

Agenda Item	3
Report No	ERA/08/23

HIGHLAND COUNCIL

Committee: Easter Ross Area Committee

Date: 13 March 2023

Report Title: Community Regeneration Fund – Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1. Purpose/Executive Summary

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

Within Easter Ross, the following allocations are available for distribution:
 Highland Coastal Communities Fund (capital/revenue) - £105,483
 Place Based Investment Programme (capital) - £238,560
 Total funds available - £344,043

1.2 Broad eligibility criteria for the scheme is as follows:

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

- Economic recovery
- Community resilience
- Mitigating the impact of the climate/ecological emergency
- Addressing the challenges of rural depopulation.

Projects should be able to demonstrate that they are:

- Sustainable/viable
- Providing value for money
- Providing additionality
- Able to evidence local support/local benefit
- Able to evidence positive impacts for coastal communities and/or the coastal economy

- 1.4 Following the meeting on 23rd January 2023, five applications were deferred by Members for further information and four of these are now presented to this committee for consideration.

In summary the position in Easter Ross at Area Committee on 13th March is as follows:

Available Funding – £208,577.80

Number of applications for consideration – 4

Total value of grant requests - £90,079.40

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

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

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

2. Recommendations

2.1 Members are asked to:

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

3. Implications

3.1 **Resource** – Easter Ross currently has available funding of £208,577.80.

Applications under consideration total £90,079.40 therefore there are no resource implications should Members wish to approve all projects.

3.2 **Legal/Risk** – When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back to back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

3.3 **Community (Equality, Poverty and Rural)** – Community Regeneration funding is available to all Area Committees within Highland. The focus of the funding is economic recovery and community resilience. Consideration on issues relating to

equalities, poverty and rural issues are dealt with on an individual basis for applications and covered in the technical assessments of project

3.4 **Climate Change/Carbon Clever** – Mitigation of the climate/ecological emergency is a specific aim of the CRF funding. All applicants are required to evidence environmental sustainability as referenced in the technical assessments

3.6 **Risk** – As per 3.2 above.

3.6 **Gaelic** – Consideration given within individual project applications in line with HC policy

Designation: Executive Chief Officer – Infrastructure and Environment

Date: 2nd March 2023

Author: Fiona Cameron, Programme Manager

Appendices:

Appendix 1 – Project applications

Appendix 2 – RAG status summary sheet



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1154	
1.2 Organisation	Milton Community Woodland Trust	
1.3 Project title	Path Upgrade and Maintenance	
1.4 Project costs	Total cost of project	£ 28,750.00
	Match funding	£ 0
	Grant requested	£ 28,750.00
1.5 Start date	April 2023	
1.6 End date*	May 2023	

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

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

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

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Derek McRobbie
Contact number	
Alternative contact number	
2.2 Position	Secretary
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	SC176165
Public body		
Charity		
SCIO	Applied for	
Other (please specify)		

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

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

3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>X</td> </tr> </tbody> </table>	Whole	Partial	None			X
Whole	Partial	None					
		X					

Details:

3.6 Project delivery team	
Name	Job title/area of work
Derek McRobbie	Group Secretary – Managing Project
Ian Wallace	Group Chairperson – assisting in any and all work
Fiona MacLeod	Group Vice Chairperson – assisting in any and all work
Joanne McLeod	Group Finance – assisting in any and all work
Matthew Blackhurst	Group Committee Member – assisting in any and all work

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
Milton Community Woodlands, Milton IV180NQ
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
Yes

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Strip and repair the 1.4 Kilometres of woodlands paths that have been neglected over approx. the last 10 years. This will allow access to the woods for people in the community with mobility issues, family with young children where prams etc can be able to use the paths around the woodlands.</p> <p>By doing this we hope to encourage people back into the woodlands to be used as a community area. Previously there were youth groups and the local primary school and nursery who used the woodlands and by providing better access it is hoped to bring these back to the woodlands.</p>
<p>(b) How will the project benefit local communities or the local economy?</p> <p>Currently the woodlands provide limited access for people with mobility issues which has stopped some of the elderly gaining access for short walks by themselves or with family, friends, and pets. By establishing a better path network, the local community will have the capability to move around the woodlands and enjoy nature at its best.</p> <p>We have the venture scouts now basing themselves from one of our buildings with the hope that others will start to use the woodlands and during summer months the local school have used the woodlands to explore with the children.</p> <p>Currently we have the Cromarty Firth Men Shed based in the woodlands and this help many people from the community with collective get togethers and helps with improving mental health.</p>

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

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

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

Activity name	Achieve by (date)
Produce Scope of Works	Complete
Obtain suitable quotes for works	ASAP
Submit CRF application	NLT 24 Feb 23
Confirm funding	Mar 23
Award Contract	Mar 23
Commence Works	Apr 23
Complete Works	May 23

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

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

There should be minimal environmental impact on this project as all material will remain in the woodlands. The paths will allow for natural drainage to maintain the woodlands.

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

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

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

Our intent is to maintain the paths from volunteers in the community and through other means of fund raising as / if required. This will allow the woodlands to continue to be open to all members of the community. Further woodland regeneration aspects are ongoing with the removal of dead and dangerous Elm trees and the subsequent replanting of native Scottish saplings with the intent in future years to try and get Red Squirrels into the woodlands. We have 3 recent working days in the Woodlands in Late January and February clearing areas from wood debris in order to prepare for

Total capital expenditure			£28,750.00
Total revenue expenditure			£0
TOTAL PROJECT COST			£28,750.00
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?

