence, office costs, insurances,	Revenue	£12,125
Salary	2 development officers and associated employer costs	Revenue	£121,253
Total capital expenditure			£0
Total revenue expenditure			£133,378
TOTAL PROJECT COST			£133,378
Is VAT included in these costs?			Yes
Project expenditure before March 2023			£57,363

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

The project costs are largely made up of salary costs that are in line with Highland rates for the two officers who are doing high profile work with a considerable range of partners

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding: <i>If match funding is confirmed, please provide letters of awards with the application.</i>			
Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Highland & Islands Enterprise	Yes – Feb 2022	Yes – March 2022	£72,095
Beatrice Wind farm	Yes	Yes - Jan 2022	£15,000
CVG own funds	NA	NA	£3750
Total match funding			£90,845
CRF requested			£42,533
Total project cost			£133,378

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

No

Please detail:

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

The projects are important to the people of Caithness and need dedicated staff resource to co-ordinate and move actions on and that requires public money.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

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

The work that we are doing will support the most vulnerable in our community which will in the long-term benefit Caithness including all the organisations and businesses that operate in the county.

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

NO

Please state your reasons:

With no trading Income Caithness Voluntary group are not in a position to take out a loan.

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

For example:	Details
Caithness CPP	This project is supported and being developed by CCPP.
HIE	Have provided support as a current funder.
	Both Caithness Cares and Caithness Poverty Action Group meet regularly and shape the work the officers then concentrate on.

7.5 Have you previously received public funds for the organisation?

YES


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

Funding	Year of award	Amount £
Scottish Government – Aspiring Communities	April 2020	£200,584
Highlands & Islands Enterprise – Covid grants	April 2020	£39,312
Highlands & Islands Enterprise – CRF 2	Sept 2021	£61,744
HC Covid building support Grant	June 2020	£10,000

SECTION 8 – SIGNATURE

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

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

8.1	Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>	
	Signature: 	Print: Allan Tait
		Date 28/11/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	YES
3	Permissions – i.e. planning, building warrants, marine licences	
4	Policies – i.e. child protection, health and safety, equal opportunities	
5	Confirmation of match funding letters	YES
6	Bank statement – latest available * <i>please provide a statement below declaring what the remaining bank balances are for.</i>	YES
7	Annual financial accounts – latest available	YES
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	See section 4.3C
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:		
<p>Our bank balance includes significant funding for other projects that will be carried out over the next 18 months. For instance we hold £45,000 SG funding for a Your Police, You decide participatory budgeting event that public voting opens in December.</p> <p>Our latest accounts show our un restricted funds at £92,349 which we are building up to meet good practice of having 3 months running costs which for us is about £100k.</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	CRF1159	
1.2 Organisation	Pennyland Primary School Parent Council	
1.3 Project title	PENNYLAND WELLBEING WALK	
1.4 Project costs	Total cost of project	£ 60,380.60
	Match funding	£ 21,000
	Grant requested	£ 39,380.60
1.5 Start date	June 2023	
1.6 End date*	August 2023	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Mrs Catriona Andrews
Contact number	
Alternative contact number	
2.2 Position	Parent Council Treasurer
2.3 Address	Pennyland Primary School Trostan Road Thurso
Postcode	KW14 7NY
2.4 Email address	
2.5 Website address	N/A

SECTION 3: ORGANISATION DETAILS

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

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

3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	YES / NO
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3.4 If the organisation is VAT registered, please quote number.	GB663758203		
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: As stated in the Scottish Public Finance Manual, as a local authority school, Pennyland will be able to recover VAT.

3.6 Project delivery team	
Name	Job title/area of work
Catriona Andrews	Parent Council Treasurer / Volunteer
Alan Paul	Care and Learning Estates Officer
Laura Murray	Pennyland School Head Teacher
GMR Henderson	Building Contractor (approved by Highland Council)

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.
Pennyland Primary School, Trostan Road, Thurso, KW14 7NY
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?
Highland Council own the land on which the Wellbeing Walk is proposed to be built and the project will be managed in line with planning and CDM regulations via the Highland Council Care and Learning Estates Officer.

