

Agenda Item	6
Report No	BIER-03-24

The Highland Council

Committee: Black Isle & Easter Ross

Date: 22 January 2024

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 elements of the UK Government's Shared Prosperity Fund along with 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.

The following allocations are available for distribution in 2023/24:-

- Highland Coastal Communities Fund (capital/revenue);
- Place Based Investment Programme (capital); and
- UK Shared Prosperity (separate capital & revenue allocations)

Total funds available - £536,611.48 (this is a mix of capital and revenue from the individual funding programmes above)

1.2 Broad eligibility criteria for the fund is as follows:-

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

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

Projects should be able to demonstrate that they are:-

- sustainable/viable;
- providing value for money;
- providing additionality; and
- able to evidence positive impacts and wide community benefit

1.3 In summary the position in Black Isle and Easter Ross at Area Committee on 22 January 2024 is as follows:-

- Available Funding – £536,611.48
- Number of applications for consideration – 16
- Total value of grant requests - £511,220.19

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

- **Appendix 1** – Project Application Forms; and
- **Appendix 2** - RAG Summary Spreadsheet

RAG status on key criteria is based on the application form and supplementary information provided during the application process. All applications presented are technically eligible – if any criteria are marked as red this does not indicate an eligibility concern but reflects the quality of information provided or outstanding requirements that will require technical conditions to be applied to any award of funding.

2 Recommendations

2.1 Members are asked to:-

- Consider** the applications presented 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;
- Agree** the approved CRF grant award for each application up to the value of the available area allocation; and
- If there is a balance of funding remaining, **agree** to ringfence remaining grant within the 2023/24 allocation to deliver area priorities identified through work to develop an area-based plan, subject to full applications being brought to a future committee meeting for consideration.

3 Implications

3.1 **Resource** – Black Isle & Easter Ross have available funding of £536,611.48. Applications under consideration total £511,220.19. Therefore there are no resource implications in approving the funding award as requested.

3.2 **Legal** - 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's financial and reputational interests.

- 3.3 **Community (Equality, Poverty, Rural and Island)** - The focus of the funding is economic recovery, regeneration and community resilience. Consideration on issues relating to equalities, poverty and rurality are dealt with on an individual basis for applications and covered in the technical assessments of projects.
- 3.4 **Climate Change / Carbon Clever** - Mitigation of the climate/ecological emergency is a specific aim of the CRF funds. All applicants are required to evidence environmental sustainability as referenced in the technical assessments.
- 3.5 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.6 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.7 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 3 January 2024

Authors: Fiona Cameron, CRF Programme Manager
Martin Culbertson, Project Officer
Alison Tanner, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Forms
Appendix 2 – Project Technical Assessments – RAG Summary



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

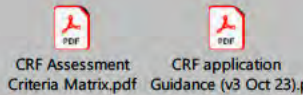
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2123
1.2	Organisation	Cromarty and Resolis Film Society
1.3	Project title	Improving Cinema Accessibility
1.4	Project summary you wish to be funded (max 100 words)	Enhancing the physical facilities (external parking and signage, internal safety barriers) to improve accessibility and safety for cinema users and community visitors generally who utilise the cinema parking lot.
	Total project cost	£40, 815.00

1.5	Project costs	Match funding	£5000.00
		CRF grant requested	£35,815.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	30/09/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Cromarty and Resolis Film Society	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Tanya Karlebach	
2.4	Position in the organisation	Trustee	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://cromartycinema.com	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC045451	
2.10	Is the organisation VAT registered?	<p>By confirming 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.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	306076327	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Cromarty Cinema IV11 8XZ	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.

Activity name	Achieve by (date)
Design (drainage, parking, safety barrier, signage)	30/04/2024
External works	30/08/2024
Signage and lighting	30/07/2024
Safety barrier	30/09/2024
	Click or tap to enter a date.

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.

We are a small community run charity constituted to provide cultural and leisure activities in a rural area of the Highlands. The Cinema operates as a not-for-profit venue which is run by volunteers and provides regular screenings, special events and community activities to the rurally isolated community. While we are based in Cromarty our activities reach the larger local population of 12,000.

Over the last 12 months we have had 169 partnership screenings with an audience of 60% capacity, which is almost double the industry average of 33%. We have grown our paid membership from 20 to over 130 individuals and our regular audience ranges in age from 5 – 80.

Our original plan had been to screen approximately 8 films a month and we had also assumed slightly lower audience numbers driving to attend. While we are delighted to have such a high level of interest and an audience from further afield, it has placed more strain on the physical facilities than originally anticipated. In particular, the car park, which is regularly used by locals, visitors, and council vehicles, has received a significantly higher volume of traffic. The current car park is a basic rough surface with no allocated spaces and the high volume, as well as heavy vehicles using it as a turning point, has meant that it has developed significant pot holes and challenges with drainage. We do not want to restrict access for general purpose use but also cannot afford to grade and resurface annually. Consequently, we would like to fully finish, tarmac/glasscrete, sign etc the parking lot so that it has a longer life span.

After 3 years of operation we are also more aware of some of the potential risks for health and safety and opportunities for enhancing accessibility and would like to install a safety barrier at the front row of the cinema to prevent falls. To promote accessibility and use we would also like to install additional external signage.

4.3 How will the project benefit local communities or the local economy?

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

The cinema operates as a not-for-profit venue and provides regular screenings, special events and community activities to our rurally isolated community. Through our vibrant volunteer group of 20+ we facilitate general screenings and special programmes for youth and the elderly, providing invaluable cultural and social opportunities and acting as a draw for tourists visiting the region. There is definitely an economic benefit to our community, but the key objective for us is to provide access to culture and leisure activities and an attractive, welcoming, comfortable space in which people can come together.

One of the most successful programmes we operate is the Classic Film Club which is attended primarily by seniors and it has recently doubled its screenings as demand has increased so much. The majority of this group arrive by car and many have mobility issues which has prompted us to assess how we can better ensure both the access and safety in general. We have had incidents where individuals have had small falls so are keen to set up a safety barrier at the front row to prevent this in future.

By improving the parking facilities we not only enhance the accessibility of the cinema for audience members but also provide a service for community visitors generally who are the primary users of the parking.

4.4 What local need or opportunity will the project address and has this been recognised in a local plan?

While there is no local plan that specifically addresses the lack of parking for visitors to Cromarty this is something that is well recognised by the community. The Cinema's location near the harbour and adjacent to the links makes it a well-used location and on a typical day during summer it will be used by 20-45 visitor vehicles. By improving the facilities we can ensure that we can continue to make the space available to all visitors rather than having to restrict access to Cinema users only.

4.5 How do you know there is local support for the project? How can you evidence this?


The Cinema itself is well supported by the community, with over 100 households in town having attended a screening in the last 6 months. The Community Development Trust and local businesses are also supportive of the cinema and in particular improved parking facilities – see attached letters of support.

4.6 How will the project be supported/maintained/sustained after CRF funding?

As a not-for-profit which wants to promote accessibility so keeps ticket prices low, the CRFS does not have the financial resources for a capital project, but does manage its budget to allow for regular maintenance of all facilities. The project would look to implement the most sustainable, low maintenance solutions to ensure that any enhancements were financially sustainable.


4.7 What will be the lasting benefits and legacy?

The proposed improvements would enhance the accessibility and safety of the Cinema for all audience members and allow the Society to keep the car park open to all visitors to Cromarty. The decreased maintenance will allow the Cinema to allocate funds to offering more events. The provision of additional safe parking in Cromarty is of benefit to local businesses.

4.8	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
<p>Unfortunately the car park is the least environmentally friendly part of the Cinema, but is a needed facility particularly for those with mobility issues! However, as an organisation we do aim to minimise our carbon footprint as much as possible including using a green energy supplier, operating an energy efficient heat pump and promoting public transport and car sharing for any of our off-site activities.</p>	
4.9	<p>In developing the project, explain how you have considered equalities issues and 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?</p>
<p>The Cinema provides benefit to the overall community and has in place an Equalities, Diversity Inclusion policy which applies to both our internal governance as well as providing guidance for ensuring a diverse and inclusive programme. The proposed project will specifically improve access and security to those with mobility issues and provide access to culture/leisure opportunities for those in the surrounding rural area.</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <p>FWF statement and declaration template.c</p> </div>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>

Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	1 part-time, 2 contractors, 20+ volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <div style="text-align: center;">  <small>CRF overheads and management fees sun</small> </div>
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SECTION 6 – MATCH FUNDING

6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you’ll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Nightingale Trust	No	30-Mar	3000
CRFS own funds	Yes	31-Oct	2000
			Total match funding (£)
			5000
			CRF grant request (£)
			35,815.00
			Total project cost (£)
			40,815.00

6.2 Will the project involve “in kind” support? Yes No

6.3 If yes, please detail.

6.4 Please explain why public funding is required to deliver the project.

The CRFS has funds to manage regular maintenance and continue the operation of the cinema but does not have sufficient income for a capital project of this kind either through own financing or through a commercial loan.

6.5 Please explain what the remaining bank balances are for in your accounts.

The balance in the account is to cover regular operating costs: programming costs, electricity, lease, broadband, bookkeeping, insurance, technical service and maintenance fees, equipment, marketing, website, supplies and the 6 month operating costs required to meet our reserves policy.

6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	In addition to the ongoing operating costs noted above any unrestricted funds will be allocated to maintaining the Cinema Manager post which allows us to operate at an increased level.
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses are extremely supportive of this project as it will provide additional visitor parking which is primarily used by non-cinema patrons
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As a not-for-profit cinema the Trustees feels that a loan would be an unacceptable risk.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF Revenue funds	01/10/2023	£7850	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Screen Scotland Cinema Development	01/05/2023	£10,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
FilmHub Scotland Programming Support	01/09/2022	3,500	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Screen Scotland Cinema Development	01/04/2023	11,500	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
FilmHub Scotland Programming Support	2021	3,500	Y
Highland Council Covid Support	2021	21,000	Y
Highland Council Covid Support	2020	10,000	Y
HIE grant for cinema construction	2020	21,000	Y
FilmHub Scotland covid support	2020	10,000	Y
ScreenScotland Film Festival support	2020	13,800	Y

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

Signature:



Print: Tanya Karlebach

Date:

Click or tap to enter a date.

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation

We are waiting for confirmation from the Nightingale Trust that they will contribute £3000 to the project. The £2000 match funding from our own funds was agreed by Trustees.

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2123

Organisation: Cromarty and Resolis Film Society

Project Title: Improving Cinema Accessibility

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some

outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

- 1. Increasing community resilience
- 2. Tackling poverty & inequality
- 3. Addressing causes of rural depopulation
- 4. Helping economic recovery & sustaining growth
- 5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	supported	Cinema supports programmes for schools and developing programme with youth group
Wellbeing support initiative	supported	Working with the Cromarty Cares project to provide activities for socially isolated adults
Spaces for people	enhanced	Community space and project will improve safety and access
Initiatives that enable communities to stay socially connected	supported	Cinema provides social hub
Community-led projects supporting community ownership or management of assets, services, or activities	supported	Improved management and maintenance of community asset
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)

Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)

Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment)

Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

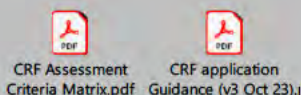
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:






SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 2136
1.2	Organisation	Culbokie Community Trust
1.3	Project title	Culbokie Village Hub – Toilets and Potting Shed Phase
1.4	Project summary you wish to be funded (max 100 words)	<p>This project will complete a 40m² building for a public toilet and a small volunteer base / tool shed (potting shed) in the centre of Culbokie. It has full planning consent and funding has been secured for the groundworks.</p> <p>The toilets and potting shed have been prioritised because:</p>

		<ul style="list-style-type: none"> Toilets have become essential to support all-abilities community activities on Culbokie Green The potting shed is essential to support volunteers caring for Culbokie Green Evidence of significant public need for toilets from local shop Toilets are needed to support the EV charge point, John O Groats trail and local active travel
1.5	Project costs	Total project cost £148,968.30
		Match funding £118,968.30
		CRF grant requested £30,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	08/04/2024
1.7	End date (by 1 st March 2025)	14/02/2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Culbokie Community Trust
2.2	Address and postcode	
2.3	Main contact name	Paul Wadge
2.4	Position in the organisation	Chairperson
2.5	Contact number	
2.6	Email address	
2.7	Website address	https://www.culbokiect.org/
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body

		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Charity registration number SC045867 Company registration number SC481094	
2.10	Is the organisation VAT registered?	<p>By confirming 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.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	<p>Construction is zero-rated on the basis that it is a new build with a relevant charitable purpose, namely by a charity in either or both of the following ways:</p> <ul style="list-style-type: none"> • other than in the course or furtherance of business • in providing social or recreational facilities for a local community 	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Baluachrach, Culbokie IV7 8FP	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning Consent: 21/01930/FUL granted 16 August 2021 Building Warrant ref: 22/01760/NDOM6 granted 1 June 2023
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SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.
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Activity name	Achieve by (date)
Issue invitation to tender documents *	04/12/2023
Select contractor based on responses to invitation to tender *	05/02/2024
Start works on site	08/04/2024
Complete works on site	14/02/2025
	Click or tap to enter a date.
	Click or tap to enter a date.