We have one further quote from Land Tech Services for £30,594.72, this does not include smaller sundry items detailed in their quote.

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 £
Paths for All	Yes, 7 Feb 23	No, 7 Feb 23	£ 0
Ian Findlay Path Fund	Yes, 7 Feb 23	No, 7 Feb 23	£ 0
The Gordon and Ena Baxter Foundation	Yes, 7 Feb 23	No, 14 Feb 23	£ 0
Total match funding			£ 0
CRF requested			£ 28,750.00
Total project cost			£ 28,750.00

6.2 Will the project involve “in kind” support?

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

YES

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

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

The woodland group has just been re-started after years of neglect. Limited funds are available from the group and without the CRF support, the path maintenance to allow members of the community with mobility issues to access the woodlands would not happen.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

N/A

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

The woodlands are open to the public 24/7 all year. No restrictions on any use.

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

NO

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

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

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 £
Forestry Commission (Purchase of hand Tools)	2023	£ 989.87
Highland Council (Insurance costs)	2023	£ 4,585.00

SECTION 8 – SIGNATURE

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

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

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding	
Signature:	Print: D McRobbie	Date 22 Feb 23

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	NA

4	Policies – i.e. child protection, health and safety, equal opportunities	NA
5	Confirmation of match funding letters	NA
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue generation projects only)	NA
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts only)	NA
12	Evidence of control/ownership of asset – i.e. lease, title deeds	No
13	Partnership agreement	NA
<p>Reason for missing documentation:</p> <p>We have applied for the details of our Land area from the Land Registry and await the full details. Attached to the application are previously held mapped areas of what belongs to us.</p>		
<p>Declaration what the remaining bank balances are for:</p> <p>Funds held are to conduct maintenance of the woodlands, insurance costs, purchase of tools required to maintain the woodlands, hold community events.</p>		

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

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF1035	
1.2 Organisation	INVERGORDON NAVAL MUSEUM AND HERITAGE CENTRE	
1.3 Project title	STAY OPEN PROJECT	
1.4 Project costs	Total cost of project	£41,664
	Match funding	£20,832
	Grant requested	£20,832
1.5 Start date	FEBRUARY 2023	
1.6 End date*	FABRUARY 2024	

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

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

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

SECTION 2: CONTACT DETAILS

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

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee		
Constituted group		
Public body		
Charity		
SCIO	X	SC035244
Other (please specify)		

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

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

3.4 If the organisation is VAT registered, please quote number.							
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Whole	Partial	None			
Whole	Partial	None					

Details:

3.6 Project delivery team	
Name	Job title/area of work
James Collier	Vice-Chair – Teas/Coffees, Computer Teaching
Val Cameron	Museum Information and Organiser
Hugh Ross	Organiser
Volunteers	Meet and Greet – Museum Information

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
INVERGORDON NAVAL MUSEUM AND HERITAGE CENTRE, 138 – 140 HIGH STREET, INVERGORDON, ROSS-SHIRE, IV18 0AE
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
OWNED

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>We have selected ENVIRONMENT from 1.7. However, our project could easily fall under at least 3 aspects.</p> <p>The Stay Open Project is a project which will allow the Museum to continue to open throughout the year but allowing us to do so in a way which is better for the ENVIRONMENT.</p> <p>In the past, the Museum had only opened when ships were in port during the summer months. This created a lot of criticism as it is felt that, as a Museum, we are able to draw in tourists throughout the year and that doing so would help the local ECONOMY, not least because it would allow us to be featured on brown signs which would help to draw tourists from the A9/NC500, who would then be likely to visit other shops in the area. That is why, in 2022 a decision was made that we would open throughout the year.</p> <p>It was decided that by opening all year we would be able to help the ECONOMY by acting as a draw to tourists, who would then be also likely to visit other places in the town, and we could also use our opening to help the PEOPLE in the town by allowing our premises to act as a heat hub where people could come, have a warm drink and save money on their own bills, while also having the opportunity to visit the museum, interact with others, play games and/or use our computers to learn or stay in touch with family. The issue with this is the effect it has on the ENVIRONMENT.</p>

The Museum currently operates on a very poor heating system. In the main area of the Museum, where the exhibits are displayed, we have infrared electric heaters which run on a 1KwH to 1 KwH basis. These heaters focus their heat into one specific area and so are inefficient as the area outwith the focus area doesn't heat. In the hall and the reception area we have previously relied on plug in electric heaters and gas heaters. These also work on a basis that 1KwH of energy used produces a maximum of 1KwH of energy. In addition to this, they are costly to run, not least because there is a need to put them on 3 hours before people arrive in order to come close to sufficiently heating the Museum, and they still do not heat the area sufficiently.

This funds will allow the installation of a new Air to Air heating system. This system works in a way that pulls energy from the air, meaning it can turn 1KwH of energy into 4KwHs of energy. This means that producing the same amount of heat will use only a quarter of the energy it currently uses. It additionally will cut down the amount spent on heating as the system efficiently heats the air within the building and so this results in the project achieving the following outcomes:

1. allowing the museum to STAY OPEN throughout the year;
2. allowing the museum to help the local ECONOMY;
3. allowing the museum to help the PEOPLE in the local area; and
4. allowing the museum to help the ENVIRONMENT by using less energy.

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

As explained in part (a), the project will benefit both the community and the local economy.

