



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.

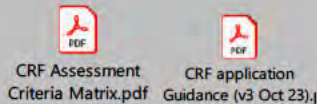
Supporting documentation must be submitted with the application form (see section 8.2).

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.

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SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2293
1.2	Organisation	Ross Sutherland Rugby Club
1.3	Project title	Community Space, Sound Proofing and Kitchen Completion
1.4	Project summary you wish to be funded (max 100 words)	Over the past four years we have put a huge amount of effort into finishing the rugby clubhouse extension off in Invergordon and we need a final push to make it a special place for all to use. Its stretched our volunteers to the max, this project will finish things off allowing our members and the communities around us to utilise what is becoming a very special space in a town which needs a focus.

1.5	Project costs	Total project cost £25000
		Match funding £
		CRF grant requested £25000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	02/04/2024
1.7	End date (by 1 st March 2025)	01/08/2024
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	Ross Sutherland Rugby Club
2.2	Address and postcode	████████████████████
2.3	Main contact name	John Scott
2.4	Position in the organisation	Chairperson of the Board
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	www.rosssutherlandrugby.org – in development
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	SC049155
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 checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	442101157
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.	Ross Sutherland Rugby Club Castle Road, Invergordon, IV18 OHA
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 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.	Club house is owned by RSRC and the land is leased from Highland Council
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)
Kitchen (Install and equipment)	01/04/2024

	Sound Proofing	01/05/2024
	By Folding door	01/05/2024
	PA System	01/05/2024
		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.


Over the past three years we have improved the clubhouse facilities beyond all recognition and now have a fantastic facility which the community has started to use in addition to the facilities as a Rugby Club. At present this is limited due to a number of improvements requiring to get over the finish line. The Club is open to use by community groups for meetings, alternative club activities and private functions. All of these activities provide a venue previously not available in Invergordon and finance the development of Rugby in the area through youth and involving school rugby through to Senior teams through the whole of Rosshire and Sutherland. By completing the kitchen we can expand its use to catered functions. There is no soundproofing and its like an echo chamber restricting its use with music and live music functions. The bi-folding door will allow a separation of the space providing a venue for more intimate meetings and private functions. All proceeds supporting the engagement of all ages in sport and well being.

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


The Rugby Club has been a positive presence in Invergordon for 100 years, this is our centenary year and our new club house provides a focus for local community groups to utilise, draws corporate companies into the town to hold their meetings in an attractive venue. This in turn provides the finances to have a vibrant and successful rugby club fully supported by SRU (Scottish Rugby Union). Its success allows the employ of 3 staff to coach youth rugby, providing a free coaching service for schools and supporting a healthy active environment for children from p1 through to under 18. We also employ an Events Manager, Business Development Manager and cleaner. These are on an hourly basis but as the use of the facilities increase we would hope to have fulltime members of staff.

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

<p>Within the Inner Moray Firth Local Development plan this project safe-guards greenspace and increases overall playing capacity. An attractive clubhouse will aid attraction of more sport participation. It will support business and its expansion at an established site while also supporting the charitable activities and ethos of the rugby club. Point 79 in the plan states lifestyles and social attitudes have been changing, with more residents wishing to live in a friendly and welcoming community which has quick and easy access to shops, work places, community facilities and local services, allowing them to spend less time commuting and more time with family and friends. The upgrading of the facilities at the Rugby Club recognises these issues.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>We have not yet advertised the facility but through word of mouth and people having visited the refurbished club the events manager is drawing in requests for use of the facility from local clubs, Highland council, SRU and other corporate bodies looking for a venue to hold meetings and their own social club activities. Local restaurants would utilise the venue for events their facility is not large enough to hold and they could use the catering facilities provided by the Rugby Club.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>On completion of the project we would look to increase the footfall with increased booking of the facility with a useable kitchen and improved soundproofing. The revenue generated would support the charitable needs of the club and be self-funding for any future improvements required.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The club house has been refurbished with a low carbon footprint with improved insulation and climate aware materials. Making the infrastructure more environmentally friendly. The community will have a base for functions and events that at the moment there is not a similar provision in the area. The improved facilities at the club and the money generated from the activities are directly financed back into the Rugby activities providing a lasting benefit for the provision to coach children in schools across Ross and Sutherland, increase the number of participants in the sport and the club and in turn the footfall of visitors into Invergordon.</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 can't see any negative environmental impacts. With increased revenue we would hope to further implement solutions towards net zero, for example scoping the possibility of Solar Energy.</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>Our club is extremely inclusive, all are welcome and made to feel at home and we have recently invested in a lift to ensure that the clubhouse is accessible to all.</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

<p>‘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> <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 type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes it will be . new website in developement</p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>1 full time, four part time and 22 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 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

<h3 style="text-align: center;">SECTION 5: PROJECT BUDGET</h3>	
<p>5.1</p>	<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>

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 (£)	
			Total match funding (£)	0
			CRF grant request (£)	
			Total project cost (£)	0

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.	Without public funding we will struggle to deliver the project, we have worked really hard over the past few years to bring in private funding and that focus has been on delivering rugby to schools throughout the area making rugby accessible to all. The funding we now ask for is to enable our communities to engage in the sport through playing or watching and through utilisation of the building.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining Bank balances are for wages for our community rugby team and cashflow, due to the nature of the rugby season most of our money comes in before Christmas but by the start of the new season in August

		reserves are usually significantly depleted.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We don't have much unrestricted funding to be honest, most of what we have is ring fenced for community rugby delivery and ensuring we can finance the club throughout the rest of the season.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input 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 funds will be reinvested for the charitable purposes of the club.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local publican has been supportive and assisting with setting up the bar facilities. There are no similar facilities in the area.
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?	Unfortunately due to the rebuild and Covid we don't have normal trading years behind us which would be needed by the bank.
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	01/02/2021	£33,058.24	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
HIE	01/11/2021	£41,410.00	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"/>

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: 26/11/2024
Print: JOHN A SCOTT	

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: CRF2293

Organisation: Ross-Sutherland Rugby

Project Title: Community Space, Sound Proofing and Kitchen Completion

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	1
Wellbeing support initiative	new/supported/safeguarded	1
Spaces for people	new/enhanced	1
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	1
Other - Please describe other outputs your project will meet that are not listed above:		
This project will also help economic recovery and sustaining growth		

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

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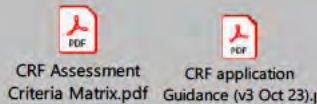
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Please complete the [CRF Monitoring and Evaluation Framework](#) detailed from page 10 at the end of this form.

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	CRF2236
1.2	Organisation	Tain Heritage Trust
1.3	Project title	Phase 3 Works
1.4	Project summary you wish to be funded (max 100 words)	Phase 3 will see the reinstatement of the toilets in the main auditorium. It will see the purchase and installation of the lift deferred from a previous round. The old boiler will be removed and a small sum will be held for contingencies.

1.5	Project costs	Total project cost	£65,000
		Match funding	£0
		CRF grant requested	£65,000
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)	28/02/2025	
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 type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" 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 Heritage Trust	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Derek Loudon	
2.4	Position in the organisation	Director & Company Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address		
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	Company Limited by Guarantee SC184712 Scottish Charity SC026678	
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.	N/A None	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Tain Picture House, Tower Street, Tain, Ross-shire IV19 1DY	
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 – Tain Heritage Trust owns the Building	
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.	LBC - 20/04783/LBC FUL - 20/04786/FUL	Granted 2021 Granted 2021

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)
Lift Installation Works	28/02/2025
Reinstatement of Main Auditorium Toilets	28/02/2025
Removal of Coal-fired Boiler	30/06/2024
Contingencies	28/02/2025

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.

The purpose of Tain Heritage Trust is the preservation of buildings of historical or architectural importance within the town of Tain. The project's aim is to regenerate the Old Tain Picture House. The former cinema is an important part of Tain's heritage, designed by the Maitland family of architects between 1848 and 1912. The former Picture House, a grade B listed building, was designed and built as the Tain Public Hall. Built in a distinctive French Renaissance style, it was the venue for concerts, bazaars, and important events in the history of Tain and District. The TPHRP will see this historical building brought back into the heart of the community once more as a 'creative arts hub'. Restoring it has been the top priority of the townspeople for the last 20 years. Tain undertook a "Place based" Charrette exercise in 2014/15.