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>It is proposed to build a "WELLBEING WALK" pathway around the perimeter of the playing field at Pennyland School.</p> <p>The path will be fully accessible with a robust tarred surface but will use recycled materials for the subsurface layer. By using recycled materials, the thickness of the tar surface can be minimised to 0.05m depth.</p> <p>The path will be approximately 360m long x 1.2m wide. Including the existing playground, walkers will achieve a full mile with four laps. The path will also connect to the existing school trim trail, which would allow access all year round, even in bad weather.</p> <p>The path will take walkers on a journey past interpretation panels and activity stations. The subject of the interpretation panels will be chosen by the community from subjects such as local history, local geography and geology, and/or local myths and legends. Instructions for activity stations will be painted onto the path and invite walkers to STOP, BREATHE and LISTEN, or to perform a physical activity. Again, the type of activity performed while walking the path will be chosen by the community with the aim to encourage wellbeing topics such as learning, mindfulness and physical activity.</p> <p>The "PEOPLE" theme is met by promoting intergenerational activity, physical activity for all and encourage mindfulness and learning for mental wellbeing in an outdoor setting.</p>

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

In terms of the wider community, it is proposed to open up invitations to adult and young person groups to visit the wellbeing walk. Pennyland nursery have an established relationship with Bayview Nursing Home, and we aspire to see both nursery children and older adults exploring the walk, interpretation panels and wellbeing activities together. In addition, by making links with uniformed young person groups, they will be able to use the path and interpretation panels to earn their “Be Well”, “Get Active”, and “Local History” or “Storyteller” badges.

(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.*

Within the school, there is a need to open up the expanse of playing field all year round, with the aim of reducing congestion in the playground and improving relationships within class groups. We aim to use the path for relay race and team-building style events and games. It is well known that physical exercise throughout the school day encourages learning and promotes knowledge retention. We have included quotes from Pennyland pupils in support of the Wellbeing Walk.

In wider terms, Pennyland School will always be a hub within the community and the letters of support received from uniformed groups also suggest that they would welcome the opportunity to promote their organisations through their visits to the wellbeing walk. We believe that the intergenerational and accessible nature of the walk will benefit older adults in the community, as well as care home staff.

Letters of support attached:
Highland Councillors (Ward 2 – Thurso and Northwest Caithness)
Girlguiding
Scouts

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

Activity name	Achieve by (date)
Dig trench for pathway and fit heel kerbs	June 2023
Lay recycled material subsurface layer	June 2023
Lay 0.05m thick tar surface layer	July 2023
Paint wellbeing stations onto tar surface	August 2023
Install interpretation panels	August 2023
Planting	August 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.*

- Our chosen contractor will be licensed to use recycled materials in construction
- Our interpretation panels will be made from recycled plastic
- The footprint of the path can be lined with native tree species due to be received from the woodland trust as part of the Queen's green canopy initiative
- Natural wildflower planting
- Through promotion of active travel, physical activity and fitness, we also encourage walking, cycling and scooting to and from school and less use of cars

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

- The Wellbeing walk will benefit every group of people and be fully accessible
- Specific plans are in place to benefit young people and older adults, but no one will be excluded
- Uniformed and organised groups will be invited to use the walk at no cost so as not to disadvantage anyone

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

The Wellbeing Walk, with its robust tarred surface (25+ years life) will require minimum maintenance in the future. The new path surface will provide an excellent base for the wellbeing messages to adhere to, with an expected lifetime of 10 years. Interpretation panels will be made from recycled plastic to make them weatherproof and long-lasting.

Despite the minimum maintenance, the wellbeing walk will maximise its legacy through:-

- Increased wellbeing through time outdoors, physical exercise and mindfulness
- Increased wellbeing through learning
- All-year round access to the expansive playing fields
- Provide a “track” for team building and relay race games with the aim of increasing class cohesion and camaraderie
- Regular use by pupils and community groups
- Positive feedback from pupils, parent forum and community groups

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

We feel that the Wellbeing Walk fits well with local visions such as:-

1. To grow communities by creating “a network of successful, sustainable and socially inclusive communities...” - Caithness and Sutherland Local Development Plan (CaSPlan)
2. “...a connected community, a beautiful and thriving place which has a strong social purpose and a spirit of wellbeing for all” – Thurso Community Development Trust
3. “We will maximise health and wellbeing for all children and young people to give them the best possible start in life” – Highland Council Education and Learning Directorate Service Plan