* Please note that the first two activities are preparatory activities and not covered by this funding application.

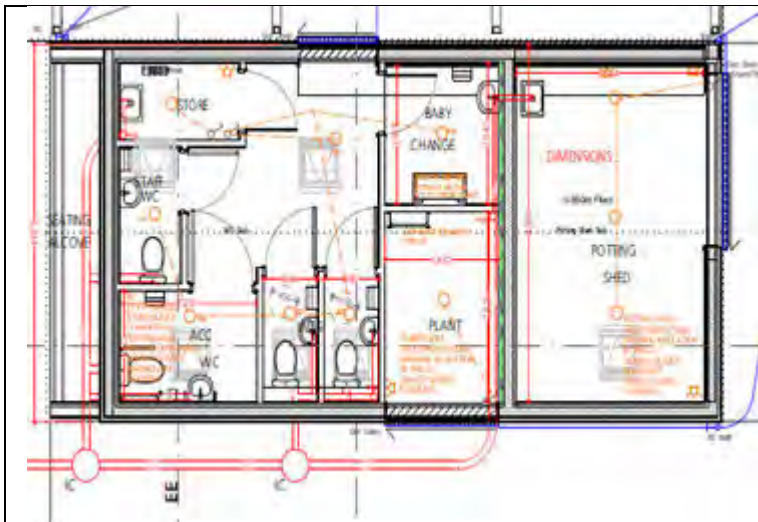
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.
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The project

We want to build a 40m² building including public toilets and a small volunteer base / tool shed – called the 'potting shed'. The toilets will fill a gap in a public toilet 'desert' on the north side of the Black Isle between Muir of Ord and Cromarty. The toilets will service community groups, volunteers and visitors using Culbokie Green as well as individuals, health workers, day trippers and tourists out and about in the area – which, in turn, will help local businesses. The toilets will take up the larger part of the building and will include 4 unisex cubicles (1 with disabled access) plus baby change facility. The Potting Shed, taking up the remainder of the building, will provide a base for volunteers managing Culbokie Green and other local greenspaces. It will be used for storage of hand and battery-powered garden tools and will include a sink, power points and benches.

A contract has been let to construct the foundation of the building which is expected to be completed by March 24. This project will complete the building and related soft landscaping with the exception of the toilet fittings which will be the final phase.

Plan: Proposed toilets and potting shed



Visual: The toilets / potting shed is the building behind bushes on the left of the image. To the right is the future café.



The Bigger Project

The toilets and potting shed are part of a bigger community-led project, the Glascairn Community Project, which is transforming the village centre on over half a hectare of land, owned by the Culbokie Community Trust (CCT). A new greenspace, Culbokie Green has already been created – with meadows, paths, seating, a natural play area, a community orchard, a timber shelter and outdoor table tennis. Adjacent to the Green, a serviced building plot has full planning consent and a building warrant for a café, car and bike parking and a rapid EV charger along with the separate toilet and potting shed building – the subject of this application. We also have outline planning consent for another building which will become a business hub. Our permissions comprise 21/01930/FUL, 18/05806/PIP and 21/00660/MSC.

The project was first conceived in 2012 following community consultation and the land was purchased in 2015 with support from the Scottish Land Fund. In 2018 we entered a legal agreement with Tulloch Homes who were developing land in the immediate vicinity. This involved a land exchange and required Tulloch Homes to undertake full preparation and servicing of the community site. It also enabled CCT to work with Cairn Housing to facilitate the delivery of 6 additional affordable homes for rent in the new housing scheme – all now complete and occupied.

To complete the picture:

- The Glascairn Community Project is closely integrated with the development of the Culbokie Active Travel Route, including ‘placemaking’. Implementation of this scheme is expected by March 2024.
- The EV charge point is also currently being installed at Glascairn in partnership with SWARCO.

Wider Context

Culbokie is a village of 1000 people on the north side of the Black Isle. It has grown substantially since the development of new road infrastructure in the late 1970s and early 80s and 12 housing estates have been completed in the intervening period. Local services and community facilities have not kept pace – with no health facilities or pharmacy, no business units and limited spaces for community activities. Culbokie is largely seen as a dormitory village, scoring in the lowest decile in the Scottish Index of Multiple deprivation in terms of access to services. The village is very car-dominated – stretching about 1.5Km along the busy B9169. It lies at the end of Stage 1 of the John O Groats Trail but has little to offer walkers. Until Culbokie Green was established by CCT in 2022, there were limited ‘people friendly’ spaces for neighbourly chats or socialising. The Glascairn Community Project will address many of the above issues - enhancing local economic resilience, prosperity and sustainable development.

Achieving Strategic objectives and outcomes

This project to build the toilets and potting shed best matches with the ‘Increasing Community Resilience’ objective, but it overlaps with other objectives and outcomes listed in the Evaluation Framework. Key outcomes include:

- Contribution to the regeneration of an abandoned field in the heart of the village into a multi-faceted community resource meeting diverse community needs which integrates greenspace, sustainable travel, biodiversity, slow tourism and the economy
- More community, training, educational and recreational activities on Culbokie Green which will bring people together, enhance community learning and reduce social isolation
- Cost effective community-led management of Culbokie Green and other local greenspaces by volunteers
- Provision of essential social infrastructure, vital for public health and inclusion
- Supporting tourists - particularly those using the John O Groats trail
- Supporting low carbon travel infrastructure - specifically the Culbokie Active Travel Route and EV charge point
- Provision / management of a community owned asset to maximise local benefit

4.3

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

This development is key to unlocking some exciting community and business development opportunities in the village. It will enable far greater use of Culbokie Green by children and young people, families, community groups and visitors, keen to use the facilities on the Green but constrained to short visits by the lack of toilets. The toilets will also enable us to run a range of more sophisticated outdoor community events such as children’s events, gatherings, training courses or demonstrations which all contribute to community wellbeing. Businesses in the village will benefit from people feeling able to come to the village because of the toilet facilities available. This includes people visiting for walks in Culbokie Woods, people using the EV charge points that are ‘in development’ by SWARCO on CCT land, people using active modes of transport and people walking the John O Groats Trail. The toilets will also serve the café and business hub (once open) and this will provide a new social focus for the village. The toilets, which include wheelchair access and baby change facilities, will be of particular importance to specific groups who may have greater needs.

Both the toilets and Potting Shed are also essential for the Culbokie ‘Green Team’, a volunteer group established in summer 2022 to manage Culbokie Green and other green spaces and which has clocked up 900 hours of volunteer input to date. The group has undertaken some big tasks such as raising the timber shelter and turfing the roof as well as craft works and vegetation management. The Green Team

is now meeting weekly to provide a regular social activity for local people with a focus on gardening and the management of Culbokie Green. It meets midweek to specifically attract people likely to benefit from regular social contact and we have reached out to encourage more diverse participation in our activities through house-to-house leafletting, social media and through contacts with the GP community link worker. Investing in our volunteers provides a win/win for the village. It aims to both fulfil a social function **and** secure the long-term financial viability of managing our green spaces. Developing suitable toilet facilities and the potting shed will underpin the success of the Green Team and the involvement of other external groups assisting with bigger tasks such as Community Payback workers.

4.4

What local need or opportunity will the project address and has this been recognised in a local plan?

The improvement of public services in the village has long been a priority in the local development plan. The current draft plan identifies the community owned land as site CU03 designated for community, business and affordable housing. There is a requirement that development is in accordance with our planning consents which include the toilet /potting shed facility.

The need for toilets has been highlighted by the opening of Culbokie Green in advance of developing the rest of the planned community facilities. This is a barrier to any volunteer, community or educational activities on the Green lasting for more than an hour or two. The potting shed is also essential to support The Green Team which currently meets for a 2-hour session each week to care for Culbokie Green. At present there is no volunteer comfort provision and the tools and equipment are stored in an un-serviced shipping container. There is an urgent need for running water and electricity to enable volunteers to clean and sharpen tools, charge battery operated tools and take a comfort break. Volunteers currently have to charge equipment at home and bring water/ hot drinks to the site. We have investigated using toilets that exist in other community assets in the village, such as the shop, the pub and the hall, to provide 'cover' for specific events, but none of these asset owners/managers is able to help.

On a broader level, there are no facilities for visitors to the village which in turn impacts on local businesses. Support for this project by Black Isle Partnership (who manage the Black Isle Tourism Team), John O Groats Trail, Culbokie Spar, Eilean Dubh Home Care, SWARCO and Disabled Ramblers demonstrates this wider social and economic need. The Spar Shop reports that it gets frequent requests for toilets which it cannot fulfil. Partial recording of requests by the shop proprietor since October 22 has shown a minimum of 10 -15 requests per week.

Once the community café is developed the toilets will also be needed to serve the café.

4.5

How do you know there is local support for the project? How can you evidence this?

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

- Whether we should go into partnership with Tulloch Homes (2017)
- Community aspirations for the Greenspace (2018)
- The detailed design of the greenspace and buildings (2019)
- Plans for a new business hub (2022/3)

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

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

As we did not anticipate that the toilets would be built as a separate phase we did not consult specifically and separately on this. However, further community support is evidenced by groups who use the Green periodically, such as the Culbokie Beavers, Culbokie Community Cycling Club and Culbokie Primary School who have identified the lack of toilets is a constraint. Volunteer groups and community payback teams working with the Green Team have identified similar issues

4.6

How will the project be supported/maintained/sustained after CRF funding?

Ongoing maintenance and management of the facility will be the responsibility of the Culbokie Community Trust. Once the café has been developed, it is envisaged that the manager will be responsible for the care and maintenance of the toilets. In the intervening period the Culbokie Community Trust accepts responsibility for management. We aim to run a donation system to support the maintenance of the toilets. We have also identified funding to support long-term management from the Highland Council Comfort Scheme, the North Highlands Initiative and SWARCO and we aim to run the toilets at break even. Any shortfalls will be filled by CCT using funds raised by our highly active fundraising group.

Care of the potting shed and related landscaping will be undertaken, at minimal cost, by volunteers involved in the Green Team.

4.7

What will be the lasting benefits and legacy?

Once the permanent toilets and the potting shed are built, the infrastructure will exist for a minimum 50-year lifespan providing a physical legacy.

The wider legacy of the toilets will include:

- Greater capacity for community activities, education and training on Culbokie Green
- Greater capacity for volunteering activity on Culbokie Green and other greenspaces in the village
- Benefits to the village economy and local tourism from people able to visit more freely and stay out longer
- Support for physical activity and fitness by enabling people to move and be at ease in outdoor space away from home
- Public health and inclusion benefits for people with long term conditions, disabilities, young children, and others of all ages
- Greater equality for individuals and groups looking for gender neutral facilities where use of segregated facilities can be questioned.
- Essential infrastructure to support the future café development.

The wider legacy of the potting shed will include:

- Greater volunteer capacity to care for Culbokie Green and greenspaces through the village.
- A more attractive, biodiverse and locally cared-for village

4.8

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

All CCT's work is guided by our Environmental Policy which has been in place since 2019 and is reviewed every three years.

The main environmental impact of the project is the energy and resource cost of construction of the building and its subsequent operation. These have been mitigated by:

- Choosing materials with low embodied energy such as mineral wool in place of Kingspan for insulation,
- Choosing fully recyclable materials such as zinc sheeting
- Using timber for framing and cladding which will help store carbon
- Minimising heat requirement by setting an ultra-low target winter temperature for the toilets (basically frost guarding)
- Designing the potting shed as an uninsulated and unheated space.

Water use will be minimised by the use of low volume flush and hand basin taps. Sustainable hand drying and loo roll dispensers will also be specified.

The public toilets aim to specifically support those travelling actively and by low carbon methods. The development has been integrated with our work to develop an active travel route through the village, with the John O Groats Trail and with the installation of EV charge points and will be actively promoted through low carbon travel networks.

The building also supports community engagement, learning and action around environmental land management themes by enabling people to take part in caring for Culbokie Green with its strong emphasis on biodiversity, recycling and education.