This grant application is to support development of a succeeding phase. Under Theme 3 "Develop new uses for redundant space and buildings" – Page 14 – Proposals. Promote redevelopment of the Old Picture House as an Arts Hub that can support a range of arts and crafts endeavours including theatre/cinema. The findings of the Charrette were followed by the development of a Feasibility Study in 2019 funded by SSE through their Beatrice Offshore Wind Limited a community support grant scheme. This demonstrated that the project stood a very reasonable chance of success.

In 2021 the Easter Ross Area Committee met to consider a fresh Tain Conservation Area Appraisal and Conservation Area Management Plan. On Page 34 of the plan (page 56 of the Area Committee Report) the Picture House is described in some detail.

The need for our project has never been greater due to the Coronavirus pandemic. As stated in the Inner Moray Firth Development Plan (2021), "The role of town centres will continue to form a fundamental part of the sustainability of our communities, and this is only reinforced by the COVID-19 crisis". There is an urgent need to respond, recover, progress and transition. The Picture House regeneration project will aid the recovery of our local economy and act as a catalyst for community-wide social and economic regeneration. From speaking with our community, we know that this building is more than just bricks and mortar, it is an important part of people's history and heritage and sense of place. THT and partners have been building up community volunteer capacity and support for our regeneration plans whilst seeking finance to fund Phase 2 and 3 works.

Since our organisation was founded in 1998 we've raised over £400,000 from 27 different funders and activities. We've kept going despite numerous setbacks over the years. Few organisations anywhere in Scotland can match us for stickability and perseverance whatever the odds.

The next phase of our project will allow us to open the building up to the community and provide them with a vibrant space for community events, exhibitions, celebrating our culture and heritage. The building will also act as a catalyst for wider town centre regeneration. The Picture House will become a key visitor attraction that encourages footfall into the town centre and beyond. An all-abilities lift will ensure everyone is included

Tain Picture House Regeneration Design Team's are back in a development phase which this grant would support. We completed phase 1a which has seen essential emergency works undertaken, the transformation of the outside of the building and 1b where we aim to get the building safe for internal use by the public. The successful completion of this project and these outcomes would mean the following outcomes being met:

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

This project will benefit local businesses who are awarded contracts to undertake the work. In previous rounds we have managed to spend nearly all the money locally.

TDDT through the 'Easter Ross Peninsula' Tourism strategy are looking to develop new visitor economies. The Tain Picture House will be a powerful driver for economic growth and an important social and environmental asset that sits within the 'Easter Ross Peninsula'. The benefits associated with historic buildings and places are often interrelated, with improvements to an area's image and sense of place helping to generate new economic activity and investment, which in turn can contribute towards enhancing the quality of life for all. As well as helping to maximise the economic, social, and environmental benefits our heritage-led regeneration can also support long-term conservation. Our heritage assets and the Tain Picture House is an integral part of this boosting the economy and creating jobs.

Our Community Beneficiaries include:

Community Groups, Local Theatre Groups, Third Sector Youth Groups, Local Creatives, Heritage Groups, Early Education, Schools and Businesses. The TPHRP will cater to all members of the public within the Ward 7 Tain and District area. As one of the finest secular halls North of Inverness the Picture House will act as a key tourist attraction for the newly branded 'Easter Ross Peninsula'. Project sees newly formed partnership between the Tain Heritage Trust, Tain and Easter Ross Civic Trust who have a vested interest in the history and heritage of the building and will advise on conservation, and TDDT, a local Development Trust who have an interest in providing a more sustainable social, economic, and environmental future for the District and they will lead in operational aspects of project delivery. This collective partnership brings together a wide range of skills and professional expertise. The building is owned by Tain Heritage Trust.

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

In 2021 the Easter Ross Area Committee met to consider a fresh Tain Conservation Area Appraisal and Conservation Area Management Plan. On Page 34 of the plan (page 56 of the Area Committee Report) the Picture House is described in some detail.

The Inner Moray Firth Local Development Plan (2021), "The role of town centres will continue to form a fundamental part of the sustainability of our communities, and this is only reinforced by the COVID-19 crisis". There is an urgent need to respond, recover, progress and transition. The Picture House regeneration project will aid the recovery of our local economy and act as a catalyst for community-wide social and economic regeneration. From speaking with our community, we know that this building is more than just bricks and mortar, it is an important part of people's history and heritage and sense of place. THT and partners have been building up community volunteer capacity and support for our regeneration plans whilst seeking finance to fund Phase 2 and 3 works.

4.5	How do you know there is local support for the project? How can you evidence this?
<p>The Picture House is a prominent building in the centre of the town. Restoring it has been the top priority of the townspeople for the last 20 years. TPHRP have engaged through Community Consultations, Community Council Meetings, Social Media, Building Volunteer Capacity, Surveys on 'potential uses for building', Feasibility Studies and local management, development, and action plans. Studies and reports available upon request.</p> <p>Key Findings</p> <p>Tain undertook a "Place based" Charrette exercise in 2014/15. This grant application is a natural successor to our previous study. Under Theme 3 "Develop new uses for redundant space and buildings" – Page 14 – Proposals. Promote redevelopment of the Old Picture House as an Arts Hub that can support a range of arts and crafts endeavours including theatre/cinema. The findings of the Charrette were followed by the development of a Feasibility Study in 2019 funded by SSE through their Beatrice Offshore Windfarm Limited a community support grant scheme. This demonstrated that the project was a priority for community development and use and stood a very reasonable chance of success.</p> <p>We have engaged with the Place Planning exercise currently ongoing and will again press the case for the re-development as a top priority for the built estate. We will also seek to look at the Conservation Area as a whole for a Scottish improvement grant.</p> <p>Community interest in this project remains strong – but we need to keep acting to deliver improvements.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Funding has been secured to employ a fundraiser to submit grant applications to major funding pots. Our next task will be to make use of this grant and get our applications in. This will ensure that momentum isn't lost and that the project continues to proceed and succeed. Support has always been there for the re-development to comprise a cinema and arts venue with a specialism on live performance. Priority is being given to keep the fundraising going and to make sure that this delivers all of the funding needed to complete the restoration and bring the business back into life.</p> <p>The CRF funding will allow us to complete the next phase of our project. Installing heating and repairing flooring to the main hall will allow us to bring in the general public safely. Our community beneficiaries will be able enjoy local events. Through the partnership we have recruited a funding manager supported by our trustee who supports fundraising voluntarily, together they will continue to raise funds to support the completion of our final phase 2. The design team will continue to develop project plans and deliver to task and deadlines. Our unique partnership with the Tain and Easter Ross Civic Group and the Tain and District Development Trust will ensure that both conservation and community remains at the heart of our project. The partnership also brings years of experience and a unique set of skills.</p>	
4.7	What will be the lasting benefits and legacy?
<p>Lasting Benefits and Legacy</p>	

The Tain Picture House Regeneration Project will see this historical building brought back into the heart of the community once more as a 'creative arts hub'. The regeneration of the redundant Picture House building will be key to improving the current townscape whilst retaining local distinctness and providing a focus for local community engagement, helping to bring people together and foster a sense of ownership and place. Through heritage tourism we hope to increase expenditure, jobs and volunteering opportunities in the Ward 7 area which is currently underperforming.

Our project will help Economic Recovery & sustain growth as well as delivering social and physical regeneration outcomes

- The physical infrastructure in the Town Centre Conservation Area will be transformed.
- Create volunteering opportunities now and eventually delivering new jobs.
- Boost our local economy through the creation of a 'Tourist Destination/Attraction'.
- Develop new uses for a redundant space and reduce our carbon footprint
- Reduce Rural Isolation & De-population, greater access to facilities, & opportunities.
- Increase good physical, emotional and mental health, and wellbeing.
- Increase opportunities for young people, reducing crime and anti-social behaviour.

SIMD

Our project will benefit the Tain and District Ward 7 area. The Scottish Index of Multiple Deprivation (SIMD), 2020, highlights that out of the 11 wards across our district, 8 of them fall into the bottom 50% most deprived areas. As a result of the Coronavirus Pandemic, these issues are expected to worsen even further. Already, The Impact of Covid-19 on the Highlands and Islands by HIE, September 2020, shows an increase in unemployment rates in the Inner Moray Firth from 2.3% in July 2019 to 5.5% in July 2020. As we already know, "Mental health problems are not equally distributed across the population. Socially disadvantaged people have an increased risk of developing mental health issues to the extent that adults living in the most deprived areas are approximately twice as likely to have common mental health problems as those in the least deprived areas. The TPHRP will provide our area with a focus for community engagement, bringing people and place together. Improving access to services and facilities for the more remote and deprived areas within our district. Once the building is operating there will be a programme of activity for all demographics where there will be a focus on how 'The Arts' and how it can improve mental health and wellbeing and can promote a greater sense of place for all. The project will also create jobs and volunteering opportunities.