It will benefit the local community as it will allow the PEOPLE to come to a place where they can sit, have hot drink and either visit our exhibits, play games, use our computers to learn or stay in touch with family or just sit and be amongst family.

It will benefit the local ECONOMY as it will enable the museum to keep staying open throughout the year, which will attract tourists and, while visiting, these tourists are likely to visit other shops and spend in these shops, with the knock-on effect of more money for the local shops, which can lead to more jobs and even more shops.

(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.*

According to the Scottish Index of Multiple Deprivation, Invergordon is considered one of the most deprived areas in Scotland, with some of the areas falling into the top 1% most deprived areas in Scotland. There is little in the way of employment opportunities in the area and so this results in youngsters leaving the area to find opportunities and in turn this results in them leaving relatives behind. To add to this, the country is currently going through a cost-of-living crisis where energy and food prices have risen substantially.

The STAY OPEN project will allow the museum to continue staying open throughout the year. This will give the museum the opportunity to feature on brown signs, which will attract tourists to the area. This will help the local economy in a way that will bring more money to the town and can result in more jobs. Additionally, it will allow the museum to continue to provide a warm and safe place for people to go and socialise and have a warm drink and a biscuit, while also having the opportunity to learn computer skills or take other online courses or to stay in touch with family members while also saving on their own household bills.

The support for the project is evidenced with the supporting letters. Dalriada in their supporting letter highlight the benefit of having a heated space for local projects and the benefits of attracting more tourists. McRaes of Scotland echo Dalriada's support by confirming the benefits of attracting more tourists. Befrienders Highland highlight the benefit of the museum being open due to the positive effect our opening can have on the mental health of those within the local area.

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

Activity name	Achieve by (date)
Heating Installation	30 April 2023
Heater Training	30 April 2023
Start Using Heating System	30 April 2023

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

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

Through the winter months, and other cold periods, it is necessary for the museum to put its heating on if it is going to open to the public.

At present, the Museum's inferred heating in the main hall doesn't heat the air, it only heats the area where it is focused. This means it needs to be kept on. This is extremely costly and is not great for the environment. The rest of the building does not have any heating and is required to rely on plug in electric heaters and a gas heater. The gas heater heats the space in front of it, within an area of 2 metres. The plug-in electric heaters, of which there are 4 to heat a single room, can heat the whole area but it takes around 3 hours for a single room to be heated to a sufficient temperature.

With two of the quotes included, there will be a need to lower the ceiling in the main part of the museum to avoid a similar issue to what is already present. Lowering the ceiling in that part of the building will result in a substantial cost, thought to be in the region of £20,000.

With the preferred quote one of the benefits would be that we have no need to lower the ceiling. Another will be that the heating can be set from home. Another benefit will be that it does include air conditioning, which is useful in the summer as the building can get extremely humid on the hotter days. However, the main benefit is that it will heat the building throughout in a small amount of time.

The building does have installation however, due to the size of the building, we still need a new heating system. The system we want is a form of air-to-air source heating. The system works by absorbing heat from outside the building, converting it into fluid and then heating it before releasing it inside the building. The heating system is known to be able to produce heat in climates where the temperatures drop to as low as -35 degrees and the use of this system can

reduce the carbon footprint by as much as 44%, which has resulted in governments encouraging their usage. With this system, 1kWh of electric energy will produce 4kWh of thermal energy and it is considered to reduce the carbon footprint of our building by 2.6 tonnes of CO₂ per year which is a great step in moving towards NetZero.

An additional benefit of this system is that it does heat the air which results in rooms becoming heated a lot quicker. This will mean that it would only need to be started a maximum of 30 minutes before anybody enters the building and with it only using 1kWh of electric energy to produce 4kWh of energy, it will cut both the museum's electricity cost and the use of energy, which helps us on our way to NetZero.

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 museum's constitution confirms it does not discriminate for any reason and all are welcome regarding of race, sex or any other protected characterise.

The building itself can be accessed by those with mobility issues, due to the ramp outside. It has a disabled toilet and has double doors throughout, which assist with wheelchair access.

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

The CRF Funding is to pay for a new heating system. This system will be beneficial to the project throughout the current term and throughout future terms as it will allow us to heat the whole of the building at a much lower cost, in a way that reduces our carbon footprint.

Beyond the CRF funding, the project will be funded by donations, both from the users of the additional services we will be offering and from the museum. Additionally, in the coming year the port is expecting a great increase in the numbers of passengers which should convert to extra people visiting the museum. The fact that we will be open throughout the year will also mean we are eligible for brown signs on the A9, which will bring in additional visitors to the Museum.

The legacy which this CRF funding can offer is substantial. The funding will help to make savings for the Museum which will mean we are able to offer more to the people. It will help us to open throughout the year which will mean we can attract more visitors, who will in turn be likely to visit other places on the main street, it will assist people who suffer from loneliness in the area as it will give them a safe place to meet, and it will also help in the government's ambitions of working towards NetZero.

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

The local area is currently focused on improving to attract tourism into the area. This Project will allow the Museum to be open throughout the year and so will help in seeking brown signs on main routes which will bring tourists into the area.

It does not have any adverse effects on other businesses.