4.4 Does the project require planning permission or other statutory regulatory consents?		YES / NO
If YES, please detail below - <i>provide evidence with the application if granted.</i>		
Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <i>(include date)</i>
All planning permission and building warrant requirements will be requested through the Project Notice Form submitted to the Care and Learning Estates team		
Project Notice Form and Checklist	Yes September 2022	TBC

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 – <i>these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</i>			
Budget Heading	Detailed costs	Revenue/Capital	Amount
Wellbeing walk	Wellbeing walk pathway with recycled subsurface	Capital	£55,280.60
Learning stations	Interpretation panels x 4 @ £750 each	Capital	£3,000
Wellbeing stations	Playground markings x 8 @ £250 each	Capital	£2,000
Enhancements	Natural material / recycled wood seating built by parents	Capital	£0
	Native tree planting – woodland trust donated	Capital	£0
	Native wildflowers and bulbs	Capital	£100
Total capital expenditure			£60,380.60
Total revenue expenditure			£0
TOTAL PROJECT COST			£60,380.60
Is VAT included in these costs?			Yes / No
Project expenditure before March 2023			£3,000

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

Project costs are based on three recent quotes, included with application
 Discussion with Mr Allan Bruce, vice chairperson of Wick Paths Group, on inability to compare commercial quotes with voluntary effort

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 £
Active Travel Budget	YES Nov 2022	YES	10,000
Caithness Community Fund (Scottish Power Renewables Halsary Windfarm)	YES Nov 2022	Pending	7,500
Pennyland Parent Council Fundraising	YES OCT 2022	Pending	3,000
Postcode Lottery Magic Little Grant	YES AUG 2022	YES	500
Total match funding			£21,000
CRF requested			£39,380.60
Total project cost			£60,380.60

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:

Enhancements to the path such as natural material/wooden seating, planting of wildflowers and trees, and design of the interpretation panels will be supported by parents and community volunteers.

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

Pennyland Parent Council are a voluntary organisation, who aspire to create the best possible learning environment for the children of Pennyland School. We have limited financial resources and so funding support for such an important school and community improvement will be required.

The project would not happen in the near future without funding support. Depending on the availability of funding, there is an opportunity to alter the footprint of the path to make it smaller, perhaps around the perimeter of a smaller area of playing field. The path will always link to the existing playground by drop kerbs and so be accessible to anyone with mobility issues.

We already have the support of Active Travel Scotland.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

YES / NO

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

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

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

YES / NO

Please state your reasons:

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

For example:

Details

Business Gateway

HIE

Other

7.5 Have you previously received public funds for the organisation?

YES / NO		
If yes, please provide details of awards for the last 3 fiscal years:		
Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – <i>the person signing this application has the authority within the organisation to apply for grant funding</i>		
Signature:	Print:	Date
	MRS CATRIONA ANDREWS	25/11/2022

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

Declaration what the remaining bank balances are for:

£540 committed to Pennyland ClassTech Project for new interactive smart boards for classrooms
£981 committed to Pennyland Wellbeing 60 Challenge for pupils to choose equipment and activities for the school

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	CRF1162	
1.2 Organisation	Pulteneytown People's Project	
1.3 Project title	Inspire to Aspire Project	
1.4 Project costs	Total cost of project	£52,586.65
	Match funding	£16,408.41
	Grant requested	£36,178.24
1.5 Start date	9 th January 2023	
1.6 End date*	31 st March 2024	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Julie Cassidy
Contact number	██████████
Alternative contact number	
2.2 Position	Head of Development
2.3 Address	Pulteney Centre Huddart Street Wick KW1 5BA
Postcode	
2.4 Email address	Julie.cassidy@pppwick.org.uk
2.5 Website address	

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC272750
Constituted group		
Public body		
Charity	x	SC033675
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application.</i>	YES / NO
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3.3 Is the organisation VAT registered? By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	YES / NO
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3.4 If the organisation is VAT registered, please quote number.	254373991		
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 are set up for partial exemption however it depends on how much income we take in through our exempt services as to whether we can actually reclaim VAT. The only VAT expenses we will have is the £500 allocated to consumables (paper, printing) and we intend to claim this back from

HMRC if we can. Given the small amount, we are prepared and able to cover any VAT costs relating to this that we are unable to claim.