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.

Our project seeks to re-use the stored carbon found in the Picture House building rather than seeing it potentially being wasted by deterioration, collapse and eventual landfill. This phase sees the removal of the 1920's coal-fired boiler and a switch to air source heating as the main source of power for the years ahead. The soil solum under the floor will be replaced by the new heating system. No-one will bemoan the removal of the pollution-maximising coal boiler. No-one should.

Our project team believe that looking after the past is essential to our future and this is backed up by the Committee on Climate Change who say, "We cannot meet our climate objectives without a major improvement in the existing built stock". We are aware that this is largely dependent on the successful implementation of a sympathetically refurbished and retrofitted building. The Tain Picture House Regeneration Project have enlisted the support from the Tain & Easter Ross Civic Trust who

advise the project on all things conservation, e-using, and sympathetically refurbishing the exterior and interiors of the existing building where possible. Our design team and contractors both have experience of managing eco-regeneration projects and will bring their knowledge and experience into the project where they will manage the amount of materials used, the carbon content of materials and how retrofit is carried out to ensure maximum net-zero impact. As part of the CRF grant funding we will install an energy efficient underfloor heating system. Our aim for the entire project renovations is always to use and re-use first.

Heritage counts, research shows that demolishing a historic building and replacing it with a new building can result in greater carbon emissions. If we can responsibly & sympathetically reuse/repurpose Tain Picture House building, then we will make a significant contribution towards achieving the target of net-zero carbon emissions by 2045.


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?

We continue to work with our local community groups, charities, learning and education providers to ensure and delivery of our projects. Actions taken to date include;

- Accessibility in design – this application is for a lift. A ramp has also been proposed.
- Outreach events and activities within rurally deprived areas across the district
- Consultation within schools and voluntary youth networks, involving young people in the design of signage and branding for the project, now on display as well as taking future uses for the building into consideration
- Consultation with local community groups and charities including; Alzheimer's Scotland, Youth Highland, Made in Tain, Farmer Jones Academy, Youth Café etc.
- Links with Public Services employability frameworks have been considered
- Gaelic language will feature in our films and in our role as an Arts Hub.

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?

Yes No

Please ensure it is signed by an appropriate workplace representative.	
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input checked="" type="checkbox"/> No <input 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. We will apply for Living Wage accreditation when we do have staff.
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 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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	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 benefited from work done in previous rounds of funding. The nearest cinemas are in Inverness and Thurso.
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?	The economics of the redevelopment mean that borrowing at current high rates of interest would make no economic sense whatsoever.
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?
Coastal Communities Fund	2021	£26,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Coastal Regeneration Fund CRF1071	2022	£54,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Coastal Regeneration Fund CRF2066	2023	£20,000	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.

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: Derek W Loudon

Date:
20/11/2023

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 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 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 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: CRF2366

Organisation: Tain Heritage Trust

Project Title: Phase Three Works

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	1
Training courses delivered/learning days of people receiving training	
Town center improvements	1
Initiatives to improve access to local services	1
Other – Tackles SIMD geographical issues by providing access to local cinema. Makes this more affordable by avoiding the need to travel to Inverness. Removes barriers to access from lack of public transport. Helps build community resilience and the 20 minute neighbourhood. As well as cinema the main auditorium can be used to support traditional music by giving a venue for local and touring performers. This would include gaelic music and indeed musicians in every language and from every culture. Once re-opened jobs would be created and training provided.	

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.

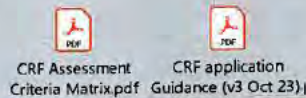
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2294
1.2	Organisation	Tain Initiative Group
1.3	Project title	TIG Development Officer
1.4	Project summary you wish to be funded (max 100 words)	To enable the Tain Initiative Group progress a development of the site known as 'Mrs Baxter's' with consultation with stakeholders and community when further opportunities for development within the Town can be explored.
	Total project cost	£37,000

1.5	Project costs	Match funding	£4,000
		CRF grant requested	£33,000
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)	28/02/2025	
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	Tain Initiative Group	
2.2	Address and postcode		
2.3	Main contact name	Iain S Boyd	
2.4	Position in the organisation	Trustee / Treasurer	
2.5	Contact number		
2.6	Email address		
2.7	Website address	N/A	
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	SCO34007	
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.	Tain – with particular emphasis on site located next to Tennis Courts at the ASDA junction. IV19 1LX
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 checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input 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.	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.	
	Activity name	Achieve by (date)
	Advertisement of Post	22/01/2024
	Interviews	04/03/2024
	Starting Date	01/04/2024

	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.

Tain Initiative Group is a non-profit business community run organisation. This application is for a Project Development Officer position over a 1-year period initially to:-

1. Appraise the assets of the area and identify development improvements
2. Identify a sustainable income stream for TIG from the land asset
3. Work with planning and various regulatory and public bodies, building inspectors and land development managers where necessary
4. Developing budget requirements and present a summary of cost to enable funding to be sought
5. Overseeing projects, tracking and reporting to the TIG Board project progress

To progress any development of the land asset as well as other opportunities it will be essential for the TIG to employ a Development Officer with the required skills of:-

1. Project Development and Management experience
2. Ability to design and be innovative in concept
3. Create specifications and cost plan of projects
4. Manage contractors and ability to work with community and identify need
5. Solve problems that may arise
6. Keep to budget and timescale as well as knowledge of the grant system

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

With specific reference to the land gifted to the Tain Initiative Group. Best practice by the Board needs to be seen to be done. There is a need to ensure that this gift will in perpetuity leave a legacy to the local community. Creating an income stream from utilising part of the proposed development of the site is a preferred way forward currently for the Board and a high priority.

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

Overall, having a CDO in a community can be very beneficial. They can help to identify the needs of the community, develop strategies to address those needs, and build relationships between different groups within the community. This can lead to greater cooperation, collaboration, and overall growth and development of the community. Additionally, a CDO can help to identify funding opportunities that can be used to support community development projects.

Tain would benefit from having a Community Development Officer (CDO) who would work with the community and identify their needs and develop strategies to improve their quality of life. The role of the CDO would be to investigate and assess the issues and needs of the community, manage resources and develop and implement strategies, with a particular emphasis on the 'gifted land' at the Knockbreck site.

4.5	How do you know there is local support for the project? How can you evidence this?
<p>This project fits the criteria of what the Community Regeneration Funding is all about. It will give the Tain area a CDO who will bring on projects and forward planning which will not only create jobs through build works but also entrepreneurial business opportunities, whilst creating a very important income stream for the TIG which will be important for sustainability and important for match funding going forward. Recent community consultations can support this.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Dependent on results and match funding Tain Initiative Group would propose to continue supporting a Community Development Officer going forward. This may require further funding support as one year is a very short period for such work.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The lasting benefit will be that the Town and its community will be involved in the regeneration of the Town and enable the Town of Tain, which has suffered from economic, social and environmental decline, to advance in rebuilding in a positive way. Over the years the Tain Initiative Group have supported many projects within the Town and received an encouraging letter from HRH The Princess Royal on her visit and opening of the Rose Garden project (copy of letter attached).</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>Depending on what will be developed net zero ambitions / solutions will be guided by Highland Council Planning requirements?</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>The main reason for seeking the services of a CDO is as mentioned above "a CDO in a community can be very beneficial. They can help to identify the needs of the community, develop strategies to address those needs, and build relationships between different groups within the community". TIG aim to ensure that the project / developments will be at all times for the greater benefit of the community. Tain has already identified the need for housing and recreational areas.</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 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 <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?	0
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 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 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 sun

- 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 Initiative Group			4,000.00
			Total match funding (£)
			4,000.00
			CRF grant request (£)
			33,000.00
			Total project cost (£)
			37,000.00

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 members of the Tain Initiative Group will provide administrative services required. This is valued at approx. £200 p/m so £2,400 across year 1.
6.4	Please explain why public funding is required to deliver the project.	Without public funding the project will not proceed as TIG reserves will be required as match funding for identified projects moving forward.
6.5	Please explain what the remaining bank balances are for in your accounts.	Progressing the aims of TIG and for further match funding as developments progress
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	n/a

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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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.	Initially No, However the main remit for the CDO is to identify income generating developments for not only the Tain Initiative Group but other community groups so that long-term sustainability and maintenance is secured as well as reserve funds created to match fund or fund future projects.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Part of the task of the CDO will be to have community consultation sessions so that views and concerns from local organisations/businesses are aired and addressed. There is a current need for housing and also recreational space – community needs are a high priority of the TIG.
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?	For the position of a CDO we are not considering a loan. A loan or loans may need to be considered once the results of the CDO are considered. It is the intention of TIG to open discussions with HIE and others in regards to this application and its intentions.
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.	