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

YES / NO

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

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

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding: <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 £
Community and Renewable Energy Scheme	Yes 23/3/23	Awaiting	£20,832
Total match funding			£20,832
CRF requested			£20,832
Total project cost			£41,644.00

6.2 Will the project involve “in kind” support?

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

YES / NO

Please detail:

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

This project will greatly benefit the people in the local area as it offers a place where people are able to get hot drinks, it will offer a warm location where people can save money on household bills, a place that can help prevent loneliness, a place where they can learn how to use computers and get in touch with family, a place where people can be educated about Invergordon's past and the prospects of increasing the tourism in the area which will help the local economy.

Without the improved heating system, the museum will struggle to remain open throughout the year and all of these services and benefits will be lost.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

~~YES~~ / NO

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

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

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

The services we will be offering will be most attractive to those who don't have the financial capacity to go elsewhere, so the local cafes won't be affected. Some of the support letters are from other businesses and these confirm that they are only likely to benefit from the users of our services.

We are offering different services to other groups in the area, and the museum is involved in the umbrella/steering group which comprises of different groups and businesses and all of these are aware of what we are doing and all have only been supportive of our efforts.

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

~~YES~~ / NO

Please state your reasons:

As we are a charity who relies on donations, we are unable to commit to a loan.

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

For example:	Details
Business Gateway	NO
HIE	NO
Other	NO

7.5 Have you previously received public funds for the organisation?

~~YES~~ / NO

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

Funding	Year of award	Amount £
Computer funding	2022	£1,596.00

SECTION 8 – SIGNATURE

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

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

8.1 Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding		
Signature:	Print: JAMES COLLIER	Date 23/02/23

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	Included
2	Committee Members or Directors List	Included
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	See Constitution
5	Confirmation of match funding letters	See Constitution
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Included
7	Annual financial accounts – latest available	Included
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Included
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	
13	Partnership agreement	N/A
Reason for missing documentation: DEEDS ARE WITH OUR SOLICITOR		
Declaration what the remaining bank balances are for: THE MUSEUM MAINTAINS A BALANCE TO COVER EMERGENCIES. IT ALSO HAS TO MAINTAIN ENOUGH TO PAY BILLS THROUGHOUT YEAR.		

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

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

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

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

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

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

SECTION 2: CONTACT DETAILS

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

SECTION 3: ORGANISATION DETAILS

3.1	Organisation type	Please indicate (x)	Organisation number
	Company limited by guarantee		
	Constituted group		
	Public body		
	Charity	X	SCO 29009
	SCIO		
	Other (please specify)		

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

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

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

Details:

3.6 Project delivery team	
Name	Job title/area of work
Hugh Ross	Branch Secretary/Day to day admin
Michael Cockerill	Treasurer/Finance

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.

138 High Street, Invergordon
IV18 0AE

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

The Legion Branch has existed since the 1920s at this address, the land and building, as far as I am aware were gifted to us so that the Legion branch could be formed. I am at the moment in the process of trying to locate our title deeds.

4.3 The Project

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

The British Legion building is very old and it needs a lot of refurbishments done for it run more environment friendly, to align with modern standards. We are looking to replace our old lighting systems with energy saving LED bulbs and to upgrade the fire alarms so we can expand fire safety zones throughout the building, giving us the freedom to use every meeting room to utilise the community needs. We will try to do our fair share to mitigate the climate change action by getting appropriate support and upgrades to reduce our carbon footprint.

All age groups including kids, elderly and veterans were accommodated throughout the years. We had a lunch club in the process of being organised for the elderly and the local veterans just before Covid appeared, since then the community engagement lessened and the building was closed until last year..

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

British Legion building has been a great community gathering place since the 1920s with a previously functioning bar. The bar is not functioning now and needs some work, which will be part of the refurbishment long term plans. As it is now the British Legion has opened its doors to provide support to the local community and the environment with reduced food waste by running a community food larder for Invergordon and Saltburn area. Soon we're to open our community lunch club running two days a week and planning to have the youth drop-in centre run in the legion building providing a safe and warm space for all ages in the community during the evenings (The youth area will be separated from the bar area, if/when we manage to restart our social club and employing a bar steward(ess) to manage the activities of the club bar at weekends.). The property is also the focal point for some local events, including Remembrance Day Services etc, but refurbishment should allow the Branch to recommence the social side of its existence.

(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 property provides a venue for other local activities, including the local food pantry and at some point in the next few months we plan to open for private functions. Refurbishment would create a more welcoming appearance to users. The differing needs of some ex services personnel, and now the wider community, has always been at the core of RBLS activities. Our main targets for our service will be veterans, the elderly and anybody who is feeling isolated, but anyone else from the community who requires our help will be welcome to attend our food pantry or food and heat hub.

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

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

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

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

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

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

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

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

The British Legion building will be used for conferences, and commercial events, we have

received interest from local groups and companies.

We are Planning to fundraise in the local community and are at this time in the process of organising the restart of Craft Fairs during the cruiser season, which we previously found to be profitable and to also approach local businesses for donations and apply to the Hope, The Lottery etc.

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

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

Meets Local Priorities – Invergordon is classed as one of the deprived areas and we do have families and individuals struggling financially, mentally and physically. The aim of the British Legion is to be a welcoming safe and a warm place where people can gather, socialise over a cup of tea/coffee. Since Covid has left people with social anxiety, we want to be a place where we can help building their social engagements and provide necessary support to all groups. That is why we run a Community Food Larder and soon will run community lunches. The British Legion building, and team are friendly and helpful, and we do accept everybody from the community, no matter where they come from. It is a discrimination and judgement free zone.

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

NO not at moment but will require a drinks licence if we restart the club.