3.6 Project delivery team	
Name	Job title/area of work
Heather Harper	Training Centre Co-ordinator, SQA Assessor (Business & Administration, Employability, Core Skills) - day-to-day management of project; course tutor; personal development coaching; development of training centre courses,
Lynn Bain	Employability Coach SQA Assessor & Internal Verifier (Business & Administration, Social Services & Healthcare, Social Services (Children & Young People, Employability, Core Skills) - Work Club: Job Club; personal development coaching

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.
Pulteney Centre, Huddart Street, Wick KW1 5BA
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
We own the building, which we secured £3.8k funding to build (opened January 2012). Inverhouse Distillers owns the land the building sits on, for which we have an 80-year 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.</p> <p>Our Employability Coach will run a Prepare for Work Club one day per week to help those furthest from the employability pipeline engage with the idea of work (e.g. young people, those with a disability, mental health issues, etc.). They will receive support with exploring potential employment sectors; supported job matching & job search; coaching on basic CV and cover letter creation; introductory level interview skills coaching; and volunteering/work experience placements.</p>

Our Employability Coach will also run a Job Club one day per week to help those with some work experience (paid/unpaid), and/or who have been out of work for an overly long period. She will offer support where required in ICT Skills; supported job matching & job search; assistance in CV tailoring; completing application forms and letters; coaching for aptitude tests, interviews, mock interviews and interview preparation, and brokering volunteering/work experience placements or employment. Both clubs will also include information sessions from local employers.

Where required we will also provide aftercare for anyone moving into employment or further education for one hour per week for up to 12 weeks, working with all parties involved to identify clear objectives and an action plan to move forward and support both the service user, college or employer through any initial teething problems. We hope that by attending the Prepare for Work and Job Clubs, at least 80 local people will have improved soft and technical skills, improved chances for employment opportunities and feel more confident and better placed to secure permanent employment.

We will also offer Personal Development Coaching, which will focus on skills required to gain/sustain employment and will cover confidence building; self-esteem building; problem solving skills; workplace ethics & behaviours; teamwork and interpersonal skills; time management & organisational skills, prioritising tasks/ multi-tasking, introduction to leaderships skills and managing conflict. We expect at least 60 local people attending Personal Development Coaching sessions will have improved soft skills, benefit from increased confidence and self-esteem, better interpersonal and problem solving skills, established routines and budgeting skills, to aid them in their personal life and the world of work.

Our learning centre will offer 10-week introductory courses in ICT and business skills/office administration, offering tailored support for beginners in how to use the features of a modern computer in day-to-day use, email and Internet as well as basic word processing (how to write business letters and emails) and create a basic Excel spreadsheet. We hope that at least 50 people attending the introductory courses will have improved ICT and administrative skills, increasing their chances to progress to further training or employment.

We are also requesting funding for development time for our Training Centre Coordinator to develop new, relevant training opportunities for the local community. This will include working with SQA to gain approval to deliver other courses (e.g. in Enterprise, Hospitality) as well as to create new tailored training that is relevant to the needs of local people and employer demand. Our training centre is currently approved by SQA to deliver Core Skills, Employability units, PC Passport NPA and SVQs in Social Care, Child Care and Business & Administration. In recent years we created an Introduction to Care Course for those considering a career in the care sector, which we are still running. Whilst it is not a certificated course, 80% of those completing it went on to further training or employment.

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

The project will support people to maximise their income by providing access to learning and development opportunities and the right support to help people into to sustainable employment. It will maximise their chances of securing employment and meet the needs of

local employers by having a workforce with the relevant attributes and skills required, thus creating a stronger local economy.

Our Prepare for Work Club, Job Club and coaching will provide support to those not eligible for official employability programmes, as well as providing additional, complimentary support to those who are on employability programmes, and who would benefit from additional support.