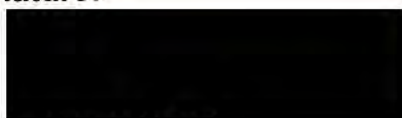
Funding	Date	Amount £	Public Subsidy?
Discretionary Budget	01/11/2020	£500.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.
<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>	

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: Iain S Boyd

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 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 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:</p> <p>Waiting on letters of support from Tain and District Development Trust and MP Jamie Stone – will e:mail in as soon as these are received.</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 – Tain Initiative

- Insurance – Zurich Policy No. XA01220644883
- Organisational policy – Fair Work First statement
- Bank statement – Royal Bank of Scotland (31.10.23)
- Letter of support – MP Jamie Stone
- Letter of support – Tain & District Development Trust

CRF Monitoring and Evaluation Framework

CRF number: CRF2294

Organisation: Tain Initiative Group

Project Title: TIG Development Officer

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	enhanced	1
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	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/safeguarded	
Feasibility studies/development phases	New/supported/safeguarded	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved/safeguarded	
Sports facilities	new/improved/safeguarded	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above: The position of the Community Development Officer will be one of identifying and bringing forward options and taking these to a development phase. It is anticipated that once this work is done that most of the above will be a follow-up from this development phase.		

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.

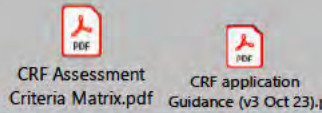
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2295
1.2	Organisation	Seaboard Memorial Hall Ltd
1.3	Project title	Village Entrances
1.4	Project summary you wish to be funded (max 100 words)	Install the 3 village entrance structures with the themed Seaboard Fulmars logo. Each structure similar to the monolith used at the hall which relates to the strong Pictish heritage of the area
	Total project cost	49,403.00

1.5	Project costs	Match funding	£5760.00
		CRF grant requested	£43,643.00
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)	04/08/2025	
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	Seaboard Memorial Hall Ltd	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Maureen R Ross	
2.4	Position in the organisation	Director	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.seaboardcentre.com	
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	SC217924	
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.	445 3208 10	
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.	IV20 1XN Balintore IV20 1XN Shandwick IV20 1XP Hilton
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 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.	This project is upgrading the existing village entrance signs which are damaged and worn
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 permission is in place – see 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 1st March 2025.

Activity name	Achieve by (date)
Clearance and preparation of all 3 sites	01.06.24
Works on all 3 sites (estimated time to finish 2 months)	31.08.24
	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.

This project is all about first impressions. The existing signage coming into the villages of Shandwick, Balintore and Hilton was part of the SEA2000 project funding by Highland Council, and Ross & Cromarty Enterprise and lead by the group Seaboard Initiative. 20 years has now passed only 2 of the signs remain and they are dilapidated and in need of replacing.

A good impression needs to be made for people entering into the villages, similar to other Towns and Villages up and down the country, something which relates to the heritage or culture of the area was favoured. For consistency of theme the Seaboard iconic Fulmars logo and the strong Pictish heritage of the Standing Stones of Shandwick and Hilton of Cadboll has been used in the design of these entrances and using Clashach walling and monolith will be a much more permanent structure with very little maintenance.

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

Visitors travelling along the main road towards the villages from either direction will be met by these village entrances which will appear inviting - hopefully curiosity will make them drive into the villages – in turn stop a while and perhaps lunch, use the village amenities and facilities.

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


The need is to replace dilapidated structures and replace with new bold design structures which give the visitor to the villages as sense of the heritage and culture of the area. Improving place infrastructure is important.

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

Currently the 2 structures which exist are dilapidated and an embarrassment, the third no longer exists – over the years this has been verbally pointed out to us on many occasions – having the skills of a Development Officer this was something we felt we could now address both from design and project management.


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

This project will need little if any maintenance because of the type of materials used (Clashach Stone). The flower beds around the structure are maintained by the Village Assistance Contractor, any damage to the structures will be noted and reported.

4.7	What will be the lasting benefits and legacy?
The lasting benefit will be that no group will need to find funding for these entrances again for many, many years to come because of their permanent nature. The legacy is that we are telling visitors that we are proud of our Pictish Heritage and the 2 Fulmars are to do with our fishing background.	
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 materials used on this project are natural stone and the project will have no negative environmental impact.	
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?
N/a	
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> <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 checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
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?	11
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 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>
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	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?	n/a
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?	
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?
See attached schedule			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			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.

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: Maureen Ross Ross

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 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 checked="" type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input 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"/>
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 – Seaboard Memorial Hall Ltd
- Insurance –
- Organisational policy – Fair Work First statement
- Permissions – Planning granted
- Bank statement – Royal Bank of Scotland
- Letter of support – name of Councillor

CRF Monitoring and Evaluation Framework

CRF number: CRF2298

Organisation: Fearn Amenities SCIO**Project Title: 1st Phase of Pavilion Build**

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	1
Spaces for people	new/supported/safeguarded	
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/supported/safeguarded	1
Other - Please describe other outputs your project will meet that are not listed above:		
Maintenance of community infrastructure is really important CRF is a fund which can address the impact of how 'run-down' areas have a negative impact on people / community and helps them feel better about their area.		

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.

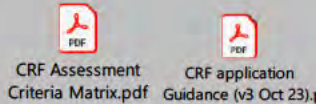
Supporting documentation must be submitted with the application form (see section 8.2).

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	<u>CRF2297</u>
1.2	Organisation	Evanton Community Trust
1.3	Project title	Community Development – Project Manager
1.4	Project summary you wish to be funded (max 100 words)	We wish to employ a Community Development Project Manager to take forward existing projects and develop new projects. This will include updating our Community Development Plan and working with the Kiltearn Community Council to produce a Local Place Plan. Although employed by Evanton Community Trust, the proposed post holder would be available to support

		and assist all voluntary community groups in Evanton and surrounds.	
1.5	Project costs	Total project cost	£28,860
		Match funding	£
		CRF grant requested	£28,860
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)	28/02/2025	
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 type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" 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	Evanton Community Trust	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Mandy Macleman	
2.4	Position in the organisation	Chairperson	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.ect.scot	
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	Company registration number SC279421 Scottish Charity registration number SC037837	
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.	Evanton, Ross-shire IV16
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"/> N/A
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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 type="checkbox"/> N/A
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.	
	Activity name	Achieve by (date)

Recruit Community Development Project Manager (CDPM)	08/01/2024
CDPM start	01/03/2024
Update Community Development Plan	27/09/2024
Prepare Local Place Plan	27/09/2024
Manage ongoing projects and develop new projects	28/02/2025
	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.

Evanton is a growing community. There are currently around 745 households which is a mix of privately owned and social rented housing. There is a new housing development under construction in the centre of the village which will deliver another 140 mixed tenure homes over the next five years, and a further development planned at the east end of the village for another 200 homes. Current facilities within the village consist of a "Co-op", a Chinese takeaway, a hotel / pub and a part time café. Public transport links are poor.


The vision of Evanton Community Trust is "to see a robust, inclusive and thriving community in Evanton where people are proud to work and live". To achieve this, we need to work with other voluntary groups and members of our community to identify the needs of the growing community and look at potential initiatives to meet these needs. There are also opportunities for economic growth and development within the village (our Evanton Initiatives project identified over 73 microbusinesses within the Kiltearn area). Funding a post for a Community Development Project Manager would allow us to develop a long-term plan to achieve these aims. Evanton Community Trust were recently invited to meet with the Head of Strengthening Communities with HIE to discuss some of our strategic aims for improvements to the village. They have confirmed that they would be happy to consider our nomination for longer term development funding (minimum 3 years) when the next round opens in late summer 2024. Interim funding for this post from CRF, until March 2025, would enable us to have a comprehensive plan in place when we submit that nomination.