4.9

In developing the project, explain how you have considered equalities issues and 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 toilets and potting shed building has been designed to take account of people with protected characteristics and to ensure that no one is disadvantaged or excluded from benefitting from the project.


The building is fully wheelchair accessible and the toilet area includes a large disabled cubicle providing a useful facility for wheelchair users who are out and about. A dedicated baby changing space will help give mothers of young babies the confidence to get out in the area. All cubicles are gender-neutral which will ensure that trans people will feel comfortable using the facility and will not be challenged on correct usage. Access to the toilets will be by donation so there will be no bar to anyone entering.

The toilets and potting shed will provide more facilities and comfort for volunteers helping with practical work on Culbokie Green than currently exists. This is expected to broaden the range of people who feel that they are able to take part and benefit from the social connection that comes from working as a team. It will also open the opportunity of involving Community Payback workers in larger jobs that are beyond the capability of the volunteers.

4.10

All applicants are required to provide a statement how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

<p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.</p> <p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.c</p>	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	0 employees, 9 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET	
5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <p> CRF overheads and management fees sur</p>

Budget Heading	Details	Revenue/Capital	Amount (£)
Professional Fees		Capital	16,800.00
Construction		Capital	39,900.00
Plumbing & Electricals		Capital	15,000.00
Roofing		Capital	16,300.00
Site Works & Services		Capital	18,500.00
Scottish Water potable water & fire hydrants		Capital	4,956.76
Scottish Water infrastructure charge		Capital	544.54
Contractor water connection		Capital	13,000.00
Contingencies		Capital	23,967.00

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	148,968.30
	TOTAL PROJECT COST (£)	148,968.30

		VAT included in these costs?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Based on estimates from a Quantity Surveyor and based on similar projects across the Highlands. Note: Only the Professional Fees and Scottish Water (excluding Infrastructure Charge) include VAT.	
5.3	Please explain how your project will achieve value for money.	We will send Invitation to Tender documents to 5 or more contractors to ensure that we have a reasonable basis for cost comparison.	

SECTION 6 – MATCH FUNDING	
6.1	Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however

you'll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Culbokie Community Trust	Yes	01/06/2023	15000.00
EB Scotland	No	23/02/2024	50000.00
RCIA	Yes	04/01/2023	1450.00
DTAS Green Shoots	Yes	17/10/2023	4900.00
Awards for All	No	08/04/2024	10000.00
Land Trust	No	29/04/2024	37618.30
			Total match funding (£)
			118968.30
			CRF grant request (£)
			30000.00
			Total project cost (£)
			148968.30

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	<p>CCT only has a small income stream from its own fundraising activities amounting to around £3000 per year. Most of this funding is spent on maintaining the organisation including insurance, accountancy fees and general promotion. It has insufficient funds in its current account to pay for this project which would not be progressed without this grant funding.</p> <p>CCT does have a capital reserve [REDACTED] arising from a legacy and the sale of land to Cairn Housing for affordable homes which is ring-fenced for the Glascairn Community Project. This reserve is essential to enable CCT to cover a range of unfundable items, contingencies and funding gaps that inevitably arise in such an ambitious and complex building</p>

		project. We anticipate that the fund will be fully invested in the project by the time it reaches completion.
6.5	Please explain what the remaining bank balances are for in your accounts.	Some of our bank deposits are from legacies which carry restrictions on use.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Need to retain some funding for contingencies and future phases of this project.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Not generating income and the project is not providing a service which competes with any existing business within the community. Please see our letters of support which include local businesses.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	A loan would require an income stream which would then be used to service the loan. CCT does not have a large enough surplus income stream to do this.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Coastal Communities Fund	26/04/2021	£4,450	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HITRANS	23/09/2021	£8,584	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Rural Communities Ideas into Action 2022	7/12/2021	£25,392.66	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Ward Discretionary Fund 2021	23/12/2021	£2,808.45	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place Based Investment Programme	3/04/2022	£30,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place-Based Investment Fund	23/07/2022	£7,312	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Ferintosh Community Council	10/11/2022	£91.75	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Rural Communities Ideas into Action 2023	04/01/2023	£15,600	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund CRF1182	31/01/2023	£29,625.49	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Ward Discretionary Fund 2023	6/04/2023	£1,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund CRF2098	8/09/2023	£15,278	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

HIE	26/09/2023	£5,093	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Nature Restoration Fund	06/11/2023	£5,453	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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 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.



Print: Paul Wadge

Date:

23/11/2023

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation: Other match funding applications planned in accordance with timescales in 6.1.

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:
CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2136

Organisation: Culbokie Community Trust

Project Title: Culbokie Village Hub – Toilets and Potting Shed Phase

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
---------------	--

Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

1. Increasing community resilience
2. Tackling poverty & inequality
3. Addressing causes of rural depopulation
4. Helping economic recovery & sustaining growth
5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	5
Wellbeing support initiative	new/supported/safeguarded	52
Spaces for people	new/enhanced	1
Initiatives that enable communities to stay socially connected	new/supported	6
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	1
Other - Please describe other outputs your project will meet that are not listed above: Community and public transport scheme – supported Recreation areas – supported Local amenities - new Local infrastructure - new Tourism infrastructure – new Training courses – supported Initiative to improve local services – new Peripatetic health workers - supported Active travel route – supported		

Low carbon economy - supported
 Community greenspace – supported
 Biodiversity conservation initiative - supported

Tackling poverty and inequality (People)

Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	

Other - Please describe other outputs your project will meet that are not listed above:

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	

Other - Please describe other outputs your project will meet that are not listed above:

Helping economic recovery & sustaining growth (Economy)

Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town centre improvements	

Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment) Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		

Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

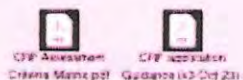
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF	
1.2	Organisation	Ferintosh Community Hall.	
1.3	Project title	Essential external wall repairs	
1.4	Project summary you wish to be funded (max 100 words)	The south and west facing walls are extensively cracked with roughcast coming away in places. These walls are to be carefully stripped back to original timber frame, have insulation installed and roughcasted as existing.	
1.5	Project costs	Total project cost	£ 30,216.00
		Match funding	£ applications about to begin
		CRF grant requested	£ 30,216.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date October 2024 approximately	
1.7	End date (by 1 st March 2025)	Click or tap to enter a date February 2025 or sooner	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Please choose ONE main	<input checked="" type="checkbox"/>	Increasing community resilience

1.9	strategic objective the project will meet (see <u>Monitoring and Evaluation Framework</u> for definitions at the end of this form)		
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Ferintosh Community Hall Management Committee.	
2.2	Address and postcode	Ferintosh Community Hall, Easter Kinkell, Dingwall, IV7 8HZ	
2.3	Main contact name	Rod Mackay.	
2.4	Position in the organisation	Chairman and Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	None	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC 00 5925 (Charity No.)	
2.10	Is the organisation VAT registered?	By confirming 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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Ferintosh Community Hall, Easter Kinkell, Dingwall, IV7 8HZ	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

3.3 Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4 Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5 Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6 Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7 If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8 Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9 If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL															
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.														
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Applying for remainder of funding</td> <td>by Summer 2024</td> </tr> <tr> <td>Commence repairs</td> <td>by October 2024</td> </tr> <tr> <td>Completion</td> <td>within one month of start date</td> </tr> <tr> <td>Complete paperwork and reports</td> <td>within one month of final invoice.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>	Activity name	Achieve by (date)	Applying for remainder of funding	by Summer 2024	Commence repairs	by October 2024	Completion	within one month of start date	Complete paperwork and reports	within one month of final invoice.		Click or tap to enter a date.		Click or tap to enter a date.	
Activity name	Achieve by (date)														
Applying for remainder of funding	by Summer 2024														
Commence repairs	by October 2024														
Completion	within one month of start date														
Complete paperwork and reports	within one month of final invoice.														
	Click or tap to enter a date.														
	Click or tap to enter a date.														
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.														
Word limit 850	The walls to be repaired are the original wall (1936) and formed on a timber frame overlaid with sheets of expanded metal than roughcasted. The old metal sheeting is deteriorating and the roughcast cracking and in some places beginning to fall off. The repair work is therefore becoming essential if the integrity of the building is to be maintained and insulation qualities improved.														
4.3	How will the project benefit local communities or the local economy?														
Word limit 400	The community hall is owned, maintained and run by the community for use by the wider community as well from time to time. It is available for use by all. It is used by all ages from Primary School upward for a variety of functions. The repairs are necessary to enable the premises to fulfil its purpose and to be a community centre-point for present and future generations.														
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?														

Word limit 400 The need the project addresses is providing the community with premises for organised functions, classes, social and group gatherings, fund raisers and Community Markets. The nearby Primary School use the hall for P.E. and seasonal functions. The management committee hold various fund raising activities throughout the year.

4.5

**How do you know there is local support for the project?
How can you evidence this?**

Word limit 400 The fact the hall is still offering a service to the community after 90 years is evidence of the local need and that there is support for the service it offers. For many years we have ran a 100 club where 100 people pay £12/year for a chance to win money prizes. Each year there is always demand for each ticket.

4.6

How will the project be supported/maintained/sustained after CRF funding?

Word limit 500 The monies taken in by the committee by way of bookings and fundraising activities allow the hall to be self sufficient by way of day to day expenditure. We only have to apply for additional funding to cover major expenses and one-offs. Beyond this project it is envisaged that our self sufficiency will continue.

4.7

What will be the lasting benefits and legacy?

Word limit 500

The lasting legacy will be premises left in a functioning state for future management committees and generations around the hall to use.

4.8

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

Word limit 500 The original construction was built to provide premises for community use to match the available funds to the standards in force at the time. Little effort was put into insulation and other environmental issues. The proposed repairs will incorporate rigid insulation so as to provide a degree of heat retention.

4.9


In developing the project, explain how you have considered equalities issues and 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?


Word limit 500 The proposed repairs are external and so not affecting the business of the hall. It is not anticipated that any equality, etc. issues will arise.

4.10

All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.

	<p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p>  <p>FwF statement and declaration template.s</p>
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	only volunteers - committee members B
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET	
5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p>  <p>CRF overheads and management fees sum</p>

An original estimate of £ 32,573.94 was received [REDACTED]

A subsequent estimate of £ 30,216.00 has been received [REDACTED]

Budget Heading	Details	Revenue/Capital	Amount (£)
	Carrying out repairs to external facades as estimate		£ 30,216.00

	Total revenue expenditure (£)	/
	Total capital expenditure (£)	30,216.00
	TOTAL PROJECT COST (£)	

VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
--	--

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	The contract has been prepared by a local architect who has obtained a detailed quotation from a local builder. The architect has invited others to quote. A further quotation has been received.
5.3	Please explain how your project will achieve value for money.	Two estimates have been obtained. A comparison of these and the architect's input will ensure as much as we can, value for money.

SECTION 6 - MATCH FUNDING

6.1 Match funding details - Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.

No match funding has been obtained to date. The application process for further funding will commence following receipt of further estimates.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
			Total match funding (£) 0
			CRF grant request (£) 30,216.00
			Total project cost (£) 30,216.00
6.2 Will the project involve "in kind" support?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3 If yes, please detail.			
6.4 Please explain why public funding is required to deliver the project.			Public funding is required to deliver the project as the committee do not have necessary funds.
6.5 Please explain what the remaining bank balances are for in your accounts.			Remaining bank balances are for day to day expenditure and emergencies.
6.6 Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.			Some of our current bank balance could be used if there is a shortfall in funding.

SECTION 7 – INCOME GENERATION			
7.1 Will the project generate income?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2 If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.			
7.3 How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?			It is not envisaged that the project will disadvantage businesses.
7.4 Have you considered taking out a loan for the project?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5 If not, please state why?			It is not a proposal at the moment.
7.6 Have you previously received public funding?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7 If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.			
Funding	Date	Amount £	Public Subsidy?
CRF 1123	11/05/2023 <small>Click or tap to enter a date.</small>	£30,550.03	Yes <input type="checkbox"/> No <input type="checkbox"/>
HCCF 205	12/2021 <small>Click or tap to enter a date.</small>	£ 6,557.91	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<small>Click or tap to enter a date.</small>	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

Click or tap to enter a date.

Yes No

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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 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.

Signature: Date: 23/11/23
Click or tap to enter a date.

Print:

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:
CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: document type followed with the title – for

example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number:

Organisation: Ferintosh Community Hall

Project Title: Essential External Wall Repairs.