We will encourage participants to learn more about the sectors where there is local demand (e.g. hospitality, care services) and where possible offer work taster sessions to give them first-hand experience of what the roles entail. As an organisation we are well placed to do this, as we have a purpose-built community facility in the heart of Pulteneytown, Wick, which is within the 5% most deprived SIMD areas. We host meetings, training, conferencing and events in our centre, with our community café as its hub. We also deliver groups and activities for all ages (e.g. playgroup, lunch club, teen scene, men's shed). We deliver a range of services to all ages including registered child and adult care, employability and benefits support, and training opportunities. We work with agencies and organisations including Social Work, Criminal Justice, Skills Development Scotland, NHS and Albyn Housing Society. We have an interwoven relationship with the community and agencies built up over 20 years, which is fundamental to our success in engaging with people with multiple barriers.

We are well placed to support people of all ages through this project, including young people; care experienced and carers; those with additional support needs; health issues/ disabilities; lone parents and parents returning to work; long term unemployed/ little or no work experience; underemployed/ low income employed; past offenders; people recovering from substance-related conditions; and those whose employment status has been affected by the Covid pandemic.

(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.*

Wick has amongst the highest numbers of people claiming benefits; recent figures suggest a trend of rising unemployment in Caithness. Pulteneytown is in the 5% most deprived SIMD areas. We support families to maximise their income through benefits and budgeting advice, and by providing opportunities for learning and support into employment. We own a purpose-built facility in the heart of the community and our services are widely recognised for having good engagement with families from all backgrounds. No other organisation provides our range of services across all ages and backgrounds, which we have designed to provide a holistic service across our projects. Our services are complimentary and interlinked, a "one-stop" community space. We have long established links in the community through supporting people with independent living, budgeting skills, benefit claims, supporting parents with children and engaging with the hardest to reach. We work in partnership with Skills Development Scotland, NHS, Highland Council, Criminal Justice Service, Social Work, DWP, Health Visitors, Family Liaison Officer, schools, Caithness Cares, Caithness Community Resilience Group and Highlife Highland.

We previously operated a drop-in job club until the funding ended, and we still have people approaching us on a regular basis seeking support with job applications and CVs. Other than DWP or formal employability programmes there is no help in our area for drop-in/ informal employability support, to provide additional ad-hoc support for those who need it. In addition,

those deemed “ready for work” are often not eligible for formal employability programmes for various reasons e.g. short-term unemployed, employability barriers that do not meet the very strict funding criteria. The DWP do sign-post to Job Entry Targeted Support (JETS) which is a very light touch service for those with work experience, but it can only be accessed by clients who have been claiming Universal credit or Job Seeker’s Allowance for 13 weeks. In Caithness access to JETS is by telephone, this is not easily accessible for people who have social anxiety, do not like speaking on the telephone or who have low digital skills as they are unable to fully participate in the session e.g. using Word to update/tailor a CV. This has been evidenced over the last month with 6 people calling into the centre asking for face-to-face support to update and tailor their CVs. Furthermore, our Introduction to Computer class has been accessed by clients who are in employment but need help to improve their digital skills in order to progress up the career ladder and update their CVs.

We have continued to provide employability support via the Highland Council Employability Framework, however this is much more restrictive in terms of eligibility and the type and length of support we are allowed to provide.

We carried out a community consultation earlier this year; we delivered leaflets to homes, shared an online survey, we had a suggestion board in our foyer, held discussions with groups/service users, and a stall at Tesco. The feedback we received highlighted the local community’s desire for access to training opportunities and support to gain employment. We have developed our project based on this, as well as on the findings of Highland Council’s “Have Your Say” survey, which indicates that help to gain/ sustain employment and access to skills and training were the two highest priorities regarding the local economy for people in Caithness.