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

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

SECTION 5: BUDGET

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount
Kitchen refurbishment	Flooring included in quotes	Capital	See quotes
	Kitchen Units	Capital	See quotes

Total match funding			£14155.40
CRF requested			£14155.41
Total project cost			£28310.81

6.2 Will the project involve “in kind” support?

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

NO

Please detail:

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

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

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

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

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

NO

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

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

For example:

Details

Business Gateway

HIE

Other

7.5 Have you previously received public funds for the organisation?

YES

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

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

SECTION 8 – SIGNATURE

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

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

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

Signature:



Print:

Hugh Ross

Date

20/02/2023

8.2 Supporting documents checklist.

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

YES / NO

<i>not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		or Not applicable
1	Constitution or articles and memorandum	online
2	Committee Members or Directors List	yes
3	Permissions – i.e. planning, building warrants, marine licences	N/A
4	Policies – i.e. child protection, health and safety, equal opportunities	yes
5	Confirmation of match funding letters	In process
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Emails
9	Business plan (revenue generation projects only)	N/A
10	Relevant insurance policies	N/A
11	Job descriptions (CRF funded posts only)	N/A
12	Evidence of control/ownership of asset – i.e. lease, title deeds	In process
13	Partnership agreement	N/A
Reason for missing documentation: Still to find where they are		
Declaration what the remaining bank balances are for: Keeping branch and hall active		

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

communityregenerationfund@highland.gov.uk



Community Regeneration Funding (CRF) Application Form

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF1172	
1.2	Organisation	Change Mental Health (previously Support in Mind Scotland)	
1.3	Project title	Easter Ross Outreach	
1.4	Project costs	Total cost of project	£26,342
		Match funding	£0
		Grant requested	£26,342
1.5	Start date	01/04/2023	
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	Linsey Shields
Contact number	
Alternative contact number	
2.2 Position	Director of Fundraising and Business Development
2.3 Address	Newington Business Park 6 Dalkeith Mews Edinburgh EH16 5GA
Postcode	
2.4 Email address	linsey.shields@changemh.org
2.5 Website address	https://changemh.org/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC081179
Constituted group		
Public body		
Charity	x	SC013649
SCIO		
Other (please specify)		

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

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

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

3.6 Project delivery team	
Name	Job title/area of work

Anne MacDougall	Area Manager - Highlands
Rosita Novak	Locality Manager
Lesley Collins	Project Manager
New Role	Easter Ross Outreach Worker

SECTION 4: PROJECT DETAILS

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

4.1 Project location - Please include postcode.
83 High Street Alness, IV17 0S
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
n/a

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve the funds' themes as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>Project summary: We will increase the impact of our mental health support outreach service by expanding our current staff resources. By recruiting a part-time Outreach Worker, we will be able to provide further mental health support within Alness, supporting an additional 12 people each year. This new role will provide essential one-to-one support, in the comfort and privacy of their own homes, to people living with long-term health conditions, such as bipolar disorder, substance abuse issues, and PTSD. The key objectives for Easter Ross Outreach are to:</p> <ul style="list-style-type: none"> ▪ Provide community-based support to 12 more people with complex mental health needs per annum ▪ Work with people in the safety of their homes ▪ Offer support to enable people to do things they want to do but may find difficult because of challenges and barriers faced through mental ill health ▪ Respect each person's confidence levels ▪ Lead people into partner-led services specific to their needs, i.e., debt relief advice ▪ Use personal support planning and goal setting to support an individual to overcome difficulties. For example, support across any of the following areas: social isolation, finance, recreation, skills and employment, mental and physical health, and wellbeing ▪ Use a recovery-focused approach to build confidence, develop self-management skills and coping strategies, allowing people to move on from our support and live a full and rewarding life within their community <p>Achieving the fund's themes:</p> <p>PEOPLE: Our outreach services strive to ensure everyone we work with has access to the opportunities and resources that are available, empowering them to make informed choices and decisions about their lives. For example, as part of this initiative we introduce people to the breadth of local services available to them; this includes community-led initiatives (e.g., Men's Sheds, gardening groups) and third-sector partners (e.g., community link workers). The people we support often face social isolation and/or digital exclusion. For most, the cost-of-living crisis has worsened their quality of life by devaluing benefits payments they receive and making transport costs less affordable. Stigma is another key challenge in the rural communities where we work due to a lack of anonymity. In small communities, stigma makes it difficult for people to join public-facing services/groups, as many fear their community knowing they are experiencing mental health issues. Therefore the support we deliver in people's homes helps to reintegrate isolated people into their communities by rebuilding their confidence.</p>

Track record:

This Outreach Worker project has been running in Alness for over 10 years. The two Outreach Workers we manage support a combined caseload of 9 people maximum at one time. To ensure the people we support do not become too dependent on our service, we limit the amount of time they work with Outreach Workers to six months, on average. Since 2013, we have supported over 200 people based in Alness. Every person we support is different. Our Outreach Workers work with people in their own homes and at their own pace, enabling them to self-manage their situation. We do this by providing the right tools to support them on a journey to lead a fulfilling and meaningful life in their own community.

Case study

For example, one gentleman we support lived on the outskirts of a small village. Recently widowed, he was struggling with social isolation and depression, which led to him neglecting his personal hygiene and the cleanliness of his home. By working with an Outreach Worker, who assigned him daily tasks—e.g., depositing rubbish in bins rather than on his floor—he gradually rebuilt his confidence and regained control of his life. Supported by us, he managed to develop a routine to improve his mental health that included regular outings to his local bowling club. Each step of this process was co-led by the gentleman being supported; the Outreach Worker respected his boundaries and never pushed him to change his behaviour or habits.