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme themes of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main strategic objectives under the 4 themes are:

1. Increasing community resilience
2. Tackling poverty & inequality
3. Addressing causes of rural depopulation
4. Helping economic recovery & sustaining growth
5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)

Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	
Initiatives that enable communities to stay socially connected	new/supported	
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	

Other - Please describe other outputs your project will meet that are not listed above:

Tackling poverty and inequality (People)

Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	

Other - Please describe other outputs your project will meet that are not listed above:

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	

Other - Please describe other outputs your project will meet that are not listed above:

Helping economic recovery & sustaining growth (Economy)

Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	

Initiatives to improve access to local services

Other - Please describe other outputs your project will meet that are not listed above:

Tackling climate emergency and working towards net zero (Environment)

Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	1
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food-growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	

Other - Please describe other outputs your project will meet that are not listed above:



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

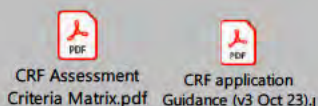
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2172
1.2	Organisation	FEARN AMENITIES (SCIO)
1.3	Project title	Fearn Abbey
1.4	Project summary you wish to be funded (max 100 words)	Commission work on a Feasibility and Business Plan for the possible Community Asset purchase of the Fearn Abbey by the Fearn Amenities SCIO.
		Total project cost £20640.00

1.5	Project costs	Match funding	£
		CRF grant requested	£20640.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	FEARN AMENITIES (SCIO)	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	RHODA PATIENCE	
2.4	Position in the organisation	TREASURER	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address		
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC 000786	
2.10	Is the organisation VAT registered?	<p>By confirming 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.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Fearn Abbey, Fearn, IV20 1TL
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.

Activity name	Achieve by (date)
Provide a Feasibility Study and Business Plan	01.03.25
	Click or tap to enter a date.
	Click or tap to enter a date.

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.

On the announcement by the Church of Scotland that they were going to put Fearn Abbey up for sale the community expressed grave concern about this. Therefore this project is all about increasing community resilience. It was evident from the support at the public meeting that the community of Fearn did not want to see Fearn Abbey sold off. **Fearn Abbey** – known as "The Lamp of the North" – has its origins in one of Scotland's oldest pre-Reformation church buildings.

A Steering Group was established, their task would be initially to lodge an Expression of Interest to buy to the Church of Scotland, 121 George Street, Edinburgh, also commission a feasibility study.

The aim of the study would be to investigate the feasibility of the community acquiring the properties of Fearn Abbey and develop these into a Historical visitor attraction and accommodate a Tourist Information Centre. A Feasibility Study and Business Plan will bring out options and possible opportunities as well as point out the hurdles.

It is intended that the Feasibility Study will be a supporting document for further funding applications such as Scottish Land Fund, Heritage Lottery and Architectural Heritage Fund to name a few going forward.

The newly formed Steering Group will operate under the umbrella of the Fearn Amenities SCIO. In the future the aim would be to form a Trust or CIC who would be the owners and operators of the property. However, that is at present down the line and due diligence will need to be taken on the best business structure for the group and advice will be taken from agencies such as DTAS and SCVO on this.

4.3 How will the project benefit local communities or the local economy?

Discussions around the possibility of a Community Asset Transfer along with a brainstorming session to look at possible ways forward took place to ensure that the building remained very much part of the Fearn community. The Abbey is an iconic building which the community want to preserve and the potential for it benefiting the local economy through tourism and being part of the Easter Ross Pictish Trail is real and needs to be recognised and developed.

4.4 What local need or opportunity will the project address and has this been recognised in a local plan?

Fearn has been 'left behind' over the past 10-15 years, losing shops, village hall and petrol station. It has grown in size with linear housing developments but no infrastructure. This project will be a focus for the village from which opportunities around tourism will be generated.

4.5 How do you know there is local support for the project? How can you evidence this?

On Monday 14th August a group of individuals with an interest and real concern met to find a way that would ensure that this Historical building be kept in the community and look at a way forward. At that meeting there was significant skill sets present. It was therefore agreed to hold an open public meeting the following week to gauge community support. Although short notice for the general public the large turnout was encouraging, over 45 present with 5 apologies given (all supportive of finding a way forward). All willing to volunteer as and where they could.

4.6 How will the project be supported/maintained/sustained after CRF funding?

The Feasibility Study and Business Plan will assist the group and community in ascertaining this. A SWOT analysis will assess the strengths, weaknesses, opportunities, and threats posed to the potential project. The group recognise that any project / proposal must take into consideration viability and sustainability. Hence the business plan.

4.7 What will be the lasting benefits and legacy?

Keeping this historical building in the ownership of the community will ensure that it continues to play a central role in the delivery of a range of public benefits, including education, economic development, cultural development and providing facilities for the local community.

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


This application is for providing a Feasibility Study and Business Plan – at this point this project does not specifically seek to address climate change issues etc.

4.9 In developing the project, explain how you have considered equalities issues and 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 members of the community (individuals and businesses / young and old) will have an opportunity to feed into the feasibility study. Discussions with community groups, local Primary and Secondary Schools.

4.10 All applicants are required to provide a statement how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the [Fair Work First guidance](#) for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.




FWF statement and declaration template.x

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	None
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.

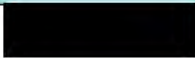


CRF overheads and management fees sur

7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The community support for community ownership and development was evident at the public meeting
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We are a small village committee with no regular income.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Community Regeneration Funding	20/11/2022	£5000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>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.</i></p> <p><i>The data 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.</i></p>		
Signature: 		Date: 20/11/2023
Print: R PATIENCE		

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		
Plans are due to be presented to Planning in December – due to pressures on the Planning Department these were delayed.		

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:
CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: 2172

Organisation: Fearn Amenities SCIO

Project Title: Fearn Abbey Feasibility Study and Business Plan

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

1. Increasing community resilience
2. Tackling poverty & inequality
3. Addressing causes of rural depopulation
4. Helping economic recovery & sustaining growth
5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	New	1
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	New/supported / safeguarded	1
Initiatives that enable communities to stay socially connected	New /supported/safeguarded	1

Community-led projects supporting community ownership or management of assets, services, or activities	New	1
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People) Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place) Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	

Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment) Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



Community Regeneration Funding (CRF) Application Form (FINAL November 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

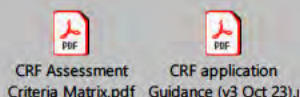
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2184
1.2	Organisation	Tain & Fearn Free Church
1.3	Project title	New Build
1.4	Project summary you wish to be funded (max 100 words)	1 st Phase of new build development of a Church which will serve congregation and community activities / services / space. The project is split into 3 phases. Phase 1 is the demolition of existing old building and clear site in preparation of phase 2 – erection of external building to wind and water tight.
		Total project cost £76,075 excluding VAT

1.5	Project costs	Match funding	£30,075 (40%)
		CRF grant requested	£46,000 (60%)
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Tain & Fearn Free Church	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Julie Macleod	
2.4	Position in the organisation	Project Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.tainandfearnfreechurch.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SCO13392	
2.10	Is the organisation VAT registered?	<p>By confirming 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.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	Not applicable	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	We have taken advice from a Financial Advisor with regards VAT and now have a letter which we will be handing to contractors with regards exemption. We have attached a copy of this letter.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	IV19 1PR	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	n/a	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	The new building has full planning consent (attached) and issued August 2023 as well as detailed building warrant permissions issued in November 2023. Permissions attached.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.		
	Activity name	Achieve by (date)	
	Asbestos survey	01/04/2024	
	Demolition including asbestos removal	01/07/2024	
	Site cleared	01/03/2025	

4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.
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In 2016 the congregation of Tain and Fearn Free Church purchased the site of the Old Health Centre, Scotsburn Road Tain, (including the old buildings no longer fit for purpose), as a site to build a new church to replace the existing church building which has become no longer structurally sustainable for the future and also to support the growing congregation and expand its valuable work in the community in response to growing community demand. This was done at a cost of £132,000.

The objective being to provide a building fit for purpose for the 21st century. The building will be used as a place of worship for the current and future congregations as well as addressing community needs for space to continue with the valuable work already being done by the church volunteers and other partners within the community. The location of the new site is adjacent to a designated housing estate with known social deprivation and poverty issues. To help improve community resilience, the new building will provide a 'wellbeing space' by way of a garden area which will wrap around the building. Gardens allow us to switch off from the stresses of modern living, experience the beauty of nature and be more fully present to the 'here and now'. There is also space allocated for a 'men's shed' project subject to future need and funding to help tackle social isolation.

The new building will be an asset to the community complimenting the work already done with other partners and community groups. The budget for the build is an estimated £2.2m and the Tain and Fearn Free Church New Build Project Team are working towards a phased build with phase 1 being demolition. We are therefore looking to start on Phase 1 which is estimated at £91,290 including VAT and our reasoning to commence now is that we have seen costs for the project rise continually meaning we are raising funds just to cover these increased costs. Starting the project will not only assist with securing future funding but will also be an encouragement to all those supporting this project.

We have taken advice from a Financial Advisor with regards VAT and now have a letter which we will be handing to contractors with regards exemption. We have attached a copy of this letter.

4.3	How will the project benefit local communities or the local economy?
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The provision of a new church, fit for purpose to support a growing congregation and community from many different backgrounds and perspectives, (which in themselves are a challenge / barrier) is badly needed in Tain.

As a Church we recognise the need and have a willingness to collaborate and work with others to address these challenges in a positive way for the community and have been active in this. This new build will help fill certain gaps in social provision and needs of both the congregation and the wider community.

In particular, the new church building location which adjacent to a known area of deprivation and social need will enable the Church members to further engage in partnership initiatives for this area such as the Friday night Hub on the Mansfield Estate and the free weekly lunches which are already seen as a valuable support to residents including from areas of deprivation within the Mansfield Estate.

A bigger community space and outdoor sensory gardens (men's shed) will allow the Church's support for the local community and economy to expand further i.e. in supporting community resilience.

There is also a wider aspect to this project in that the current Old Health Centre is an eyesore and as it stands in the heart of the town, off putting to tourist and other initiatives which might use the town such as Cruise Ship visitors from Invergordon. The new architecturally designed building will bring a sense of visual relief to a part of the town long neglected.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
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Tain is the main town on the Easter Ross Peninsula with a population of approximately 3700 and steadily growing. It is currently suffering from decline seen and highlighted by its run down Town Centre infrastructure – the current building for demolition is a particular eyesore on the Town Centre and gives a very negative impression to its many visitors. The town itself suffers from high unemployment and the Housing Estate behind the proposed New Build has alcohol and drug abuse issues and has in recent times experienced a number of disturbing suicide cases amongst the young.

The Cost of Living Crisis is a reality and more and more people are feeling isolated as they cannot afford to go out for a coffee or socialise. Tain and Fearn Free Church is able to meet these needs in a limited capacity in its small rear hall by providing free lunch clubs and support to vulnerable groups. The continued work of the congregation and volunteer partners help with support in these areas both in terms of outreach initiatives such as the Friday night hub and also by providing weekly free meals. The new building will allow for an expansion of these activities as well as providing a place of solace and wellbeing for the isolated and vulnerable in a highly accessible town centre location the form of the community rooms and kitchen as well as outside space to be used for a sensory garden and potential for a men’s shed or similar on site.

4.5 How do you know there is local support for the project? How can you evidence this?

Local support for this project has been encouraging and reflected in the overall fundraising efforts, especially over these difficult times. We also value the support of our MP Mr Jamie Stone and local Highland Councillors along with the many community groups / stakeholders. In 2021 we carried out a wider community consultation (results attached). Our community consultation also reflected support for the new build and we have attached the results of this consultation. The ongoing fundraising through a combination of fundraising events, donations, pledges, grants and loans demonstrates the commitment with the aim of reaching 50% of the total £2.2m build cost of the project by end of 2024.

4.6 How will the project be supported/maintained/sustained after CRF funding?

The congregation have already demonstrated their commitment to the work of the Tain and Free Church with sizeable donations coming from the Congregation each month over the last eight years since fundraising began, supported by pledges and one-off donations. Some additional money has been raised through fundraising initiatives such as a regular stall at Tain Market, money raised through publications of books, calendars and Christmas trees as well as other initiatives such as a ‘Fun Day’, car boot sale, fun run and coffee mornings and bake sales. A small loan from the Free Church Trust has been pledged and future fundraising initiatives planned for subsequent phases of the build. There will be some revenue raised through the sale of existing church buildings.

The Project Team have put together a fundraising plan which identifies where the required funding is expected to come from as well as a breakdown of anticipated running costs and how these will be met following the successful completion of the New Church Build. The building will ultimately be a replacement for the existing church building which is already adequately financially supported in terms of meeting running costs. This support and commitment would be ongoing once the New Church Build is fully functioning.