Outputs from this project will be comprehensive Community Development Plan and Place Plans - other outputs will be identified through these. The Community Development Project manager would also oversee current ongoing projects which include the extension and refurbishment of the Diamond Jubilee Hall, Junior and Senior Youth Clubs, Sharing Shed project, SSE Resilience Centre (DJ Hall), Community Cinema, Cycling without Age Scotland Trishaw Chapter. Early indications of future projects – dependent on full community consultation – may include public toilets, further development of the village green (already owned by ECT) for markets and public events, EV Charging point, provision of facilities for cyclists. Also a possible community transport scheme, provision of pre school childcare, facilities for co-working and pop up shops showcasing local produce and crafts.


We would also like to see essential services brought back to the village e.g. Post Office, pharmacy.

We feel that with support from CRF in the interim and future longer term funding through HIE we have an opportunity to achieve a sustainable vision for our community which is "to see a robust, inclusive and thriving community in Evanton where people are proud to work and live"

4.3	How will the project benefit local communities or the local economy?
<p>The project will identify the needs of the community and look at initiatives to meet those needs. The Community Development Project Manager will also be a source of support to other village groups and organisations. Longer term the groundwork carried out by this postholder will help to provide economic opportunities for local businesses and microbusiness through the provision of regular markets / pop up shops and by attracting visitors to the area and providing facilities to encourage them to stay longer and contribute more to our economy</p>	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>Many local needs have already been identified through community surveys / Place Standard survey. These now require to be updated and part of this project is to update the Community Development Plan and creation of a local Place Plan</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>Through local surveys / feedback from current projects. Increase in “followers” and positive comment on social media pages. Also full feasibility study carried out in Spring 2023 around extension and refurbishment of Diamond Jubilee Hall</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Further funding through HIE Strengthening Communities programme. Projects developed will increasingly have an income generating capacity in order to be self-sustaining long term.</p>	
4.7	What will be the lasting benefits and legacy?
<p>A sustainable thriving community which is more than just a “commuter village”, where residents can live and have access to facilities and social interaction without the need to travel. A community which feels that its needs are being listened to. Increased opportunities for employment and volunteering.</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>By providing more facilities and services within the community we are encouraging residents to travel less. Within all our projects we look at environmental impact and minimise this as far as possible. This is something that will continue to be incorporated in all our future project plans.</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>Evanton Community Trust have a robust Equalities Policy and all our events and projects are inclusive to all. We are working towards ensuring that all of our community spaces are fully accessible.</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>  <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 type="checkbox"/> Applied <input checked="" 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?	3 part time self employed session workers Around 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 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 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>CRF overheads and management fees sur</p>
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Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)	
			Total match funding (£)	0
			CRF grant request (£)	
			Total project cost (£)	0

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Postholder will be managed by the ECT voluntary board
6.4	Please explain why public funding is required to deliver the project.	Project currently development, which will lead to income generating projects
6.5	Please explain what the remaining bank balances are for in your accounts.	Balances are mainly restricted funds received as grants to run projects
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Unrestricted funding in accounts includes asset value of village green – current true unrestricted funding is around █████ per annum to cover insurance, web site and general running costs / maintenance of village hall

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?	We intend to hold regular meetings with other village groups / organisations and businesses to update on what everyone is doing and prevent duplication / clash. Also to explore ways of partnership working
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?	No means of servicing loan
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?
Sent seperately	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.

Signature:



Print: Mandy Macleman

Date:

27/11/2023

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 type="checkbox"/> No <input checked="" 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) <i>Draft</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input 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"/>
Reason for missing documentation:		
7. Insurance certificate to follow		

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: CRF2297

Organisation: **Evanton Community Trust**

Project Title: **Community Development Project Manager**

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)	2
Tourism infrastructure - new (delete as appropriate)	3
Training courses delivered/learning days of people receiving training	10

Town center improvements	3
Initiatives to improve access to local services	2
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.

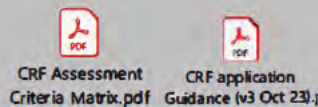
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2298	
1.2	Organisation	FEARN AMENITIES (SCIO)	
1.3	Project title	Refurbishment of Playing Field Pavilion	
1.4	Project summary you wish to be funded (max 100 words)	1st Phase of the Build of the Pavilion	
1.5	Project costs	Total project cost	£12,006.19
		Match funding	£0.00

		CRF grant requested	£12,006.19
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)	26/07/2024	
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	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 checked="" 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 Playing Field, Fearn, IV20 1RP	
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 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 checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning permission is currently being considered by Highland Council and approval is expected early December 2023 (Planning reference 23/04604/FUL)	

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" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Activity name</th> <th style="width: 30%;">Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Connect electricity supply</td> <td>29/03/2024</td> </tr> <tr> <td>Provide a mains water connection</td> <td>24/05/2024</td> </tr> <tr> <td>Installation of new septic tank</td> <td>28/06/2024</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> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Connect electricity supply	29/03/2024	Provide a mains water connection	24/05/2024	Installation of new septic tank	28/06/2024		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.
Activity name	Achieve by (date)																
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	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>Fearn is a small community but gradually increasing in size. It lacks recreational facilities and has very much suffered from the loss of its Village Hall which was sold by the Highland Council recently, although no benefit has been given back to the community with regards this loss of facility. Refurbishing the Playing Field Pavilion will go some way to giving back to the community a venue where the community can come together and organise events and services to benefit the community. This project is all about giving Fearn a 'place'.</p>	
4.3	How will the project benefit local communities or the local economy?
<p>There will be benefit through giving back to the community a venue where they can meet and organise events and services. It is vitally important to a community that there is somewhere which becomes a hub for the community – going forward wellbeing is going to be very important and the Pavilion will become the centre of many events.</p>	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The finished project will address the lack of premises in Fearn where the community can meet and organise events and provide services and clubs for all ages in the village and surrounding community.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>There has been much encouragement over the past few years in the committee and residents desiring to get the Pavilion up and running once again. Fundraising has been ongoing but we have had to hire in marquees and other such coverings due to the Pavilion being unsafe and not useable. The community fully support all fundraising efforts.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Fearn Amenities will continue all fundraising efforts to support the Pavilion as a community hub. The pavilion would be available for economic hire for use by local groups with the exception of the school where no charge will be made in return for Highland Council continuing to cut the grass as per current agreement.</p>	
4.7	What will be the lasting benefits and legacy?
<p>Fearn will once again have somewhere for its residents and all sections of the community to meet and use for all community events. The school would benefit by their use of the pavilion for their sporting events, currently the school uses the playing field for PE lessons but there is no shelter available if the weather is inclement.</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>This project will enhance not only the appearance of the Playing Field & Pitch area but renovations implemented will address net zero ambitions with regards solar energy provision to assist running costs and using local tradesmen to deliver on the works would reduce the carbon footprint of the project.</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>Plans for the Pavilion will take into account in the renovation of facilities and design allowing easy access and provision of services to those less able</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>  <p>FWF statement and declaration template.c</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 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>None</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 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>

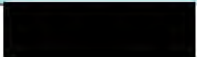
SECTION 5: PROJECT BUDGET

5.1	<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</p>
-----	---

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input 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.	Fearn Amenities will now have a facility where various events and user groups will be able to generate an income.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Fearn has no other facility in the village which will be open for the community to use
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	£5000.00	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: CRF2298

Organisation: Fearn Amenities SCIO

Project Title: 1st Phase of Pavilion Build

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	1
Initiatives that enable communities to stay socially connected	New	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 (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.