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

Activity name	Achieve by (date)
Promote project activities to agencies and advertise to the public	09/01/2023 then continue to promote throughout year
Start Prepare for Work Club	13/01/2023
Start Job Club	13/01/2023
Provide after care for participants moving into employment or training	Ongoing as required
Start personal development coaching	25/01/2023
Complete first Introductory courses in ICT and office administration	31/03/2023
Evaluation of completed sessions, analyse feedback from participants and coaches and plan new sessions based on findings.	14/04/2023
Complete second Introductory courses in ICT and office administration	30/06/2023
Evaluation of completed sessions, analyse feedback from participants and coaches and plan new sessions based on findings.	04/08/2023

Compile a report based on the first 6 month's delivery, share with other agencies and carry out a community consultation to identify any new/ changing needs in employment and training support.	31/08/2023
Use findings from report and consultation, and research opportunities to source funding to continue with sessions after CRF funding ends.	01/09/2023 – 22/12/2023
Complete third Introductory courses in ICT and office administration	10/11/2023
Evaluation of completed sessions, analyse feedback from participants and coaches and plan new sessions based on findings.	30/11/2023
Complete fourth Introductory courses in ICT and office administration	23/03/2024
Evaluation of completed sessions, analyse feedback from participants and coaches and plan new sessions based on findings.	31/03/2024
Develop new, relevant training opportunities for the local community. This will include working with SQA to gain approval to deliver other courses (e.g. in Enterprise, Hospitality) as well as to create new tailored training that is relevant to the needs of local people and employer demand.	31/03/2024
Evaluation of completed sessions, analyse feedback from participants and coaches. Write up report on benefits of the services, and feedback to funders, agencies and the community.	30/04/2024

(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.*

Through our Environmental Policy and our actions as an organisation and as individual members of staff, we will make our best efforts to minimise our carbon footprint and promote environmental responsibility. We are committed to minimising the environmental impact of our operations.

Our building was constructed in 2011 and has a “B” energy rating. Heating and hot water is provided by means of a biomass boiler. Energy efficient lighting is installed and the water supply is metered. We have signage all around the centre reminding staff and visitors to switch off lights and electric appliances when not in use, not to waste water and to save paper by printing double-sided and only when necessary. Our café uses recyclable and/ or compostable containers for takeaway items. We have recycling bins all around the centre, and return our toner cartridges to Highland Office Equipment for recycling.

We also promote environmentally friendly practices within the wider community, including recycling and energy efficiency measures at home and upcycling projects. E.g. we have delivered furniture upcycling projects and provided a clothes and homeware swap area within our centre.

Due to our geographical location and limited public transport options, staff will virtually attend events and meetings wherever possible, rather than travel to them. PPP does not own or lease any vehicles. Where required staff use their own vehicles for travelling for business

use and recompensed via a mileage payment. Mileage is monitored on a monthly basis to ensure that staff are taking the most effective routes. Staff are required to plan their schedule as effectively as possible, so that they are not travelling unnecessary miles whilst still accommodating clients' needs.

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

As a charity we offer a diverse range of services for all ages and backgrounds. Our slogan is “By the community, for the community” and this is at the heart of everything we do. Our aim is to provide help, support and guidance to the wider community by addressing the needs identified, particularly by individuals facing inequality.

We are committed to equality of opportunity and non-discrimination and we use our best endeavours to ensure that no person or group is treated less favourably than any other person or group on the grounds of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race, religion or belief, or marriage or civil partnership. We seek to ensure equality of opportunity to all individuals, and to ensure that our activities and services are accessible to all sections of our community.

We have experience in providing employability, coaching and general support for those experiencing issues such as transgender issues, social anxiety, learning difficulties e.g. ASD, ADHD, PDA, dyslexia, physical disability, and selective mutism.

We identify and develop partnerships with other organisations to ensure that our activities continue to cater for the widest possible audiences. We work with other local third sector organisations to ensure all clients are signposted to services that best suit their needs, e.g. mental health services, Enable, CAB, Caithness Voluntary Group, Listening Ear, countywide Development Trusts, Community Cafes and other support services.

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

KPIs will be set for the project covering participation, progress reviews, feedback from participants and coaches, and outcomes. We will actively monitor, evaluate and analyse these to determine the effectiveness of the project, and take action if required based on our findings. We will use this information to compile a report on our delivery over the first 6 months and carry out a consultation with the community and local agencies in the summer of 2023 to identify any new/ changing needs in employment and training support. We will use these findings along with our report as evidence to support new funding applications and in September 2023 we will start actively seeking funding so that we can continue the project when CRF funding ends.