4.7 What will be the lasting benefits and legacy?

Without the new building, the Tain and Fearn Free Church would not have a place to meet in Tain in the near future – the current building is no longer fit for purpose and has serious structural issues which cannot be fixed. The new building will ensure that the sizeable congregation will have a place to meet and worship which is fit for the 21st century and also for future generations.

Additionally, the new building will provide added opportunities to serve and support the wider needs of the community in terms of providing a meeting place for social and education purposes to further community resilience through the ongoing work of the church in its provision of clubs and events as well as providing new opportunities for building community resilience through its sensory garden space and opportunity to provide a mens shed or similar for the community of Tain.

The architectural design lends itself to a legacy building and focal point for the town of Tain – replacing what has become an eyesore and wasteland into a modern but also beautiful new building to help cement the cohesiveness of a vibrant and resilient town which is flourishing no floundering.

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

The building itself when completed will incorporate low carbon heating and other environmentally sustainable features such as choice of build materials and landscaping considerations. Subject to grants available the project location in the centre of town is ideally suited to installing electric charging points for electric vehicles subject to demand. The initial phase for which this grant is sought – demolition of existing site – will seek to mitigate negative environmental impacts for example in how we manage the crushing of materials and partially re-use materials in foundations as well as noise impacts and environmental impacts taken in to consideration when deciding whether or not to crush material on site or remove to be disposed of in the least negative environmentally impactful way.

4.9 In developing the project, explain how you have considered equalities issues and 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?


Tain and the wider community needs organisations and facilities which work with the most vulnerable in our Society and by offering a warm and welcoming space the Tain & Fearn Free Church along with other local groups will continue to work together in this area of work which is really important. Building a space where no one is excluded or disadvantaged will be a focus and one of the outcomes of this project when finished. The new build is situated on the edge of Mansfield Housing estate where there are many social and anti-social problems. The Church already has and/or supports outreach initiatives to these groups through its free weekly meals and Friday Hub nights as well as its Road to Recovery initiative which supports those with addition problems. The additional space that the new building will provide will enable the Church organisation to expand these existing initiatives as well as look at instigating new ones – e.g. men’s shed – working with vulnerable in sensory gardening initiative.

4.10 All applicants are required to provide a statement how the organisation is committed to advancing the [Fair Work First Policy](#) including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the [Fair Work First guidance](#) for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/> Not applicable as do not employ staff currently
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	54
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This is something we can incorporate into our procurement process.
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <p style="text-align: center;">  CRF overheads and management fees sur </p>
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We will use our VAT exemption letter to claim VAT exemption status.

SECTION 6 – MATCH FUNDING

6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you’ll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Tain and Fearn Free Church New Build Funds from fundraising initiatives last 8 years	Yes	Money in bank	30075
			Total match funding (£)
			30075
			CRF grant request (£)
			46000
			Total project cost (£)
			76075

6.2 Will the project involve “in kind” support? Yes No

6.3 If yes, please detail. The Project team will be responsible for all administration, contract management and project oversight as well as site management at all stages.

6.4 Please explain why public funding is required to deliver the project. The overall build cost for the new building is over £2m and it will be impossible for the Tain and Fearn Free Church to raise this sum alone. A grant at this stage will enable the project to move forward to wind and watertight within the next 12-24 months with further grant applications anticipated for the final phase – internal fixtures and fittings.

6.5	Please explain what the remaining bank balances are for in your accounts.	These are the funds raised through fundraising activities, donations from the congregation and individual pledges over the last 8 years towards the new building.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Every penny of this money will be needed to go towards getting the project build to wind and water-tight in the next 12 to 24 months.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The project is to replace the existing building which is no longer fit for purpose and outgoings for this building are covered by congregational donations – these donations will support the new building running costs as well as funding together with our partners community focused activities such as free meals and support groups. Nominal charges will also be collected for use of the building by external groups such as Gaelic Playgroup to go towards running costs.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local organisations and businesses are very supportive of the project and are keen for the community initiatives provided by Tain and Fearn Free Church in its current building to continue and expand. There should be no disadvantage to other organisations because the building will primarily be used to replace the existing place of worship for the Tain and Fearn Free Church congregation
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As a church which relies on donations from the congregation we do not have a fixed income.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
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SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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 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.

Signature:



Date:

23/11/2023

Print: JULIE MACLEOD (Project Manager)

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:
CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2184

Organisation: Tain and Fearn Free Church

Project Title: Tain and Fearn Free Church New Build Project – Phase 1 Demolition

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

- 1. Increasing community resilience
- 2. Tackling poverty & inequality
- 3. Addressing causes of rural depopulation
- 4. Helping economic recovery & sustaining growth
- 5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	3
Wellbeing support initiative	new/supported/safeguarded	1
Spaces for people	new/enhanced	2
Initiatives that enable communities to stay socially connected	new/supported	1
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	0
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	0
Support to gain/sustain employment	0
Support for Social Enterprises	0
Initiatives that help sustain household incomes	0
Advice services – new/supported/safeguarded (delete as appropriate)	0
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new	0
Affordable housing projects		0
Feasibility studies/development phases		0
Community/public transport schemes		0
Recreational areas	new	0
Sports facilities		0
Local amenities	New	0
Local infrastructure	new/improved	0

Other - Please describe other outputs your project will meet that are not listed above:

Helping economic recovery & sustaining growth (Economy)

Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	0
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	0
Training courses delivered/learning days of people receiving training	0
Town center improvements	0
Initiatives to improve access to local services	0

Other - Please describe other outputs your project will meet that are not listed above:

Tackling climate emergency and working towards net zero (Environment)

Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	0
Initiatives contributing to a low-carbon economy	new/supported/enhanced	0
Waste, recycling and circular economy initiatives	new/supported/enhanced	0
Community renewable energy schemes	new/supported/enhanced	0
Community assets to become more energy efficient	new/supported/enhanced	0
EV charging points installed	new/supported/enhanced	0

Active travel routes	new/supported/enhanced	0
Community food growing initiatives	new/supported/enhanced	0
Community green space	new/enhanced/safeguarded	0
Biodiversity conservation initiatives	new/enhanced/safeguarded	0
Marine conservation initiatives	new/enhanced/safeguarded	0
Other - Please describe other outputs your project will meet that are not listed above:		



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

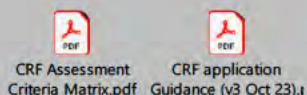
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2186
1.2	Organisation	Fox & Friends Highland
1.3	Project title	Fox Trots
1.4	Project summary you wish to be funded (max 100 words)	We aim to run several adult only clubs and events in Easter Ross, Cromarty and Tain areas that provide opportunities for adults to come together in their community to have fun, upskill, build friendships, and seek support if they need it. Through our clubs and events, we aim to reduce social isolation and loneliness in the adult population, whilst giving people the tools they need to build stronger more resilient communities.

1.5	Project costs	Total project cost	£60,000
		Match funding	£30,000
		CRF grant requested	£30,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01.03.2024	
1.7	End date (by 1 st March 2025)	01.03.2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Fox & Friends Highland
2.2	Address and postcode	████████████████████
2.3	Main contact name	Lisa Davidson
2.4	Position in the organisation	CEO Founder
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	www.foxandfriends.org.uk
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input checked="" type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SCIO SC052201
2.10	Is the organisation VAT registered?	By confirming 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Easter Ross, Cromarty and Tain
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL												
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.											
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Tea & Toast Group (weekly)</td> <td>01.03.2024 onwards</td> </tr> <tr> <td>Monthly Meets (monthly)</td> <td>01.05.2024 onwards</td> </tr> <tr> <td>On the Go mobile service</td> <td>31.05.2024 onwards</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>	Activity name	Achieve by (date)	Tea & Toast Group (weekly)	01.03.2024 onwards	Monthly Meets (monthly)	01.05.2024 onwards	On the Go mobile service	31.05.2024 onwards		Click or tap to enter a date.	
Activity name	Achieve by (date)											
Tea & Toast Group (weekly)	01.03.2024 onwards											
Monthly Meets (monthly)	01.05.2024 onwards											
On the Go mobile service	31.05.2024 onwards											
	Click or tap to enter a date.											

		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.	
<p>We intend to provide three new services that support people in their community and improve the provisions of services in several areas throughout the Black Isle, Easter Ross & Tain areas. Our 'Fox Trots' service aims to ensure no one feels lonely or isolated in their hometowns and villages, and everyone feels like they are supported and valued members of society. By offering a variety of new opportunities to the adults among us, we aim to promote community cohesions and resilience.</p> <p>Our service will offer a range of community lead clubs and events, which will offer support and activities to any adult who may be looking to upskill, socialise and seek companionship in their adult years. All activities will be user lead and shaped around the wants and needs of those we work with.</p> <p>Our clubs and events will run in local community spaces, halls and cafes.</p> <ul style="list-style-type: none"> - 'Tea & Toast' groups will run weekly and offer a warm welcoming space in some of the more rural areas. This will provide opportunities for adults to meet and have a blether over a cuppa. Inviting local community groups and health teams along to build relationships with those who attend. We will offer video links to those who are unable to attend in person due to rural living, mobility issues or other personal reasons. We already have strong links with local schools and nurseries and plan for all our Fox Trots services to have a with a strong intergenerational working relationship with them too. - 'Monthly Meets' will run in a similar fashion to Tea and Toast yet offer opportunities for adults to try a range of new activities. This will encourage adults of every generation to get out of the house to build friendships and companionship whilst trying new things like art & crafts, bingo nights, high teas and dances. We will invite younger generations along and encourage whole community gatherings & voluntary work where we can. Monthly meets will pop up in several different areas to ensure everyone gets the opportunity to attend without the need to travel. - 'On the Go' service will be a mobile service that will bring activities to you if you need it. Offering activities and fun to those who are unable to travel to us, into care homes, sheltered housing, local hospices, or people's own home. Our intergenerational links will see us bring young and old together. Community groups and organisations who are looking to bring the fun to them will have the option of hiring us in. We will expand this service over time, going on to offer a door-to-door Pop In, which offers activities and companionship to those who are unable to leave their homes each week due to transport or mobility issues. This will be supported by community volunteers. <p>All will be run by trained staff and local volunteers. We strongly encourage those who attend to get involved in the running of the group to take ownership in it and develop it around the needs and wants of those who attend. Collaboration with existing services such as local care homes, hospice and supported living third sector organisations to ensure our activities are not only targeting the right people but supporting them correctly too.</p>		
4.3	How will the project benefit local communities or the local economy?	

The delivery of this service will particularly focus on areas that have been highlighted to us by health teams and support organisations as having a greater need to improve community connectiveness and bolster mental health and wellbeing. Partnership working and building strong community relationships ourselves is very important to us. This promotes and encourage stronger community cohesion throughout each area.

Adults of all ages will directly benefit from our service, with the whole community seeing the wider benefits. Our intergenerational work will foster community engagement, supporting people to build stronger community links, feel better attached to their community and a sense of community togetherness. We plan to offer a range of inclusive activities and opportunities within each area, that will bring the whole community together and encourage the young and old to unite in their hometowns and villages.

Our work in Care Homes and Sheltered Housing will enhance our opportunities to collaboratively work and support the elderly generation. Through our service we aim to support the elderly generation to integrate into their community, by offering opportunities to adults to attend community activities out with their homes. Meanwhile bringing the young and old together to support them to build stronger community connections and improve community respect and understanding for all.

To date, the communities we are targeting this service too have little to no groups available for adults to attend that support mental health and inclusion without providing a set agenda/activity, such as sporting activities or church groups. We plan to change this by offering a wider range of activities that are inclusive to all, working collaboratively with any existing community groups, we will support their activities and work together to improve the lives of those we work with. By building strong community relationships with existing community groups and projects our charity can support the development of stronger community cohesion throughout each area.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
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Our project will support the Moray Firth development plan 2023 which aims to create safe socially inclusive towns and village that people will want to live in.

4.5	How do you know there is local support for the project? How can you evidence this?
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When travelling around with our Fox's Tales family service during 2023 we chatted to a great number of families in several areas across the Highlands. We identified a direct need for adult only groups and events in many rural and some non-rural areas from the qualitative feedback given.

Change Mental Health, work alongside NHS throughout the Highlands to boost mental health and wellbeing. They contacted us in Spring 23 to express an urgent need for our service to offer activities and support to adults from every generation. We are now in contact with 4 link workers North of Inverness who have agreed to make referrals to us once established. There is currently a 40 person waiting list on Befrienders Highland alone who have confirmed that they would all greatly benefit from the activities we have to offer.