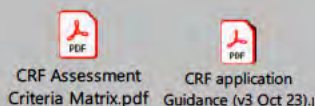
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2301	
1.2	Organisation	Seaboard Community Polyunnel Group CIC	
1.3	Project title	Needs Must Fixtures and Fittings	
1.4	Project summary you wish to be funded (max 100 words)	The Seaboard Community Polyunnel Group need to replace much needed tired and broken community fixtures such as flower tubs, benches and new fence around the CAT land secured by the polyunnel group	
1.5	Project costs	Total project cost	9000.00
		Match funding	£ 200.00

		CRF grant requested	9000.00
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)	30/06/2024	
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	Seaboard Community Polytunnel Group CIC	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Norma Balfour	
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 type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input checked="" type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	CIC Limited by Guarantee, Schedule 1, Small Membership-SC732629	
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.	Balintore Harbour, Tain IV20 1UE	
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 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.	Area to be fence is a secured Community Asset Transfer area – waiting for the signed document back from Highland Council	
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 1 st March 2025.		
	Activity name	Achieve by (date)	
	Purchase of Materials for Fence	April / May 2024	
	Purchase of Tubs / Benches / Market cart etc	April / May 2024	
	Erection of Fence	May / June 2024	
	Installation of Benches	May / June 2024	
	Planting of bedding plants	April / May 2024	
	Planting out of plants into community tubs and boxes	May / June 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.
	<p>Community groups find it very difficult to access funding for replacing damaged and no longer functional fixtures such as picnic tables, benches, and flower tubs within the community. The community of Seaboard believe they would benefit from such fixtures in recycled plastic which would be durable and low maintenance.</p> <p>The Seaboard Community Polytunnel Group acquired a piece of land through a Community Asset Transfer - this land adjoining the Polytunnel requires to be fenced to be secured before planting activity takes place, to act as much needed storage and process recycling waste from within tunnel.</p> <p>The Polytunnel Group work closely with the local Primary School and Youth Club showing the children how to grow vegetables and the different stages of preparing the beds. Volunteers keen on gardening share their knowledge with the children and this intergenerational activity is rewarding for both. The Polytunnel provides a safe environment for all and encourages unity and wellbeing for all ages. It is a positive community run initiative where fruit and veg are grown, plug plants brought on, to be used in filling the flower tubs which adorn the villages of Shandwick, Balintore and Hilton.</p>
4.3	How will the project benefit local communities or the local economy?
	<p>The provision of seating and flower tubs within the community has an overall wellbeing factor, both residents and visitors can enjoy a simple piece of infrastructure which is much needed and rewarding for all. Having strategically placed benches and picnic tables encourages people to stop, sit down and even purchase from local shops and picnic in the area. Seaboard has wonderful beaches and shore paths and being able to provide such fixtures will be a bonus.</p>
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
	<p>The need is that all our flower tubs are rotting away, picnic benches have seen better times and, in some cases, have gone. It is important that a community feels good, and it is important that these structures are maintained or replaced. It may not be in a local plan as such but there is an argument that these fixtures are part of infrastructure.</p>
4.5	How do you know there is local support for the project? How can you evidence this?
	<p>Seaboard Community Polytunnel have worked with filling the tubs for some 6 years now and the response to the colour in the village is rewarding in that there are many requests for more tubs to be placed.</p> <p>Seaboard Community Polytunnel Group have first-hand knowledge of the community needs as it is these volunteers who look after the flower tubs and ensure maintenance.</p>

4.6	How will the project be supported/maintained/sustained after CRF funding?
The idea of purchasing fixtures which come from recycled plastic will mean that maintenance will be low for many years and ease the burden on the volunteers.	
4.7	What will be the lasting benefits and legacy?
People within the Community will feel pride, in what they see, and this will encourage them to become involved, helping their wellbeing. Visitor will enjoy their time spent to these seaside villages – the word will spread!	
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.
Encouraging the fixtures to be of recycled plastic is one way mitigating negative environmental impacts as it will reduce the amount of plastic which goes to waste and landfill, burned or ending up in the ocean – better to sit on it and eat off it.	
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?
These fixtures are for all to enjoy – they will encourage the community and visitors from all walks of life, 'To rest awhile and Smile', nobody will be excluded from their use.	
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> <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 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?	12 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 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>
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SECTION 6 – MATCH FUNDING

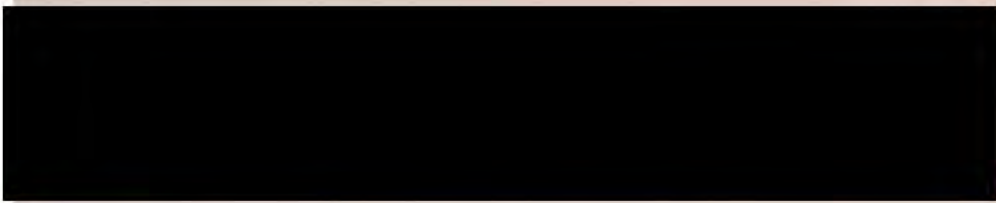
6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Seaboard Community Polytunnel Group- £200	Yes	20.11.23	200
			Total match funding (£)
			200
			CRF grant request (£)
			9000
			Total project cost (£)
			9200

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 of In-Kind labour by local individuals to install benches, tubs and picnic tables will be given by volunteers as well as the supplying of plants to fill the tubs
6.4	Please explain why public funding is required to deliver the project.	The recycled fixtures are more expensive than wooden; however their durability and low maintenance will be more economic and beneficial to the groups involved.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balance covers annual running costs with a small reserve.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	There is no unrestricted funding.

SECTION 7 – INCOME GENERATION			
7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input 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 Polytunnel does generate a small income during the growing season from the sale of fruit and vegetables to the locals and visitors alike.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	This is a very small business enterprise which is for community benefit.	
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?	The Seaboard Community Polytunnel Group is led by volunteers and as such none would want to enter a loan situation. What they do is for community benefit working with the local school and other residents.	
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 £
	Hope Charity	15/02/2022	£1500.00
	Rotary Funding	03/11/2023	£200.00
		Click or tap to enter a date.	£
		Click or tap to enter a date.	£
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			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:  Print: N. C. Balfour Chairperson, Seaboard Community Polytunnel Group CIC	Date: 22/11/2023
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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 type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input checked="" 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: First Accounts to 31 st May 2023 are not due until 17 th February 2024 according to Companies House.		
Lease document is currently with Highland Council Legal Dept		

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 – Seaboard Community Polytunnel Group
- Insurance – Access SC2100F230 YR/1/2606
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Bank statement – Bank of Scotland Nov 2023
- Letter of support – Seaboard Memorial Hall Ltd

CRF Monitoring and Evaluation Framework

CRF number:

Organisation: Seaboard Community Polytunnel Group

Project Title: Needs Must Fixtures & Fittings

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	1
Wellbeing support initiative	safeguarded	1
Spaces for people	enhanced	1
Initiatives that enable communities to stay socially connected	supported	1
Community-led projects supporting community ownership or management of assets, services, or activities	supported	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 (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.

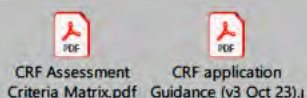
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2303
1.2	Organisation	The Place Youth Club
1.3	Project title	The Place The Place Drop In / The Field
1.4	Project summary you wish to be funded (max 100 words)	Our application is to contribute towards staffing as we've become victims of our own success. In the last three years our two projects have grown much faster than we could ever have anticipated such is the need. The Place Youth Club has been established for over 33 years. The aims are demonstrated in our Constitution.

		The Place is a recognised charity and has been the leading organisation in delivering youth work in Alness. The funding request is for staffing for one senior youth worker and also for some rental costs to help us meet the demand as numbers have doubled.	
1.5	Project costs	Total project cost	£42,840.00
		Match funding	£0.00- <i>for these specific elements, but we secure a range of match funding for the overall project.</i>
		CRF grant requested	£42,840.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	1st March 2024	
1.7	End date (by 1 st March 2025)	29th Feb 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 type="checkbox"/>	Increasing community resilience
		<input checked="" 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	The Place Youth Club	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Janette Douglas	
2.4	Position in the organisation	The Place Coordinator	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.theplaceyouthclub.com	
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	SC018055	
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.	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.	<p>The Place Drop In, 63 High Street, Alness IV170SH</p> <p>The Field, Site 4, Riverside, IV170PS</p>	
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.	Lease agreements in place for the Drop In and The Field.	
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
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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.

Activity name	Achieve by (date)
Drop In open 5 days a week x 50 weeks	Feb 25
The Field open 5 days a week x 50 weeks	Feb 25
The Drop In open 6 nights a week x 50 weeks	Feb 25
The Drop In open 3 evenings a week x 2 weeks	Feb 25
The Field open weekends when needed	Feb 25

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.

The Place is a recognised charity and has been the leading organisation in delivering youth work in the town for over thirty three years. The charity were based in the Town Hall however Highland Council ended this agreement after thirty years. The Place underwent a huge period of challenges and change which led to delivering youth work in the heart of the community but without actually having a base when COVID struck. The Place Management Committee, staff and young people reviewed their services during the first Lockdown and as a result decided to think outside of the box and explored the possibility of developing The Field.

The Field is a piece of land owned by The Highland Council. It has been lying empty for over thirty five years and was a completely overgrown, inaccessible piece of land. Some people thought The Place were mad undertaking such a huge project but concern for local young people meant the charity felt it had little option. With emphasis on safety and being outside, The Place saw the potential to develop a huge project that could offer not only a safe environment to deliver youth work but also opportunities to upskill young people and develop an enterprise. Subsequently the charity entered into a 99-year lease for the land which has now been developed not only into a youth enterprise project but also a huge community resource.