Outcomes this project hopes to achieve:

- People get the right help at the right time
- Enable the people we support to link up with community-based support/services as they wish
- People supported feel their mental and physical health has improved
- People supported better understand how to manage their symptoms and gain new skills to do so
- People supported feel more included and engaged with peers, family, and their community

We are ready to start this project if funding is awarded and, through a similar role already being fulfilled, we understand the risks and needs associated with successful delivery.

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

Benefit to local communities: Communities will benefit by receiving increased engagement in local events/activities/opportunities by previously isolated residents. Our focus on resilience-building will enable the people receiving Outreach Worker support to reconnect with their local community by participating in social activities and potentially exploring opportunities for paid employment or volunteering. Alongside sharing effective money and debt advice, our resilience work will create the conditions to effectively address underlying circumstances which contribute to poor mental health. In doing so, we will improve the resilience of the people we support and enable them to more effectively maintain work, relationships and achieve financial stability.

Benefit to the local economy: The impact on the local rural community will mean that the people we support will engage and add to the richness of that community, using its services and facilities and, if appropriate, gain employment and the spending power that comes with it. Initial analysis of the Socio Economic Performance (SEP) of rural communities and the Scottish Index of Multiple Deprivation (SIMD) within Easter Ross suggests that Alness is one of five communities which contain areas where local residents are more likely to suffer significant inequality and disadvantage, demonstrating high need for increased input into the local economy.

(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.*

Reason for the project: Outreach Workers will help to solve issues exacerbated by the pandemic. Our approach will bring mental health support to local community settings, e.g. local community centres, and work directly with people in their homes. The impact of Covid-19 and the cost-of-living crisis is reflected in the realities of our day-to-day work. Based on our experience, the people we support are more isolated than before, experiencing higher levels of anxiety and sometimes struggling to leave their homes. Consequently, many are failing to re-engage in pre-pandemic life, such as taking part in routines that support good mental health. We also understand that online support is not always successful: not all

people possess the skills or resources to participate digitally and engagement typically tapers off as a result of online support failing to meet an intrinsic need for direct human connection.

The pandemic and associated social distancing, prolonged lockdowns and disruptions to daily life have impacted hugely on the mental health of the overall UK population and is most keenly felt by those with an existing mental health diagnosis, such as those we support, who increasingly report exacerbation of their already poor health. One of the people we supported during Covid-19, through our Distress Brief Intervention service, told us, *"I was the person helping the family, making all the arrangements. I didn't even realise what was happening to me...I was the glue holding everything together."* This increase in demand is reflected in the realities of our day-to-day services whereby we are experiencing significant growth in membership, and subsequent need to grow our team in the region to expand our internal capacity accordingly. For example, we have started to develop a waiting list of people requiring Outreach Worker support since we reopened in-person services in October 2020. The need is informed by our experience as a long-standing member-led provider of community-based mental health services in the Highlands. Local research conducted to inform the Highland Council's *Highlands Outcome Improvement Plan* and extensive post-pandemic research have both shown that deprived and isolated communities—such as Easter Ross—experience increased incidence of mental and physical health issues.

Overall/long-term goals:

- Increase our capacity for providing mental health outreach support by 33%
- Work more closely with NHS Highland Community Mental Health Teams to alleviate pressure on statutory services in the region
- Begin delivering support within one week or less from first contact
- Help the people we support to develop resilience
- Ensure people receive the help they need straightaway, without the need for waiting lists
- Strengthen connections between Change Mental Health and the local community—raise awareness of our work in Alness

Opportunities that may arise from the project:

- Strengthen referral pathways between Change Mental Health and local partners—statutory, charitable, community, and corporate
- Expand connections with businesses to help economically inactive people boost their employability
- Opportunity for Change Mental Health to reach more people in the region, specifically socially isolated people confined to their homes

Local support: As part of this application, we have attached two Letters of Support. Our organisation has also received the following feedback from local GPs and clients regarding our Highland services:

"We are so lucky to have you in the practice, you are making a real difference to patients. Thank you"
(**GP Crown Medical Practice**)

"I would like to thank you all for the support you've given. The patients I referred have said nothing but praise and positive feedback, some have not required input from our service by the time the appt came round as they had got enough support from your team." (**NHS Community Psychiatric Nurse**)

"You saved my life" (**Distress Brief Intervention Client**)

"It really helped me having someone to listen, it helped me feel in control" ((**Distress Brief Intervention Client**)

"I'm glad that I had them there if I needed to speak to someone because all other avenues I tried to go down were literally non-existent" (**Suicide Bereavement Service Client**)

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

Activity name	Achieve by (date)
Recruit new Outreach Worker (part-time)	2-3 months after funding received