We have been working closely with Thriving Families and Homestart Ross & Cromarty for our family services, who have also highlighted a demand for services to support parents and grandparents.

We have contacted community councils in Evanton, Alness, Tain and Muir of Ord who are happy to have us work with them to identify those who will benefit from our service. We have the backing from Easter Ross local councillors who identified a lack of community regeneration in many towns and fully support our work.

We ran questionnaires on Facebook, targeting the wider family unit, to identify a need for each of our services. We had a great deal of interest expressed by adults from Tain to Inverness, reporting there are currently minimal activities on offer for adult only groups and classes that are non-religious and easily accessible in several rural areas. Many groups not returning following covid and many rural areas having limited resources.

We ran an online teams meeting in June 23 which was attended by 18 adults from all over the Ross & Cromarty area and the outcome was as follows:

15 adults felt isolated in their home towns & villages

12 reported a lack of focused activities on offer to them unless they have small children.

18 said they felt a negative impact on their mental health following covid

12 had not been aware of any community events in their local area in the last 4 months.

We have linked with Black Isle Cares, Mikeysline, Alzheimer's Scotland Dingwall, Morning Call Black Isles, Redwoods Alness, Wyvis House Dingwall who all eager to work collaboratively to support mental health and full community inclusion whilst bringing our current well established services in to play to promote intergenerational work where possible.

Strathallan Strathpeffer is another care home who has agreed to work collaboratively alongside our service and will promote and support on a much wider scale due to running a care at home company that covers the whole Ross-Shire area.

We are in the process of setting up a steering group, made up of adults who themselves feel isolated in their community and are keen to contribute. This will be running by January 24 and will help us to shape our new service. Meanwhile we will be meeting with Age Scotland and the Highland Senior Citizens Network in the coming weeks to draw from their wealth of knowledge on adult services in the Highland and how they can work alongside us to fully establish our Fox Trots plans.

4.6 How will the project be supported/maintained/sustained after CRF funding?


As with our other services we will ask those who can afford to pay to pay to attend. We have the option to donate a space to person which works well to generate funds and support others within the community. We are running several large and small community events which bring in funds to the charity and have applied to several other funders to see us through with this.


Fox & Friends Highland runs two other services offering family events and activities which can be booked in advance. We attend festivals, community events, schools, nurseries and private parties, all of which generate cash flow income to the charity. We run large and small payable community fundays per month in 4 areas to generate cash to run our services.

We aim to hire out some of our On the Go service to group, offering a payable service for activities.

We will continue to run large and small community fundraising events throughout the year to support with financial income to support the charity.

<p>We are currently working on a new project, which on completion will generate extra funds, Fox's Caravan is a mobile pop-up play service offering fun for all generations. This can be hired to attend festivals, schools and community events.</p>	
4.7	What will be the lasting benefits and legacy?
<p>We will create stronger more resilient communities, better prepared in times of crisis with a sense and better understanding of being united and strong togetherness. We aim to support families to lead happier healthier lives, boosting health and wellbeing for all.</p>	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
<p>We plan to travel to people which will have an impact on reducing carbon footprint - one car instead of 20 coming to us. In more rural areas or wider areas where there will be a set location we will look in to arranging group transport to again reduce carbon footprint where possible.</p> <p>All materials used throughout our activities will be carefully considered – no single use plastics. We will use upcycled and recycled materials in our activities crafts only and demonstrate to participants the best way to upcycle home materials too.</p>	
4.9	In developing the project, explain how you have considered equalities issues and 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?
<p>Many of the areas we work in rate high on the Scottish Index of Multiple Deprivation, we aim to break down the barrier of social inclusion and ensure that this service will be accessible to all. All our activities will be offered with a 'pay what you can' model, encouraging people to book for free for as long as they may need.</p> <p>We will ensure our activities are run in accessible venues that have access and aids for wheelchair users and limited mobility. We will ensure our day trips are all inclusive with ramps and accessibility in mind to include all.</p> <p>We will encourage diversity at all of our groups. Creating a safe and welcoming environment where people can express themselves and are valued for who they are. Registration forms to be completed to ask for specific wants and support needs to ensure everyone is included and given the same opportunities while at our groups and clubs.</p> <p>Fox & Friends staff and volunteers adhere to the Equality Policy that is in place to ensure every person attending or working within the service that is being offer experiences a fully inclusive opportunity.</p>	
4.10	All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the

<p>employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.doc</p>	
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input checked="" type="checkbox"/> **Pending – awaiting changes to be made** No <input type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>5 employees 4 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET	
5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <p> CRF overheads and management fees sur</p>

		VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	We are aware of the costing of all items listed above due to running our other well-established services mentioned throughout the application that coincide with the service we wish to develop and have experience with current costings required to establish these types of services.
5.3	Please explain how your project will achieve value for money.	As the project establishes the costings for the service will depreciate and attendees will increase.

SECTION 6 – MATCH FUNDING

6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you’ll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Lotto Community Fund	Pending	26.02.2024	£20,000
Robertson Trust	Pending	12.02.2024	£10,000
			Total match funding (£)
			30000
			CRF grant request (£)
			30000
			Total project cost (£)
			60000

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	

6.4	Please explain why public funding is required to deliver the project.	Funding is required to provide a continuum of support and resilience to the community.
6.5	Please explain what the remaining bank balances are for in your accounts.	To support the continuous running of our current services.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These funds are being used to continue to support the running of our current established services that have impacted on community development and resilience.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	As mentioned within the application we have made connections with many local organisations within similar fields of work who have all agreed to support and signpost our service to better the full community and the current service being offer to the adult generation
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Charity based work – loan would not be applicable
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> * To support with other services that the charity runs* No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Cares	Click or tap to enter a date.	£20000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alness Community Council	Click or tap to enter a date.	£5000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Hope Invergordon	Click or tap to enter a date.	£2000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Evanton Community Council	Click or tap to enter a date.	£5000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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 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.

Signature: [REDACTED]

Date:

28/11/2023

Print: Lisa Davidson

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<p>Reason for missing documentation: Match funding is currently pending therefore unable to share letters.</p>		

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

Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2186

Organisation: Fox & Friend Highland

Project Title: Fox Trots

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some

outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

- 1. Increasing community resilience
- 2. Tackling poverty & inequality
- 3. Addressing causes of rural depopulation
- 4. Helping economic recovery & sustaining growth
- 5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	supported	2
Wellbeing support initiative	new	4
Spaces for people		
Initiatives that enable communities to stay socially connected	new	4
Community-led projects supporting community ownership or management of assets, services, or activities	new	4
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	4
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – supported	4
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets		
Affordable housing projects		
Feasibility studies/development phases		
Community/public transport schemes		
Recreational areas		
Sports facilities		
Local amenities		
Local infrastructure		
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)	
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure	
Training courses delivered/learning days of people receiving training	
Town center improvements - new	4
Initiatives to improve access to local services – new	4
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment)		
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new	4
Initiatives contributing to a low-carbon economy	new	4
Waste, recycling and circular economy initiatives		
Community renewable energy schemes		
Community assets to become more energy efficient		
EV charging points installed		
Active travel routes		
Community food growing initiatives		
Community green space		
Biodiversity conservation initiatives		
Marine conservation initiatives		
Other - Please describe other outputs your project will meet that are not listed above:		



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

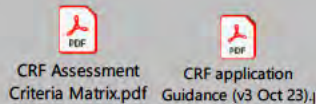
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2207
1.2	Organisation	Inver Football Club
1.3	Project title	Osprey Park, Community Sports Facility
1.4	Project summary you wish to be funded (max 100 words)	Osprey Park is the only sports facility in the coastal village of Inver. Our goal is to transform it into a facility the village can be proud of, and the whole community can use and enjoy.
	Total project cost	£14, 400 (inc in kind)

1.5	Project costs	Match funding	£0.00 (no cash- balance in kind)
		CRF grant requested	£9,200
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	30/06/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Inver Football Club	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Paul Connolly	
2.4	Position in the organisation	Chairperson	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	N/A	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number		
2.10	Is the organisation VAT registered?	<p>By confirming 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.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input checked="" type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	School Road, Inver, IV20 1RX
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Initial contact with planning department to discuss application for permission – indication as being favourable.

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.

Activity name	Achieve by (date)
Building Warrant/Planning application	01/03/2024
Concrete pad for storage facility	24/03/2024
Build and erect timber frame	06/04/2024
Profile sheeting roof	13/04/2024
Apply larch cladding	27/04/2024

Plumbing works and septic tank	11/05/2024
Internal works to storage facility	18/05/2024
Perimeter fencing	31/05/2024

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.

Osprey Park is the only sports facility in the coastal village of Inver. Our goal is to transform it into a facility the village can be proud of, and the whole community can use and enjoy.

The pitch area is currently used by Inver Amateur Football Club for both training and games. The games are enjoyed and well supported by the whole community, giving all residents the opportunity to come together. Those gathered for the football support the local Inver Inn which is the heart of the village along with the Village Hall.

The village primary school use the pitch for their gym activities and to hold their sports days and annual fun run. The children's running club use the pitch to train weekly. Every night children make use of pitch for leisure including football and other outdoor games. We wish to encourage and support this as we recognise the benefit of sport/activity for children's health.

The perimeter fence is currently in a poor state of repair. Part of the proposed project is to replace the fence, creating a secure area for all to access and use safely. The second part of our project is to build a storage shed with toilet and handwashing facilities. There are currently no facilities in close proximity to the pitch and the provision of these facilities would make it more inclusive to all.

With the rural location of Inver we feel it is important to provide a safe and fit for purpose environment for all to use. We hope this would encourage people to remain or return to live in our rural community. The club make use of the village hall for their meetings helping to keep it viable. In addition the village hall is hired by the club for changing facilities.

We are a self-sufficient club with a dedicated committee and have been actively fundraising to make our vision a reality. We are fortunate to have received offers from local contractors and tradespeople to complete all the required labour, it will be a real community effort. Given the size of the project we are seeking support to meet the cost of the materials.

The overall outcome of the project would be the creation of a safe, secure, inclusive and most importantly community centred sports hub for our small rural village. It will allow our community to stay connected and we hope will help reduce isolation and provide a space to come together.


4.3 How will the project benefit local communities or the local economy?

The project will benefit our local primary and we have included a letter of support explaining what the improvements will mean for them. Our community council have also shown their support and have provided a supporting statement. The Inver Inn is at the heart of the village and is a small thriving business. They provide refreshments after football events and benefit from people gathering post-match. This also brings people together, strengthening community spirit. The village hall will benefit from continued use as a changing facility during activities.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
Local plans set out a vision and a framework for the future development of an area and this includes the provision of recreational facilities – this is all part of growing and strengthening communities. The upgrading of Osprey Park fits into this framework.	
4.5	How do you know there is local support for the project? How can you evidence this?
We have received letters of support from our local councillor, our community council and the village primary school. They represent all the groups and businesses operating within the village and are fully supportive of the proposed project.	
4.6	How will the project be supported/maintained/sustained after CRF funding?
The project will be maintained and sustained by the current committee through continuous fund raising. Any maintenance will be undertaken by the club to ensure the facility will be kept in a good state of repair and available for use when needed by any group.	
4.7	What will be the lasting benefits and legacy?
The rural location of Inver presents a challenge both from amenities and local transport. Osprey Park will provide an important safe and fit for purpose environment for all ages and gender in the community to use. The lasting benefit and legacy will be encouraging people to actively take part in community life whether that be taking part in sport or forms of recreation or just spectating.	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
All materials will be responsibly sourced. The cladding will use a natural product. There will be facilities for refuse to keep the local environment tidy which is important given the close proximity to the coastline.	
4.9	In developing the project, explain how you have considered equalities issues and 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 facility will be inclusive to all. It will be used for the adult football team, used by the local children for school physical education and their running club. The space will be available for other local groups looking for a safe outdoor space to use and the addition of toilet and handwashing facilities with easy accessibility will benefit all groups/individuals.	

4.10 All applicants are required to provide a statement how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the [Fair Work First guidance](#) for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.




FWF statement and declaration template.doc

<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/> No one currently employed but if this changed we would seek accreditation.</p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>8 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET

5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.



CRF overheads and management fees sur

SECTION 6 – MATCH FUNDING

6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you’ll need to add the CRF grant request. All projects must start within three months of approval.

