

Agenda Item	5
Report No	NC/02/24

The Highland Council

Committee: Nairnshire

Date: 22 January 2024

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1 Purpose/Executive Summary

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

Within Nairnshire the following allocations are available for distribution in 2023/24:-

- Highland Coastal Communities Fund (capital/revenue) - £10,517.00;
- Place Based Investment Programme (capital) - £47,231.71; and
- UK Shared Prosperity - £16,093.53 (£11,858.97 capital / £4,234.56 revenue)

Total funds 2023/24 - £73,842.24

1.2 Broad eligibility criteria for the fund is as follows:

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

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

Projects should be able to demonstrate that they are:-

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

1.3 In summary the position in Nairnshire at Area Committee on 22 January 2024 is as follows:-

- Nairn Harbour Street - £57,748.71 ringfenced as approved at 7 August 2023 Committee
- Available Funding – £16,093.53 (£11,858.97 capital /£4,234.56 revenue)
- Number of applications for consideration – 2
- Total value of grant requests - £21,000.00

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

- **Appendix 1** – Project application form; and
- **Appendix 2** - RAG Summary Spreadsheet

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

2 Recommendations

2.1 Members are asked to:-

- Consider** the applications presented and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest;
- Agree** the approved CRF grant award for each application up to the value of the available area allocation; and
- If there is a balance of funding remaining, **agree** to ringfence remaining grant within the 2023/24 allocation to deliver area priorities identified through work to develop an area-based plan, subject to full applications being brought to a future committee meeting for consideration.

3 Implications

3.1 **Resource** - Nairnshire have available funding of £16,093.53. Applications under consideration total £21,000.00 therefore the committee will need to undertake a prioritisation process to agree the final funding awards.

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

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

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 10 January 2024

Authors: Fiona Cameron, CRF Programme Manager
Fiona Hepburn, Project Officer

Background Papers: None

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



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



CRF Assessment
Criteria Matrix.pdf






CRF application
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2146
1.2	Organisation	Nairn Improvement Community Enterprise (NICE)
1.3	Project title	TeamHamish Nairn Links Regeneration Phase 2
1.4	Project summary you wish to be funded (max 100 words)	<p>The Social Gathering Space:</p> <p>Our Phase 2 proposals focus on the area of the Nairn Links currently occupied by the putting, crazy mini golf and the adjacent banking and grassed areas.</p>

		<p>We aim to revitalise this environment to enhance how these areas are currently used, encouraging a more integrated and cohesive purpose for both individual contemplation and social interaction.</p> <p>We strive to create a journey of connecting spaces and places for the benefit of Nairn's Community and Visitors, combined with a sustainable legacy for generations to appreciate and enjoy.</p>
1.5	Project costs	Total project cost £230,000
		Match funding £219,000
		CRF grant requested £11,000
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/03/2024
1.7	End date (<i>by 1st March 2025</i>)	14/06/2024
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	Nairn Improvement Community Enterprise (NICE)
2.2	Address and postcode	
2.3	Main contact name	Sam Hey
2.4	Position in the organisation	Director
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.teamhamish.org & www.nicenairn.org.uk
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	SC388110 SC042118	
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 checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	The project is being delivered in Partnership with The Highland Council; it is therefore proposed that the VAT related to the project is reclaimed through the registration of the local authority.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Nairn Links Marine Road Nairn IV12 4EA	
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input 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.	The proposed project is to be located on Common Good Land as a community asset, and therefore is being delivered in Partnership with The Highland Council.	

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.	<p>Planning Approval ref: 22/03816/FUL, granted June 2023.</p> <p>(Highland Council confirmed Building Warrant not required)</p>

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.							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="153 757 1050 824">Activity name</th> <th data-bbox="1058 757 1465 824">Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td data-bbox="153 835 1050 981"> Construction of 'Infrastructure': Linking footpath (including hard standings for bespoke benches), terraced seating, and focal area (with rainbow surround) at foot of banking. </td> <td data-bbox="1058 835 1465 981">14/06/2024</td> </tr> <tr> <td data-bbox="153 992 1050 1014">Community and school pupil designed, bespoke benches.</td> <td data-bbox="1058 992 1465 1014">14/06/2024</td> </tr> </tbody> </table>			Activity name	Achieve by (date)	Construction of 'Infrastructure': Linking footpath (including hard standings for bespoke benches), terraced seating, and focal area (with rainbow surround) at foot of banking.	14/06/2024	Community and school pupil designed, bespoke benches.	14/06/2024
Activity name	Achieve by (date)							
Construction of 'Infrastructure': Linking footpath (including hard standings for bespoke benches), terraced seating, and focal area (with rainbow surround) at foot of banking.	14/06/2024							
Community and school pupil designed, bespoke benches.	14/06/2024							
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.							