Referrals received from NHS Highland Community Mental Health Team or a local GP, sharing patient's completed referral form and contact details with us	3 months after funding and then ongoing until project ends
Initial contact with the people we support via phone by new Outreach Worker	3 months after funding and then ongoing until project ends
2 Outreach Workers (for safety reasons) travel to person's home to complete initial assessment. Outreach Workers meet and discuss needs with the person referred into the service	3 months after funding and then ongoing until project ends
New Outreach Worker begins regular one-to-one sessions with the people we support. To begin, Outreach Worker and person being supported co-produce Personal Support Plan, outlining goals and tasks	3 months after funding and then ongoing until project ends
Outreach Worker and person being supported work through Personal Support Plan through continual weekly one-to-one meetings to achieve goals and tasks detailed, e.g., joining community groups	On average this level of engagement would cover 6 months through weekly sessions. Each person is different, and no date or timescales can accurately be associated to these stages as every situation will vary. In some cases, people will move through their personal plans quickly. This is not always the case though and depends on the complexity of someone's situation.
Person being supported confirms they are happy to move out of the service and begin accessing resource centre support/community-led groups as an alternative. Exit strategy followed, including exit interview. Feedback collected in the form of written form or interview. Feedback stored within case notes, added to Change Mental Health annual data, and shared with original referrer (i.e. NHS Highland).	On average, six months after support begins for each person

(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*

Mitigating negative environmental impacts that may arise from the project: The implementation of an Agile Work Policy will enable project staff to work more flexibly but also reduce the number and length of commuter journeys. As this project involves Outreach Workers delivering services in the local community, flexible working will lead to reduced costs and fewer negative environmental impacts. We are also reviewing our buildings to improve their energy-efficiency and finding alternatives, if necessary, with a view to better manage, adapt, and change areas that would support our reduction in our carbon footprint. As an organisation we also aim to be a digital-first organisation, reducing our printing footprint across all our buildings and using only FSC-accredited supplies. In addition, we have reviewed our 'digital' presence and introduced a new policy for reducing the storage of unnecessary data to reduce our digital footprint.

Addressing climate change or net zero ambitions: Change Mental Health is committed to playing our part in tackling the climate emergency and supporting a transition to NET-Zero. We are in the process of reviewing and rewriting our Environmental Policy in collaboration with our Board of Trustees to ensure we take a consistent and unified approach to reducing our carbon footprint. We are enrolling staff members on Keep Scotland Beautiful's Climate Emergency Literacy Skills training. This course will enable Change Mental Health staff to “*understand the climate emergency and respond to risks, opportunities, and responsibilities ahead of becoming certified as Carbon Literate*”. Trained staff members will gain the skills

to become an authority in leading internal discussions for how our organisation can further improve our operations and procedures in-line with the climate challenges.

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

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

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

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

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

We intend for Easter Ross Outreach to continue beyond the CRF funded phase. Our in-house fundraising team will investigate sources of additional funding by exploring funding opportunities offered by Trusts & Foundations, corporate partners, and statutory sources. We plan to apply to NHS Highland and Highland Council regularly in upcoming years. Funding awarded by the Highland Council Community Regeneration Fund will enable us to raise awareness of our work within Alness and gather the data/feedback needed to further evidence the need for this service. Lasting benefits arising from this project will include more socially isolated people contributing to their communities and higher rates of employment.

Change Mental Health is undergoing a period of substantial growth and positive change, better positioning the organisation to offer the highest quality of support to more people when they need it. Meeting quarterly, the Management Committee facilitates strategic planning activities, the majority of whom have lived experience, either personally, or through the support of a family member or friend.

Nick Ward (CEO) joined at the end of 2021, is leading on this change and brings with him a professional background in education, and subsequent third-sector experience working for Teach First, and as Director of the National Autistic Society Scotland. Our senior leadership team brings enhanced leadership and capacity including a Directors of Services, Operations and Fundraising, supporting the National Management team.

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

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

Easter Ross Outreach fits with the following two local plans:

1. **Our Community Partnership Plan - Easter Ross Community Partnership:** to engage closely with local people in Delivering Better Outcomes for Our Communities. We will achieve this by working together with the Easter Ross Community Partnership to:
 - a) Identify specific inequalities within the most disadvantaged geographic and themed communities
 - b) Identify actions which communities and partner agencies can deliver together to tackle the inequalities
 - c) Prioritise, plan and deliver interlinked improvement action plans

2. **Highlands Outcome Improvement Plan:** Our project aligns with the “Mental Health & Mental Wellbeing of People in Highland” section of this plan. *“Mental health... is a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.”* (World Health Organisation, 2001) Resilience—defined as *“being able to cope with the normal stress of life”*—is an important component of most definitions of mental wellbeing and is relevant for preventing mental illness. There is evidenced need for mental health provision in Scotland: 21.6% of adults in Scotland received at least one prescription for antidepressants in 2019/20 (Scottish Government). Suicide rates for both men and women are higher in Highland than the Scottish average and suicide in Scotland is three times more likely in those from the most deprived areas when compared to those in the least deprived areas (NHS Highland’s *The Annual Report of the Director of Public Health, 2021*). Poverty is the single biggest driver of poor mental health according to the Scottish Government Mental Health Strategy 2017-21. Promoting the mental wellbeing of all is therefore an important approach to preventing inequality.

Investing in a Community Outreach Worker will contribute to both these plans by offering direct support to some of the most deprived and socially isolated members of rural society. These people have been identified in both these plans as those most in need. People will benefit from targeted support to help build confidence and take control of their mental health and lives. This will lead to them being better able to engage in local life, work and enjoy being part of their local communities.