N.B- project includes in kind labour support valued at £5,200- not accounted for in budget but noted for good evidence of community support

	Total match funding (£)	-
	CRF grant request (£)	9,200.00
	Total project cost (£)	9,200.00

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	The offer In-Kind labour by contractors makes this project value for money. Estimated labour savings are approximately £5.2K had they been included in the project. This is a significant In-Kind support.
6.4	Please explain why public funding is required to deliver the project.	Inver Football club have annual running costs such as transport, league fees, insurance etc. Sufficient funds to meet these costs need to be kept in reserve. Taking this into account there would be insufficient funds available for this project.
6.5	Please explain what the remaining bank balances are for in your accounts.	As detailed above the remaining bank balance are for the running costs of the Club.

6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Limited funds as evidence by bank statement.
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses have been asked to price and provide materials for the project. Local tradespeople have shown their support by volunteering their time to help make our vision a reality.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We need to generate income through fundraising to meet our costs throughout the year but feel we would be unable to meet loan repayments through fundraising given the challenging times experienced due to the cost of living.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	


Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

<p>Signature: </p> <p>Print: Paul Connolly</p>	<p>Date: 19/11/2023</p>
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8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Reason for missing documentation:

Plans have not been as yet submitted to Planning. There is no requirement for a Business Plan. There is no requirement for Job Descriptions. Agreed arrangement with Highland Council for use of football pitch.

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2207

Organisation: Inver Football Club

Project Title: Osprey Park

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

1. Increasing community resilience



- 2. Tackling poverty & inequality
- 3. Addressing causes of rural depopulation
- 4. Helping economic recovery & sustaining growth
- 5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	safeguarded	
Wellbeing support initiative	safeguarded	
Spaces for people	enhanced	
Initiatives that enable communities to stay socially connected	supported	
Community-led projects supporting community ownership or management of assets, services, or activities	supported	
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	

Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment)
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



Community Regeneration Funding (CRF) Application Form (v3 Oct 2023)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.

To ensure you have the best opportunity to score well during the assessment, please refer to the [Assessment Criteria Matrix](#) (link below) when completing the application form.

A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.

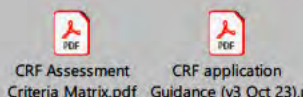
Supporting documentation must be submitted with the application form (see section 8.2).

Projects must not incur expenditure before the project has been approved.

Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2257
1.2	Organisation	North Kessock Village Hall (NKVH)
1.3	Project title	Village hall enhancements to be a fully accessible, secure and sustainable resilience centre.
1.4	Project summary you wish to be funded (max 100 words)	The village hall is over 50 years old with many physical features no longer fit for purpose and in decay. High repair and maintenance costs threaten its financial viability. Capital improvements have been prioritised by the membership and architectural drawings and quotations have been provided, supported by Council grant. The social value of the hall comes not only from it being a place where people come together for social,

		cultural and life events and wellbeing activities, but also from its ability to encourage volunteering and community cohesion in the village. Capital investment would transform the hall and ensure its sustainability.	
1.5	Project costs	Total project cost	£171,927
		Match funding	£TBC
		CRF grant requested	£50,000
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/03/2024	
1.7	End date (<i>by 1st March 2025</i>)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	North Kessock Village Hall (NKVH)	
2.2	Address and postcode	North Kessock Village Hall, Marine Park, North Kessock, IV1 3XS	
2.3	Main contact name	Carron McDiarmid	
2.4	Position in the organisation	Board Trustee	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://hallbookingonline.com/northkessock/	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC047939	

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.	
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	North Kessock Village Hall, Marine Park, North Kessock, IV1 3XS	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Building warrant is required for some of the works (toilet refurbishment). Our Architectural consultant is in the process of applying for this and we expect it to be submitted before the end of December 2023.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.
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Activity name	Achieve by (date)
LED lighting replacement to reduce carbon emissions, energy use and costs.	01/06/2024
Re-route and replace broken and decaying drainage, reinstate tar, with recommendations from drainage survey.	01/06/2024
Refurbish original toilets (50 years old and frequently breaking down). Install shower and laundry facilities to become a reception centre during resilience events.	01/09/2024
Replace main entrance door and 2 fire doors to improve safety and security.	01/10/2024
Improve gradient at disabled ramp at main door to accommodate motorised wheelchairs and install stair lift for meeting room and stage access to ensure people with physical disabilities can access all areas of the hall.	01/10/2024
Install fixed sound, lighting, audio visual equipment and hearing loop to provide more and better events and ensure people with hearing impairment are included.	01/11/2024
Replace block glass windows on sea elevation with energy efficient windows to improve hall ventilation and amenity with views over the Beaully Firth, and to attract more events.	01/12/2024

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.

Word limit 850

Increasing community resilience

Our village hall enables people and groups to be socially connected. It is used regularly by a range of community groups and clubs. It hosts seasonal, cultural and family events, fund raisers for other groups and charities, public health events and various shows and markets. It is the place where mothers and toddlers, children's groups, active adults, older isolated adults, families and special interest and environmental groups and local traders come together from across the village and beyond.

With funding from Highland Council for Warm Spaces we developed an Open Doors programme encouraging people to gather for nutritious food at no cost and to spend time together in a warm and friendly environment. This attracted new volunteers and has been welcomed especially by older people living alone. In this year's programme we are including new activities involving Ross-shire CAB for welfare rights and money advice and trying new exercise and relaxation activities to improve health and well-being, prolonging the healthy life of our residents.

We know the hall is well used and appreciated, but the ageing infrastructure and the cost of constantly repairing and maintaining it is threatening the financial viability and safe running of the hall for community use. While we increased our hall hire charges and ran new events to try and raise some capital, our operating costs have increased significantly: our energy costs have more than doubled and in the last 18 months we have spent £15,439 on urgent repairs (including repairing roof leaks) and £13,721 on overhauling our heating system and lighting repair and maintenance.

Repeated failure of these and other items led us to recruit to a part-time fixed-term maintenance post.

Our building's accessibility for people with disabilities is no longer suitable as people's needs have changed. Our wheelchair ramp is not sufficient for motorised wheelchairs, we have no access to our meeting room or stage for people with mobility difficulties and no hearing loop. With an ageing population, our community will need these improvements to the hall even more. We are determined to be an inclusive resource for everyone in our community.

With capital investment we can not only put the hall on a sounder footing financially and physically, but we can also develop the hall to become an accessible community resilience centre with modern and safe facilities, connecting even more people and encouraging even more volunteering.

Our project has four aims, summarised below.

- **Becoming a Resilience Centre for the village**, by refurbishing the original toilets, improve disability access, installing shower and laundry facilities, re-routing and replace decaying drainage and replacing the main entrance and two fire doors with secure modern glazed alternatives.
- **Ensuring everyone can access the hall and participate in events and village life**, by improving disabled access (for motorized wheelchairs, installing a stair lift to the stage and meeting room, better toilet facilities and a hearing loop).
- **Reducing carbon emissions and improving energy efficiency**, by fitting LED lighting replacements (recommended by an energy review). This will also help us manage energy costs better.
- **Broadening hall use, improving access to affordable cultural activities and optimising income**, to install modern fixed sound, lighting and audio-visual equipment to widen hall use with new cultural and reminiscence events and by replacing fixed block glass panels on the seaward side with double glazed opening windows. This would take advantage of the sea views and enable more hall bookings for weddings and other large events, providing more income and financial sustainability.

Consultation in Autumn 2022 with the NKVH membership identified these as the priorities for enhancing the existing hall to make it an effective space for the community now and in the future.

Since then, the Highland Council awarded £3k from its Ward Discretionary Budget to help us carry out a drainage survey and commission architectural design work with costed proposals. Regional Screen Scotland funded a technical survey to specify what audio-visual equipment would work best for the hall along with a quote for carrying out the works.

Design options were developed and chosen, drawings have been provided and quotes for work have been sought. Detailed drawings for the toilet refurbishment, which will need building warrant, are currently being drafted and a building warrant application is to be submitted before end December 2023.

With early cost estimates of works between £165k and £187k a prioritisation of works based on urgency and practicability has been agreed by the Board. Progress will depend on successful applications for external funding and works will be phased according to funding availability and any grant conditions. We are aware quotes for works are time limited and may well be revised by the time funding is available, so contingency funding will have to be included.

Disappointingly, two grant applications have so far been unsuccessful because funds are either over-subscribed or village halls are not favoured. Some organisations require match funding to be available before we can apply for them, but we will proceed with all funding options available to us.

4.3 How will the project benefit local communities or the local economy?

Word limit 400

Our project will ensure the sustainability of the hall as a community resource. The extent of disrepair and costs for repairs and maintenance are threatening the viability of the hall. There is no alternative to the hall in the village for connecting up to 200 people at a time.

More than this our plans are to improve the hall in a way that:

- offers new services – for resilience events and as a reception centre for those in need of support during an emergency;
- ensures access to everyone, removing barriers to older people and people with physical disability or hearing impairment;
- improves hall amenity to make the hall more attractive for events, including more weddings, helping us generate more income to be financially sustainable (and with scope to cross-subsidise other events without charging for people on lower incomes);
- supports other community groups with their activities and fund raising by offering better and modern facilities for their events, improved audio-visual and sound equipment for example would make such a difference to running more events including quizzes, talks and demonstrations;
- offers film screenings for particular groups or interests for socialising, reminiscence, entertainment and education;
- brings even more people together in the community for cultural events by attracting touring companies because our facilities are fit for purpose; and
- encourages more volunteering across our community by being part of a successful asset-owning community group running and hosting more events for children, adults and special interest groups.

As well as supporting different communities, when events are on in the hall this can raise footfall in the village for the local businesses, i.e. the shop, café and hotel. With more events, footfall would increase further.

4.4 What local need or opportunity will the project address and has this been recognised in a local plan?

The project addresses the need to sustain the village hall and improve it for future and wider use.

No change to the building footprint is planned at this stage.

The hall has supported the Community Council to use the place standard and to run consultation events in relation to planning matters.

Early conversations have taken place with the former Ward Manager on developing a resilience plan for North Kessock in partnership with other groups. This can be progressed with the knowledge that improvements can be made.

4.5	How do you know there is local support for the project? How can you evidence this?
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Word limit 400

One of the early tasks for the new village hall Board in 2022 was to bring all the community groups in the village together to discuss how we could coordinate planned activity for optimum impact, offer mutual support for events and share volunteers. This led to several joint events being run and the creation of a shared calendar for events. Relationships are good and volunteers have been shared. The need for hall improvements has been discussed with other local groups in these meetings and the need for improvements are obvious when we gather in the hall and when other groups use the hall.

The hall membership was approached to discuss the improvements they felt were needed and to prioritise them. Over 30 members attended that event and fed in views to create the project. Updates have been provided to the membership and they are supportive, with all Board members also returned at AGMs.

Board Trustees are also embedded in other groups in the community. This includes the Community Council, the Parent Council for the primary school, the mother and toddlers group, the Skiff Rowing Club, the local lifeboat station and RNLI fundraising branch and the interim board for NKTOP. Through these routes too, the proposed improvements are known about and welcomed as these groups use the hall too for their membership and events.

Local support is also confirmed in emails/letters from:

- the Highland Councillor we have primary contact with, Cllr Morven-May MacCallum
- the Chair of the Community Council, John Stott
- the Vice Chair of the Residents' Association of North Kessock (RANK), Anne Thomas
- the Secretary of the local branch of the RNLI as a hall user, Miss Jacqueline Heaton

4.6	How will the project be supported/maintained/sustained after CRF funding?
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Word limit 500

The funding request is for capital improvements and not running costs. Capital improvements will reduce pressure on the hall's revenue budget. Capital investment will:

- reduce the current repair and maintenance costs, making the hall more financially viable;
- provide an LED lighting replacement, either reducing energy costs or avoiding new costs if prices continue to increase;
- enable more volunteering time to focus on social interaction and wellbeing events rather than repairs and maintenance and dealing with system failures.

The improvements will mean better facilities which are accessible and attractive to more hall users. Increased use of the hall and more events will increase rental and fund-raising income. Hosting larger events such as weddings generate good income for the hall and with a better revenue stream the hall would not only be more sustainable, but it could offer more affordable events for people with lower incomes by cross-subsidising activities.

Capital investment through the CRF will make the hall more sustainable by reducing revenue pressures, enabling more revenue opportunities and encourage more volunteering time on community events instead of facilities management.

4.7 What will be the lasting benefits and legacy?

Word limit 500

An early benefit from an award of CRF will enable applications to be made to other funders where match funding has to be in place before applying. Without an award we will be unable to access some other key funds.

Prioritising LED replacement will make an immediate as well as a lasting impact on carbon emissions reduction and reducing or avoiding energy costs.

Replacing the drains and refurbishing the toilets will provide fit for purpose facilities for at least 20 years and make an immediate impact for all hall users. If we do not address these improvements the hall would soon become dysfunctional and unusable.