TeamHamish Phase 2 - Social Gathering Space

Our Phase 2 proposals focus on the area of the Links currently occupied by the existing putting green, crazy mini golf and adjacent banking and grassed areas. All these existing elements are worn and tired, and in need of refurbishment, and maintenance.

Through a holistic approach, we aim to revitalise the existing context and utilise the natural environment to enhance how these areas are currently used, encouraging a more integrated and cohesive purpose for both individual contemplation and social interaction through the creation of a journey of connecting spaces and places.

The principal intervention is the introduction of a new linking footpath where the grass has been heavily trodden at the head of the banking, combining this with places to pause, contemplate, reflect, and appreciate the wonderful setting with magnificent views across the Moray Firth. This would be accessible and appropriately illuminated with themed directional signage.

We have invited local Community groups and schools to design interactive installations as objects to discover, explore and appreciate along this new link - these would be in the form of bespoke sculptural fixed seating and tables, whilst being respectful of existing memorial benches.

We believe that Community participation would develop an awareness of a sense of ownership to the spaces. There is also potential to add further benches, should it be desired.

The footpath would open out to utilise the existing natural banking, creating terraced seating which could become a juncture for meeting, social gathering, private thoughts or for teaching and education. This space could also be utilised for performance of the Arts.

This tiered seating space also gives a perfect viewing platform for a refurbished and revitalised of crazy mini golf and putting green, for a 'Golfing Town', which we would see following under a future phase of works.

Ultimately, these proposals would deliver Our TeamHamish Mission Principles: the creation of places, spaces, and facilities for the benefit of Nairn's broad demographic of Community and Visitors of all ages and abilities, combined with a sustainable legacy for generations to enjoy.

Our approved planning drawings are attached in Appendix A.

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

We believe that this is a Community project.

Since we founded TeamHamish, the positive response that we have received from the Community throughout all the fundraising and development of our ideas to the completion of the first phase of our proposals, the Splashpad, has been absolutely amazing, and a true testament to what can be achieved when we work together.

It soon became evident from the way that our ideas for #TeamHamish were adopted by the Community that this had the potential scale to act as a catalyst for the wider regeneration and revitalisation of Nairn in a wider holistic context with increased footfall and consequential economic growth.

We would like to see this next phase having increased Community involvement, not only in design intent, but also in both the implementation and ongoing maintenance, ranging from engineering, plant use and groundwork operatives through to green-keeping and general routine maintenance. Through the tendering process we are also seeking to employ a locally based workforce for the main works contract.

Additionally, we believe that by entrusting elements of the proposals to a wide variety of Community Groups and school pupils within the Town, this Community participation would develop a sense of ownership to the spaces.

In the revitalisation of these spaces, TeamHamish is striving to create a place that aids the promotion of mental and physical health and emotional wellbeing. In our proposals for Phase 2, this is demonstrated through both the enhancement of the existing natural environment with aspects beneficial to all ages and abilities, and in the bringing together of the Community for all stages of the project.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The overarching premise of our TeamHamish proposals is to revitalise public areas of the Town that have become tired and well-worn over time through use. And through this reinvigoration, there is the opportunity to enhance these spaces, places, and facilities for benefit of the Users.</p> <p>This area of the Links was one of the key elements highlighted as being of particular interest in the public feedback following our initial presentation of TeamHamish ideas to the Community in June 2018.</p> <p>The emphasis being on a place that could be multi-purpose: as well as for meeting, resting, contemplating, and appreciating, could also be used for education, as an outside teaching space and for occasional presentation of the arts - theatrical and literature, but being very conscious that there are nearby residential properties.</p> <p>The ideas / proposals contained within our TeamHamish 'Vision for Nairn' were incorporated into the Nairn Links Development Plan, prepared through extensive Community consultation by Nick Wright for The Highland Council.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>The support and enthusiasm that we received from both the Community and far afield from the outset for both our TeamHamish ideas, and the extensive fundraising to make them a reality, has been absolutely incredible.</p> <p>This was so important to us, as none of this could have been achieved without this overwhelming Community support. Over the past six years, there have been countless events to fundraise and make these ideas a reality, with such amazing generosity being shown throughout. The level of support for our proposals can also be seen through both the match-funding in our application and on our social media pages.</p> <p>Please refer to Appendix B for included Letters of Support.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The sustainability and continued maintenance are critical to the ongoing success of the project, and therefore paramount in both NICE, and TeamHamish's 'Vision for Nairn'. It is proposed that this will be achieved through a number of separate sources:</p> <ul style="list-style-type: none"> - As a charity, there will be continuing with fundraising to cover any reparation required through general use / wear and tear. - A number of local Community groups, individuals and businesses have also offered to assist with routine maintenance, for example: The Men's Shed, local golf clubs, Nairn Rotary, and Cantraybridge College. - As the proposed project is located on Common Good Land, there are existing maintenance contracts in place, which we would seek to extend in liaison with the Highland Council. 	