Alness sits on the Scottish Index of Multiple Deprivation and has a much higher than average number of people on medication for mental health. The Place were worried about the impact of the pandemic on young people and families. The school had seen 8 Rectors in little over a four-year

period which led to a lack of consistency or leadership. Young people were suffering and struggling with different aspects of their lives.

The Place were keen to get something up and running quickly. Despite some local political obstacles, a decision was made to take on The Field, and the Management Committee signed the lease quickly in an effort to commence work with local young people as soon as possible.

After securing the lease the initial plan had been to just have a safe place for young people to come together under the leased stretch tent. The longer the charity was there the more they realised the importance of having services on site. A number of partnership meetings were held in the tent and then the field started to be used by other partner agencies. The Place offered a space free of charge to Blooming Gardeners who are a charity that works with adults with additional support needs. They applied for planning to place a polytunnel and The Place saw it as mutually beneficial as they could tap into their horticultural skills and knowledge.

In the last two years The Field has naturally evolved into the thriving space it is today. In 2021, which was the first full year of holding the lease, it had 341 sessions delivered in The Field with 6526 youngsters attending events. This figure does not include all those from the community that attended events such as family fun days and Christmas events.

To demonstrate the growth this year over the 6 week period we had contact with 5913 individuals.

In addition to The Field we also have Drop In on the High Street. We needed to establish an indoor space as it was too cold in The Field over winter. This was intended to be sign posting service for young people however many partners use it for groups and such is the need and demand from youngsters we are now open 5 days a week and 6 evenings.

Our priority is “Tackling poverty and inequality” and this theme has always been our priority as we recognise the deprivation in our community and the impact this has on our young people. By offering qualification opportunities and also growing produce for our foodbank is looking to tackle these challenges. We feel we are working towards achieving these outputs.

- Activities for young people
- Wellbeing support initiative
- Spaces for people
- Initiatives that enable communities to stay socially connected
- Community-led projects supporting community ownership or management of assets, services, or activities
- Support for cost-of-living crisis
- Support to gain/sustain employment
- Support for Social Enterprises
- Advice services – supported
- Recreational areas
- Local amenities
- Jobs created/safeguarded (FTE)
- Training courses delivered/learning days of people receiving training
- Town centre improvements
- Initiatives to improve access to local services
- Environmental awareness initiatives
- Waste, recycling and circular economy initiatives
- Community food growing initiatives
- Community green space

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

The Drop In benefits the community by being in the heart of the town with an “open door” policy. Open 5 days/ 6 nights means that people of all ages stick their head in the door to chat. The Drop-In is used by partners weekly which includes a breastfeeding group/CROCUS (for youngsters affected by bereavement)/Connecting Young Carers/Mikeysline (a suicide prevention group) and ESOL. We have 28 young male asylum seekers aged 16-18yrs who have been placed within our community which has not been without its challenges..

Many of our youngsters have chaotic lifestyles. Our Drop-In tends to attract the hard to reach youngsters who are angels with us and help in all community work however they're horrendous in school. As a direct result of the work we've been delivering and our active social media has led to schools being more open to developing strong partnerships where we are in regular contact and consulted and involved in the day to day decisions.

As a result of working with hard to reach youngsters we work with two groups from the school who have limited timetables. This is seasonal work as in the good weather we work at The Field and this year it included planting up the beds, developing a play area and potting up over 40 hanging baskets for our community. In the colder weather we operate from Drop-in.

Other schools use The Field for projects, including a nursery who has a small garden. The local college uses it as well as therapy groups/mental health support groups/Blooming Gardeners (adults with additional support needs). The Field Coordinator also works 1-1 with youngsters who are struggling. The Field is also used for hire for childrens parties to generate a small income to offset the huge rent we are charged monthly by Highland Council.

In addition The Drop In hosts a foodbank and we can't believe the amount of community members that have to use this resource. We are swamped every time we get a delivery. The youngsters are growing produce at The Field to feed in to this resource.

Groups that work with vulnerable adults are increasingly using the space as they recognise the huge benefits to working outside. You will see from all our partners that diverse groups are using this facility and many different ideas and projects are being developed. Workshops have included Scottish Opera, Gardening workshops, Therapy Horses and Scout/Cub jamborees.

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

The Place works closely with partners and this means that we are able to identify the gaps in provision. We work closely with our Local Member and look for ways of ensuring that we work to meet the needs of our community. We work alongside our local Community Council. The Place instigated and chairs anti-social behaviour meetings once a month which has Police, Fire Brigade, Headteachers and Place staff working together on a community plan. Similarly we work with Employability partners and also host regular meetings. We attend and feed into the Easter Ross

District Partnership. We are also members of the VYN and those plans are compatible with all HC plans however have not been adopted into their documents.

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

We receive a huge amount of local support. Our local chemist, local Co op and young people have all had The Place as their charity of choice in the last 12 months. Local businesses have donated cash to our charity and we receive huge support when we ask for any appeals an example being the tragic earthquake in Turkey where we transported 5 large vanloads of aid within a 7 day period. Our local members have been so supportive with one local member working alongside us on a daily basis. The Lord Lieutenant is also a huge support and regularly supports our events. More importantly parents and young people themselves are hugely supportive and post regularly on our Facebook page and attend all projects and events we host. We also have letters of support for our Asset Transfer bid and these include one from our active Community Council.

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

As a charity for over 30 years we have always had to find 100% funding for our projects due to receiving no statutory funding. This has become even harder since 2014 when there was a decision to cut 100% of what little funding third sector received towards youth work.

Arms length organisation High Life Highland receives all youth work related funding from Highland Council and this causes huge problems within many communities where the third sector take the lead in delivering all youth related projects with just a smattering of areas benefiting from the HLH youth provision. The many recognised established funders in the central belt recognise the huge challenges the third sector face as a direct result of this and have been hugely supportive of groups and charities in the Highlands as a result. The Place is part of the Voluntary Youth Network who has over 160 members and works alongside Highland Third Sector Interface. The VYN and members provide a huge support network to our charity and more recently Youth Highland who oversees the VYN has identified 9 HUBS in the Highlands of which The Place is one, and has made joint funding bids which has been helpful.

It is hoped by the summer of 24 if we are successful in our Asset transfer bid for The Field that this will then lead to The Field stream of The Place becoming completely self sufficient and sustainable. The Drop In will always require funding however the work we do is widely recognised and part of the Coordinators role is to source funding which is challenging but ongoing. Sadly this will always be the case for the third sector however we are hopeful that funders are looking to talk to HC to look at ways of making funding provision more equitable for all.

4.7 What will be the lasting benefits and legacy?

The Place has been operating as a youth facility for over thirty years and has grown and provides a more wraparound approach to all young people within our community. Since we were made “homeless” in 2019 and put out of our building we really did have to rethink and start again and The Place has developed the most innovative work in the last three years that has had the most impact.

The lasting benefits and legacy are certainly the number of youngsters that have achieved recognised qualifications as a result of taking part in projects and activities within the community as we encourage all young people to use their volunteering hours to gain recognised qualifications. This is particularly good way for youngsters that are not particularly academic to gain qualifications and to help them become more employable.

In addition just “being there” for all our young people and helping them through personal challenges. In many cases as adults and even parents themselves they come back when they need help and support and we have an open door policy to all.

The youngsters within our community are amazing in the amount of volunteering they do so the legacy must surely be the amount of adults that want to “pay back”. Our youth work team is predominately made up of people that have come through playscheme, youth club and then become youth workers, similarly our Management Committee has people sitting on it that also have come through club some years ago.

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.

As our project in The Field develops we are always looking at ways of working towards being more environmentally friendly and plans are underway for more recycling being done and the development of a composting toilet. An orchard has been planted and further plans to expand growing areas to provide more produce for the foodbank.

The Scottish Land Commission made a film about The Field and its development.

Within our Drop In we dispose all of our waste responsibly and encourage recycling. We are working with Climate Action and taking all suggestions on board

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?

As a youth facility we have always ensured that we are as inclusive as possible. Every effort is made to make sure that all young people are treated as equals and that we challenge any negative behaviour. This is particularly important as we support the 28 asylum seeker lads within our community and we are their recognised safe place. They have faced challenges and we have addressed them. The Place has a policy in place for equality and diversity.