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
Staffing	Salary, pension, NI	Revenue	15470
Travel	Mileage	Revenue	1000

Management Costs	<u>Organisational costs:</u> <ul style="list-style-type: none"> ▪ Membership of organisations: SSSC, Validium, etc. ▪ IT support ▪ Phone contract ▪ Mileage/travel costs <u>Line management costs:</u> <ul style="list-style-type: none"> ▪ Line management time, including: support, supervision, training, and professional development 	Revenue	3032
Training	Safeguarding, people safe	Revenue	380
Office Services and Property	Printing, insurance, IT software, use of office space when necessary	Revenue	4927
Recruitment	Advert	Revenue	180
Equipment	Laptop, phone	Capital	1353
			26342
Total capital expenditure			£1,353
Total revenue expenditure			£24,989
TOTAL PROJECT COST			£26,342
Is VAT included in these costs?			No
Project expenditure before March 2023			£4,390

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

Project costs have been calculated using detailed costs from current Outreach Workers working in rural Highland communities, employed by Change Mental Health.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

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

Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
None			
Total match funding			£
CRF requested			£
Total project cost			£

6.2 Will the project involve “in kind” support?

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

YES

Please detail: Resource centre activities and venue hire are already funded by NHS Highland.

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

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

If there is no funding support, we are not in position to recruit this post in the next twelve months.

The reserves detailed in our annual accounts have already been designated to specific projects—namely, to fund salaries for positions Change Mental Health is in the process of recruiting. For this reason, we cannot use our organisation's reserves to fund this new Outreach Worker post or any other costs detailed in our budget.

SECTION 7 – REVENUE GENERATION PROJECTS

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

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

NO

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

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

We will be providing a service which no other local organisations/businesses provide to ensure we do not duplicate work already taking place in the region.

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

NO

Please state your reasons: It is not the policy of our organisation to take out loans to finance projects

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

For example:	Details
Business Gateway	n/a
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 £
NHS Highland	This is our service level agreement for services in Highland and is renewed annually	£301,094.50 per annum
NHS Highland – Community Link Worker	Contract for 3 years 5/7/21 to 4/7/24	£495,000 per annum
Scottish Government – Suicide Bereavement Support Service contract	2022/23 (year 2 of 2-year contract – recently received notification of an extension)	£130,473
NHS Highland – Highland Carer Service	1 May 2022 to 31 March 2023 (recently received new contract for 23/24)	£45,796.23
NHS Highland – Provision of the Brief Intervention (DBI) Service in Argyll & Bute	01/7/22 to 30/6/23	£140,000

Scottish Government – Distress Brief Intervention (DBI) Pilot (Adults) and Expanded Pilot (u18s)	2022/23	£190,000
--	---------	----------

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: Linsey Shields	Print: Linsey Shields	Date 14/12/2022

8.2 Supporting documents checklist. <i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Please refer to the guidance note on how to name/label the documentation.</i>		YES / NO or Not applicable
1	Constitution or articles and memorandum	YES
2	Committee Members or Directors List	NO
3	Permissions – i.e. planning, building warrants, marine licences	NA
4	Policies – i.e. child protection, health and safety, equal opportunities	YES
5	Confirmation of match funding letters	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
9	Business plan (revenue generation projects only)	N/A
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: The Directors List is contained in the annual accounts which is attached.		
Declaration what the remaining bank balances are for: Day to day running of the organisation, other projects funded with restricted grants and local authority contracts.		

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

communityregenerationfund@highland.gov.uk

Ref	Applicant	Title	Project description	Ward	Total cost	Grant requested	Start date	End date	Match in place?	Consents?	Project Robustness	Engagement & Support	Meeting a Need of Demand/ Market Demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environment sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	DO comments
1172	Change Mental Health - (previously Support in Mind Scotland)	Easter Ross Outreach	Recruit additional part time outreach-worker for 12-months to support 12 additional people who have complex mental health needs - based in Alness	6	£ 26,342.00	£ 26,342.00	Apr-23	Mar-24	NA	NA	3	3	3	3	3	2	3	1	3	3	27	Project ready to start as they have a Highland management team in place. They have been working in Alness for over 10 years Letter of support from the NHS and WEA Scotland. Since 2013 they have supported 200 people in the area. They work closely with NHS/GPs on referrals to help alleviate pressures on services
1154	Milton Community Woodland	Path maintenance	Repair the woodland paths and making them accessible	7	28,750.00	28,750.00	Apr-23	May-23	NA	NA	3	3	3	3	3	2	3	1	2	3	26	CRF request now reduced and it will be for 1.4km of path improvement. New quotation provided with the application.
1120	Royal British Legion, Invergordon	Refurbishment of Legion Hall	Small internal improvement works to help modernise the facility - the building is used to support the community i.e. heat hub, food banks, lunch clubs. Would like to re-start the social club	6	£ 28,310.81	£ 14,155.40	Feb-23	May-23	N - pending decision	NA	2	2	3	3	3	2	3	2	3	3	26	Match funding pending decision, has 1 letter of support from the Community Council - they are using the building as a community food larder for example which is run by volunteers. Predominately a refurbishment project but will install LED lighting and double glazed windows.
1035	Invergordon Museum	Stay open project	Project is to install a new heating system so the museum can open on a regular basis	6	41,664	20,832	Feb-23	Feb-24	N - pending decision	NA	2	2	3	3	2	2	2	2	2	3	23	Changed name of the project to reflect the new focus of what they are trying to achieve which is to have a fit for purpose energy efficient heating system so that the museum can open on a regular basis and used as a community hub. Match funding applied from Community and Renewable Energy Scheme but pending decision.
					Total CRF request	£ 90,079.40																