Following the initial capital investment, ongoing maintenance will ensure that these wonderful, proposed spaces and facilities are available for the enjoyment of Nairn's Community and Visitors for many years to come, and a lasting legacy to Hamish.

4.7 What will be the lasting benefits and legacy?

One of the founding principles of TeamHamish is that all of our projects are created as a legacy to Hamish, as sadly his Mum, Susan also.

The second being that the projects created are for the benefit of Nairn's Community, and in this case, as with the Splashpad, are located on Common Good Land and are therefore readily accessible for all those who wish to enjoy them.

As touched on in 4.6, fundamental to these principles is that mechanisms are established at the outset to ensure that the projects are maintained and sustainable so as to have a lasting benefit to the Community of Nairn and its Visitors.

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.

One of the key principles of our TeamHamish Vision for Nairn is that all our project interventions must be sensitively and sympathetically integrated into their proposed context so as to enhance and revitalise the existing environment in an appropriate and holistic manner. This holistic approach extends to the social aspects of our proposals and consideration of the types of places that are being created and their impact on the adjacent spaces.

With our proposal to utilise the Common Good Land, they will be designed to respect Nairn's beautiful, natural context. This is so important, as the Links area of the Town is close to the hearts of many, and our proposals are therefore intended to reinvigorate and enhance the existing features.

There will be an emphasis on longevity and sustainability through the specifying of quality materials, and a proper scheduled routine maintenance programme.

Where practicable, recycled materials will be used. For example, crushed aggregates for the groundworks; recycled crushed coloured glass for the path surfaces; or reclaimed timber and metals for the benches.

In the selection of manufacturers for the proposed new materials, we will endeavour to ensure that there is an Environmental Product Declaration in place and that the products specified hold a minimum of an 'A' rating within the BREEAM Green Guide to Specification, and 100% recyclable.

Any electrical light fittings will be of low-energy LED type, and, where possible, utilise renewable power sources to operate.

The proposed resin bound surfacing is permeable and therefore controls surface water run-off.

There will be a drive to employ a local workforce for the construction and maintenance, and within tendering process we would look for contractors to demonstrate an environmental policy in their operations.

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?

TeamHamish Mission Principles are to create places, spaces, and facilities for the benefit all ages and abilities. This will be demonstrated in the increased accessibility of the existing spaces, and in the range of the Community groups and local school pupils who we wish to involve in the designing the bespoke benches, as well as the implementation and maintenance of the proposals long term.

We aim to involve a local charity, Cantraybridge, which provides support to young adults with learning disabilities in the maintenance of the proposal. This charity also has a wood skills department and some of the work proposed could be sourced from them thereby providing a sense of ownership and achievement for this group of young adults with learning disabilities.

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

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



FWF statement and declaration template.c

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

Yes No

Please refer Appendix C.

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

(on www.nicenairn.org.uk)

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

The number of volunteers that have been involved with TeamHamish since we established over six years ago is countless, from the local Community how have supported us in fundraising events, through to those located worldwide who have donated.

We have no paid employees.

Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

<p>5.2</p>	<p>Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.</p>	<p>The proposed cost estimate for the project is based on a number of sources, ranging from previous experience to market research.</p> <p>We have received refreshed quotations for primary elements, such as the specialist resin surfacing, and supply for the proposed paving/ step/ edging units, we do however appreciate that until tenders, and / or sub-contractor / consultant costs for each of the elements is received, establishing a definitive cost for the project is challenging, particularly in the current economic climate, and with material availability supply chain uncertainly across the industry.</p> <p>Similarly, the foundation structures can only be determined once the ground conditions have been established; and the cost for benches will very much depend on the selected designs.</p> <p>We would therefore highlight that the project works have been structured as a series of deliverable and independent sub-phases, depending on the level of funding available, material availability and prices returned from contractors once the proposals have been developed, all of which will provide purposeful and completed elements that will enhance and revitalise this area of the Links.</p>
<p>5.3</p>	<p>Please explain how your project will achieve value for money.</p>	<p>Our project is to be procured through a competitive tendering process.</p> <p>Tenderer's will be selected from the Highland Council list of 'approved' contractors, and as part of their submission each will be required to demonstrate a level of quality in their submission as well as a price for the proposed works.</p>