Any young person can access our activities and every effort is made to accommodate those with ASN or any other barriers.

We make every effort to secure funding for all our projects to enable all young people to be involved so that nobody is excluded as a result of poverty or disadvantage.

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

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?

2 full time
9 sessional staff
26 adult volunteers
24 young leaders

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?	N/A
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" 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> <div style="text-align: center;">  <p>CRF overheads and management fees sur</p> </div>
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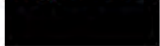
6.5	Please explain what the remaining bank balances are for in your accounts.	To pay bills and sessional staff
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Any unrestricted funding goes towards rent, electricity and food for youngsters

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input 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 Field will generate a small income from letting the space out for parties and functions however all income will be ring fenced and re-invested into The Field.
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 as a whole are very supportive of all that The Place does.
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?	Not prudent to take a loan out on a charity
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 Summer funding Drop In	JUNE 23	£4000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council Summer funday Field	JUNE 23	£3000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Cares Drop In	APRIL 23	£9900	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
HighlandCares Outreach	APRIL 23	£9900	Yes <input checked="" 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.	
<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>		
<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>		
Signature 		Date: 27/11/23
Print: J DOUGLAS		

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 checked="" type="checkbox"/> No <input 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 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:

Project Title:

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. Tackling 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	x
Wellbeing support initiative	supported	x
Spaces for people	enhanced	x
Initiatives that enable communities to stay socially connected	supported	x
Community-led projects supporting community ownership or management of assets, services, or activities	supported	x
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	x
Support to gain/sustain employment	x
Support for Social Enterprises	x
Initiatives that help sustain household incomes	
Advice services – supported	x
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
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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	improved	x
Sports facilities	new/improved	
Local amenities	supported	x
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)	2
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	16
Town center improvements	x
Initiatives to improve access to local services	x
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	enhanced	x
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	enhanced	X
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	enhanced	X
Community green space	enhanced	X
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:		



Appendix 2: Black Isle & Easter Ross Summary RAG Assessment

Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	Capital	Revenue	Project start date	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environmental sustainability	Value for Money	Match funding	Meets local Priorities	Additionality	
2123	Cromarty and Resolis Film Society	Improving Cinema Accessibility	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	£ 40,815.00	£ 35,815.00	£ 35,815.00	£ -	01/03/2024	3	3	3	3	3	2	2	2	3	3	27
2136	Culbokie Community Trust	Culbokie Village Hub	This project will complete a 40m ² 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	£ 148,968.30	£ 30,000.00	£ 30,000.00	£ -	08/04/2024	3	3	3	3	3	3	3	2	3	3	29
2147	Ferintosh Community Hall	Repairs to external walls	Repairs and insulation of south and west facing external walls	£ 30,216.00	£ 30,216.00	£ 30,216.00	£ -	30/09/2024	3	3	3	3	2	2	2	1	3	3	25
2172	Fearn Amenities SCIO	Fearn Abbey Regeneration Project	Funding is sought to commission a feasibility study and business plan for the possible community asset purchase of Fearn Abbey by Fearn Amenities SCIO.	£ 20,640.00	£ 20,640.00	£ -	£ 20,640.00	04/03/2024	2	2	2	2	2	2	2	1	2	3	20
2184	Tain and Fearn Free Church	New Build	Funding for the 1st Phase of a new build Church and hall project. This will serve the congregation and also offer a range of community activities, support services and meeting space. The 1st phase is the demolition of an existing building on the site, and site clearance.	£ 76,075.00	£ 46,000.00	£ 46,000.00	£ -	01/03/2024	3	3	3	2	2	3	2	3	3	3	27
2186	Fox and Friends Highland	Fox Trots	Project aims to run a range of clubs and events targeting adults experiencing social isolation in Easter Ross. They will provide opportunities for adults experiencing social isolation to come together in their communities to have fun, upskill, build friendships, and seek support if they need it.	£ 60,000.00	£ 30,000.00	£ 4,250.00	£ 25,750.00	01/03/2024	1	2	2	2	3	3	2	2	2	3	22
2207	Inver Football Club	Osprey Park Community Sports Facility	Upgrade of Osprey Park, the only sports facility in the coastal village of Inver. Works include replacement of perimeter fence, and construction of a storage shed with toilets and hand washing facilities.	£ 9,200.00	£ 9,200.00	£ 8,500.00	£ 700.00	01/03/2024	2	3	3	3	2	2	3	3	2	3	26
2236	Tain Heritage Trust	Phase 3 Works	Phase 3 of a package of re-development works, which will see the reinstatement of the toilets in the main auditorium. It will see the purchase and installation of a lift which was deferred from a previous round. An old boiler will be removed, and a small sum will be held for contingencies.	£ 65,000.00	£ 65,000.00	£ 65,000.00	£ -	04/03/2024	3	2	3	3	3	3	3	2	3	3	28
2257	North Kessock Village Hall	Village hall enhancements	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	£ 171,927.00	£ 50,000.00	£ 50,000.00	£ -	01/03/2024	3	3	3	3	3	3	3	1	2	3	27
2293	Ross Sutherland RFC	Sound Proofing and Kitchen Completion	Final stage improvement works to complete a major re-development of the club house facility. Specific final measures are to install a new kitchen, add sound proofing measures to the venue in response to issues surrounding echoing and poor sound quality, a partition to allow the club house to be split into smaller venues for hire for smaller functions, and a new PA system.	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ -	02/04/2024	3	3	3	3	2	2	3	1	3	3	26
2294	Tain Initiative Group	T.I.G Development Officer	Funding to employ a development officer, for a 1-year period initially, to take forward options for the development of a specific site in Tain (next to the tennis courts at the Asda junction- IV19 1LX). This land has been gifted to the Tain Initiative Group. Key tasks for the officer will be as listed in section 4.2 of the application form.	£ 37,000.00	£ 33,000.00	£ -	£ 33,000.00	01/03/2024	3	2	3	2	2	2	2	3	3	3	25
2295	Seaboard Memorial Hall Ltd	Village Entrances	The project is to install three new stone village entrance signs with a themed Seaboard Fulmars logo. Each structure will be similar to the monolith located outside of Seaboard Memorial Hall (see Google Maps) which relates to the strong Pictish heritage of the area. The signs will be located at the entrances to Balintore, Shandwick and Hilton.	£ 49,403.00	£ 43,643.00	£ 38,554.57	£ 5,088.43	04/03/2024	3	2	2	3	2	3	2	2	2	3	24
2297	Evanton Community Trust	Community Development Project Manager	Funding is sought to employ a Community Development Project Manager to take forward existing projects and develop new projects in consultation with, and for the benefit of the local community. The application notes that this initial support could help to secure longer term funding and support from HIE.	£ 28,860.00	£ 28,860.00	£ 600.00	£ 28,260.00	01/03/2024	3	3	3	3	3	2	3	2	3	3	28
2298	Fearn Amenities SCIO	Refurbishment of Playing Field Pavilion	Phase 1 of a wider refurbishment of the playing field pavilion in the village of Fearn. Aim is to develop the building as a community hub. This element includes electrical and water connections, engineer's fees to inspect the existing structure and new roof trusses.	£ 12,006.19	£ 12,006.19	£ 10,086.19	£ 1,920.00	04/03/2024	2	2	2	2	1	2	2	2	2	3	20
2301	Seaboard Polytunnel Group CIC	Needs Must Fixtures & Fittings	Funding to replace tired and broken community fixtures such as flower tubs and benches. A new perimeter fence will be erected around land on which the group's poly tunnel is located. Provision is also made for purchase of a water bowser and market cart to sell produce from the poly tunnel.	£ 9,200.00	£ 9,000.00	£ 9,000.00	£ -	01/03/2024	2	2	3	3	2	2	3	2	3	3	25
2303	The Place Youth Club	The Place Staffing and Operating Costs	Funding to support a new post- a senior youth worker for 30 hrs p/w, to cope with growing demand for the services provided. A contribution to rental costs for the drop in centre and the field is also factored in.	£ 42,840.00	£ 42,840.00	£ -	£ 42,840.00	01/03/2024	3	3	3	2	3	3	3	3	3	3	29

RAG
 All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows:
 Red – 1, amber – 2, green – 3. This allows a total score for each project to be provided.
 Ratings are based on information provided during the application process and are provided as a guide only.
 All projects presented are eligible but if Members wish to approve projects that have red or amber ratings it would usually suggest that additional conditions will be attached to the award to address these concerns.