Providing showering and laundry facilities are primarily for resilience events, but they could provide other opportunities depending on needs and any changes in circumstances. For example, we were approached to accommodate a faith youth group overnight this summer, but our facilities were inadequate. Supporting these requests could become more possible.

Addressing disability access means the hall can be used by everyone in the community with immediate and lasting impact. While requirements will continue to evolve, being known as an inclusive and welcoming venue for everyone helps build community cohesion and solidarity.

Improving our event facilities with modern audio-visual equipment and a hearing loop will improve experience at the hall and attract more events and people, including those with hearing impairment.

A well-functioning village hall improves village life and the reputation of the village. Being part of a well-served community improves feelings of wellbeing. Having a place where people can socialise, exercise and learn together improves health and wellbeing. Volunteering helps in communities and brings a sense of agency and wellbeing to volunteers as well as opportunities for them to learn and develop.

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

Word limit 500

LED lighting replacement will reduce carbon emissions, energy use and mitigate against rising energy costs.

Our ageing drainage system is broken and there are leaks. The drainage survey to help us understand why blocked drains were recurring, showed that not only are the original drains broken in places and decaying, they also require re-routing as they have been built over by hall extensions in the past and are not accessible for repairs. They need to be replaced and re-routed. Some of our toilet facilities frequently break resulting in wasting water. Replacing the

drains will ensure efficient disposal of waste and foul water. Replacing toilets and sinks with modern fittings will avoid wasting water.

There are no opening windows in the main hall; all glass is fixed. Ventilation is controlled by opening the main and fire doors. With new windows, ventilation will be improved and ensure heat is not lost unnecessarily and that fire doors are only opened when required.

During construction any salvageable materials will be made available for re-use.

Climate change means experiencing more adverse and extreme weather events. This often leads to power outages and emergency planning events. The hall as a resilience centre will be a place for people to congregate for support and advice, warm food and washing facilities. It could also be used as a hub for disseminating information and support and distributing hot food.

4.9 In developing the project, explain how you have considered equalities issues and 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?

Word limit 500

Capital improvements will improve access and services to people with protected characteristics as described below.

- Older people: our experience of the Warm Spaces/Open Doors programme has revealed older people living in isolation and benefitting from nutritious food and company. We are keen to offer more events at no cost to people attending, subsidised by other event income, and to provide activities to support light exercise, relaxation and income maximisation advice.
- Young people: especially those in secondary school, by hosting clubs they would be interested in.
- People with physical disabilities, by improved wheelchair access at the main door and for the first-time wheelchair access to the meeting room and stage area.
- People with hearing impairment by installing a hearing loop.
- Sex and gender reassignment – our Board has discussed intention to celebrate and support PRIDE events, this would be easier with better audio-visual equipment to show films and host music events;
- People from religious and faith communities, with scope for more cultural events to be supported in a hall with fit for purpose facilities. For example, the hall is use for annual Christmas and Diwali celebrations, and we would love to be able to provide better facilities for those celebrations and other faith celebrations as well as religious ceremonies for life events.

In addition, we are keen to promote the Fairer Scotland duty and support people on low income in the village by offering affordable and no fee activities, cross-subsidised by other events. We supported refugees living in the village with free access to events in 2023 and want to continue to offer this. Currently most of our operating surplus is used for routine and recurring building failures and repairs and maintenance. Without these burdens, we could run more events at low or no cost to encourage inclusion.

The hall is the ideal venue to bring groups together with different protected characteristics, by running a wider programme of inclusive events, to promote understanding, foster good relations and to find common ground. This would support reducing prejudice and discrimination.

4.10 All applicants are required to provide a statement how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the [Fair Work First guidance](#) for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.

Yes No

Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.

Yes No Applied

Is the Fair Work First statement on your organisation website?

Yes No Do not have a website

How many people do you employ or how many volunteers do you have?

We employ one person part-time for repairs and maintenance for 20 hours per month on a fixed term contract due to expire 31st January 2024. We have a contract with a cleaner as an external supplier (not an employee) and also pay the real living wage for that contract.

We currently have 71 members to engage with. We have a pool of 20 regular volunteers to engage with.

Do you currently pay the Real Living Wage hourly rate?

Yes No NA

As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?

Yes No Not Yet
When we have procured services, we have approached reliable and trusted tradespeople. Day rate costs would indicate that at least the real living wage is paid, but we can begin to do this routinely with any grant award.

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?

Line Management Relationship - for our part-time employee. There is also WhatsApp group with the employee and 3

	<p>Board members for quick communication and ensuring compliance with lone working procedures. We have a shared calendar for recording availability.</p> <p><input checked="" type="checkbox"/> Contractor (Cleaner). We have a WhatsApp group with employee and 2 Board Members for quick communication and lone working procedures. We have a shared calendar for recording availability.</p> <p><input checked="" type="checkbox"/> Staff /Engagement Surveys - We held focus groups with the members to identify and prioritise hall improvements.</p> <p><input checked="" type="checkbox"/> Suggestions Schemes – At member meetings, at hall events. We have a whiteboard available for any suggestions/comments by individuals.</p> <p><input checked="" type="checkbox"/> Intranet/Online Platforms – We have a Facebook page which we receive comments on and provide replies.</p> <p><input checked="" type="checkbox"/> Staff Forums / Networks- Among the community groups we have a WhatsApp group chat/shared calendar</p> <p><input checked="" type="checkbox"/> Trade Union Recognition/Collective Bargaining - N/A, however we encourage our employee to include Trade Union's in any discussions.</p>
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SECTION 5: PROJECT BUDGET	
5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.

Budget Heading	Details	Revenue/Capital	Amount (£)
Resilience centre	Re-route and replace decaying drainage	Capital	16,500.00
Resilience centre	Refurbish toilets, improve disability WC access, install shower and laundry facilities (estimate - awaiting detailed drawings before quote)	Capital	45,000.00
Resilience centre	Replace main entrance and two fire doors with modern glazed alternatives	Capital	14,502.00
Inclusive and accessible	improve ramp at main entrance to accommodate motorized wheelchairs (estimate)	Capital	5,000.00
Inclusive and accessible	Install stair lift to stage and for meeting room access	Capital	18,196.00
Inclusive and accessible	Install hearing loop (part of quote for installing fixed sound, lighting and audio-visual equipment)	Capital	1,248.00
Reduce carbon emissions	LED lighting replacement	Capital	9,270.00
Broaden hall use	Install fixed sound, lighting and audio-visual equipment (not hearing loop)	Capital	28,584.00
Broaden hall use	Replace fixed block glass panels on seaward elevation with double glazed opening windows - materials (quotation excl VAT)	Capital	14,627.00
Broaden hall use	Replace fixed block glass panels on seaward elevation with double glazed opening windows - joiner fitting costs (estimate)	Capital	9,000.00
Contingency	Potential inflation since quotations received, unforeseen events and potential loss of income from hall closure during some refurbishment activities	Capital	10,000.00

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	171,927.00
	TOTAL PROJECT COST (£)	171,927.00

		VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	All costs above are from quotations received over the past 6 months or so, apart from three costs highlighted which are based on estimates at this time. These estimates will be updated as quotations are received. Completed detailed drawings are required for the main item of toilet refurbishment before a quotation is needed. These drawings are nearing completion.	
5.3	Please explain how your project will achieve value for money.	Our proposed works are all subject to professional advice as well as quotations received. We will seek updated quotes and where possible or required competitive quotes if a grant offer is made. At this time, we expect each item to have a different supplier as we will have to phase the works to align with funding availability and to avoid hall closure periods as far as possible to ensure business continuity for the community and those hiring the hall.	

SECTION 6 – MATCH FUNDING

6.1	Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.
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Please see comments below.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)	
			Total match funding (£)	0
			CRF grant request (£)	
			Total project cost (£)	0

Please note that we applied for funding from:

- The Pebble Trust but heard in October 2023 that our application was unsuccessful as village halls per se cannot be funded directly.
- SSEN Resilient Communities Fund (North of Scotland) but heard in October 2023 that we were unsuccessful and that the fund was oversubscribed by 400%.
- Stage 1 Regeneration Capital Grant Fund from the Scottish Government via Highland Council in June 2023, but do not appear to have received a reply and given the timing of that funding (from April 2024) it seems this application was unsuccessful.
- Our next steps are to apply for the National Lottery Community Fund and the Scottish Sea Farms Heart of Community Trust (smaller awards) in early December 2023 as they do not require match funding. We will also apply for the Scottish Landfill Communities Fund in December 2023 but that requires match funding if successful (between 10%-11.5% of contributory third party funding) and the Gordon and Ena Baxter Foundation which needs at least 50% match funding.

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	We will rally volunteers to help remove safely some of the items being replaced to keep costs down. We will also need to re-decorate the hall and plan to seek materials donations and identify a group of volunteers to decorate.
6.4	Please explain why public funding is required to deliver the project.	Hall funds are being used to keep the hall operating and any surplus is being used to pay for repairs and maintenance of key items. [REDACTED]

6.5	Please explain what the remaining bank balances are for in your accounts.	<p>Our latest annual accounts (August 2023) show restricted funds of [REDACTED]. These are the remaining WDG from the Council to pay out for architectural design services ([REDACTED]), Warm Spaces funding 2022-23 of £27 and £300 for our Club 200 initiative. All of these funds will be spent this year. We also have a contingency fund [REDACTED] to cover 3 months of operating costs (for energy costs and unexpected costs arising) and we hold deposits which are nearly always fully returned after hall use.</p> <p>[REDACTED]</p>
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	<p>Our unrestricted funds are insufficient for the capital investment required. They are required to even out any deficits in any month from rental income against unexpected expenditure, often maintenance costs arising from the building condition. We also need to build up funds to cover the period when hall building improvements are carried out as we may have to close the hall temporarily and have no rental income but will still have operating costs (e.g. licensing, insurance, heating) and if we are unable to receive grant funding as contingency. We may also need to use our funds to buy decorating materials if we do not receive donations.</p>

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NB The hall currently generates income to cover operating costs.
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or	All income is reinvested in the hall. New income that is not needed for repairs and maintenance will be used to run more events for the community and/or offer

	budget forecast must be provided with the application.	events at reduced cost or no cost so that no-one is excluded because of low income. We could for example continue the Open Doors/Warm Spaces programme without future Council grant in future years.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses (shop, café and hotel) benefit when large hall events are run as they increase footfall with people dining out before an event for example. All three business have donated food in the past year: the shop provided supplies for the children's Halloween event, the hotel and café have provided hot food at no cost and often provide raffle prizes for events. They support many events during the year in this way.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	While our surplus is used to pay for repairs and maintenance costs the Board agreed we could not afford loan repayments or manage the risk of meeting loan repayments while our running costs remain high because of poor building/facilities conditions.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council Ward Discretionary Grant for architectural drawings and drainage survey	01/02/2023	£3000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council Warm Spaces revenue funding 2022/23	26/01/2023	£6040	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council Community Regeneration Funding (revenue) to continue warm spaces/open doors programme 2023/24	12/10/2023	£7400	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

Signature:



Date:

23/11/2023

Print: CARRON MCDIARMID

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List. See website https://hallbookingonline.com/northkessock/index.php	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy. <i>NB the hall has adopted the Council's child protection guidance.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

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

Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: CRF2257

Organisation: North Kessock Village Hall (NKVH)

Project Title:

Village hall enhancements to be a fully accessible, secure and sustainable resilience centre.

This monitoring and evaluation framework has been developed to ensure that all requirements for the individual funds we manage are captured under the CRF programme **themes** of People, Place, Economy, and Environment.

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.
Environment	The natural surroundings of your area and how this affects and is affected by local and global factors

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

The 5 main **strategic objectives** under the 4 themes are:

- 1. Increasing community resilience
- 2. Tackling poverty & inequality
- 3. Addressing causes of rural depopulation
- 4. Helping economic recovery & sustaining growth
- 5. Tacking the climate emergency & working towards net zero

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people <i>Various sustained and new events and clubs for young people</i>	new/supported/safeguarded	Sustain current programme / bookings Additional 4 events per annum
Wellbeing support initiative	new/supported/safeguarded	Sustain current programme / events Additional 4 wellbeing events per annum.
Spaces for people	new/enhanced	Improved disabled access
Initiatives that enable communities to stay socially connected	new/supported	Sustain current events
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	The hall is owned by the community
Other - Please describe other outputs your project will meet that are not listed above: Capital investment is needed to sustain current operations and enable new events to bring people together including the ability to cross-subsidise events so that people with low income can participate.		

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)	
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment)
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Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		