We will develop some new courses for our training centre based on local employer demand; which will have the potential to create a revenue stream via payment from businesses for staff training.

This project will help grow community capacity and confidence through the provision of inclusive learning and development designed around local needs; key building blocks for the future well-being of the community and a healthy local economy.

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

We will add value to the Wick Locality Plan by supporting families to maximise their income through opportunities for learning and development, and support into employment.

This project fits with the Caithness & Sutherland Local Development Plan vision for a strong, diverse and sustainable economy and successful and sustainable communities with access to training and employment.

The project also contributes to the Scottish Government’s Regeneration Strategy in creating a strong local economy and sustainable community by providing access to learning and development opportunities and the right support to help people into to sustainable employment, particularly in sectors where there is local demand (e.g. hospitality, care). This in turn will benefit the economic and operational needs of local businesses, by having a workforce with the relevant attributes and skills required.

4.4 Does the project require planning permission or other statutory regulatory consents?		YES / NO
If YES, please detail below - <i>provide evidence with the application if granted.</i>		
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 – <i>these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</i>			
Budget Heading	Detailed costs	Revenue/Capital	Amount

Salary incl. Employer NI & pension contributions	Employability Coordinator	Revenue	£16,607.84
	Employability Coach	Revenue	£12,948.53
Room Costs	Prepare for Work Club	Revenue	£4,243.20
	Job Club	Revenue	£4,243.20
	Personal Development Coaching	Revenue	£7,017.60
	Introductory Courses	Revenue	£1,392.00
Consumables and materials	stationery, printing costs	Revenue	£500.00
Management Fee 12%	incl. HR, finance, project monitoring, management & reporting, general admin	Revenue	£5,634.28
Total capital expenditure			£0.00
Total revenue expenditure			£52,586.65
TOTAL PROJECT COST			£52,586.65
Is VAT included in these costs?			No
Project expenditure before March 2023			£8,000.00

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

We have kept expenditure on materials to a minimum (paper and printing costs), with staff costs being our biggest area of expenditure, the benefit being local employment boosting the local economy. Where possible we will use existing materials and resources for this project. When purchasing materials our policy is to seek 3 quotes to ensure best value.

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 £
Investing in Communities Fund	Yes 28/06/2022	No (decision expected by January 2023)	£4,598.01

Innovation Challenge Fund	Yes 24/10/2022	No (decision expected imminently)	£11,810.40
Total match funding			£16,408.41
CRF requested			£36,178.24
Total project cost			£52,586.65

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?

We do not receive any public money to run our community centre (with the exception of some Covid-related grants in 2020 & 2021).

Funding options to provide this type of support are quite limiting, e.g. the national Lottery Fund has always been very supportive of our organisation by providing grants, but employability and work-related training expenditure is ineligible for their support. We believe that this project will be complimentary to the Highland Employability Partnership’s Employability Framework services and enhance the experiences and progress of participants on the Framework, as well as benefitting those ineligible to participate in it.

If our match funding applications are successful we will still be able to deliver the project, but on a much smaller scale.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

~~YES~~ / NO

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

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

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

YES / NO

Please state your reasons:

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

For example:	Details
Business Gateway	
HIE	
Other	

7.5 Have you previously received public funds for the organisation?

YES / NO

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


Funding	Year of award	Amount £

SECTION 8 – SIGNATURE

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

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

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

Signature: 	Print: JULIE CASSIDY	Date: 28/11/2022
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8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	Yes
5	Confirmation of match funding letters	N/A
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	Yes
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes
13	Partnership agreement	N/A
<p>Reason for missing documentation: We have been promised a third letter of support, however it has not been received as yet. We can send it on as soon as it has been received.</p>		
<p>Declaration what the remaining bank balances are for: Bank statement is for the Charity Account and reflects bank balance for the entire organisation. Our constitution and care services commissioners require us to have at least three months' running costs (approximately £450k) in order to meet the requirements of our SLAs and constitution, as well as keeping a contingency for redundancies. Our cash balance is relatively high as commissioners of services, such as Homelink and Care at Home, Nursery, etc. insist on a level of reserves that will be bare minimum once ring fenced grant funding and pre-planned maintenance is discharged.</p>		

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