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 (£)
TeamHamish Fundraising	Yes	In place	£110,000
Highland Council (paths)	Yes	In place	£20,000
PBIP Funding (partial award, March 2022)	Yes	In place	£34,200
CRF (partial award, Feb. 2023)	Yes	In place	£54,800
Total match funding (£)			219000
CRF grant request (£)			11000
Total project cost (£)			230000

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	<p>To date, the support that TeamHamish has received from the Community of Nairn, and beyond, has been truly incredible. As noted in section 4.6, we intend to continue fundraising to both develop this project and for further phases.</p> <p>To date we have had a number of offers of “in kind” practical support for this project:</p> <p>Local golf club greenskeepers – reconfigured and upgraded putting green.</p> <p>Nairn Men’s Shed – general maintenance and upkeep of seating.</p>

		<p>Staff and pupils of Cantraybridge College – maintenance of putting green.</p> <p>BEAR Scotland – groundworks and landscaping.</p> <p>Consultant Engineering advice on structural and civil requirements.</p> <p>Plant and logistics.</p> <p>Local gardening and groundworks businesses – general maintenance.</p> <p>There will also be input from local Community groups and schools for the design of the bespoke benching.</p>
6.4	<p>Please explain why public funding is required to deliver the project.</p>	<p>Our TeamHamish proposals are Community projects, delivered on Common Good Land for the benefit of Nairn and its Visitors. The majority of the finances for the match funding in 6.1 have been obtained through fundraising over the past five and a half years, both within the Community of Nairn, and further afield.</p> <p>As mentioned in 5.2, with increasing construction costs, and uncertainly in the industry, coupled with increased costs of living making further fundraising to the level required to deliver the project an unviable option, we would suggest that without public funding being made available, the project is unlikely to proceed.</p>
6.5	<p>Please explain what the remaining bank balances are for in your accounts.</p>	<p>N/A</p> <p>Please note that the NICE TeamHamish bank account does not include the PBIP or CRF</p>

		funding award, or The Highland Council contribution towards the pathways.
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"/>
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.	N/A
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?	As the project relies purely on fundraising, there will be no predicted regular income, therefore servicing a loan would be uncertain.
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?
PBIP Funding (partial award)	15/03/2022	£34,200	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CRF (partial award)	15/02/2023	£54,800	Yes <input type="checkbox"/> No <input checked="" 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"/>

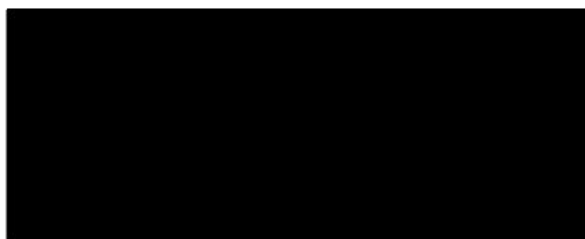
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

I 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: Sam Hey

Date:

11/11/2023

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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>

Reason for missing documentation:

Item 7 – N/A.

Item 9 – PBIP match funding letter awaited.

Item 14 – Final Partnership Agreement/ MOU awaited from Highland Council.

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: CRF2146

Organisation: Nairn Improvement Community Enterprise (NICE)

Project Title: TeamHamish Nairn Links Regeneration Phase 2

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	See below
Wellbeing support initiative	new	See below
Spaces for people	new	See below
Initiatives that enable communities to stay socially connected	new	See below
Community-led projects supporting community ownership or management of assets, services, or activities	new	See below

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

- Attracting visitors, resulting in some economic benefit to the area.

With regard 'Quantity', the proposed projects are being created for the benefit of Nairn's Community and Visitors, and, as with the Splashpad, is located on Common Good Land and are therefore readily accessible for all those who wish to enjoy them.

Similarly, there has been extensive Community engagement and involvement within TeamHamish from the outset. This continues through into our next proposed project.

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:		



Appendix A -

Proposed Phase 2 Approved Planning Drawings



*Company Number: SC388110
Registered Charity Number: SC042118*



+ EXISTING LEVELS
 + PROPOSED LEVELS



PROPOSED SITE PLAN

+

CONCEPT STATEMENT

Phase 2 - Social Gathering Space
 Proposed Conceptual Masterplan + Precedent Images

Our Phase 2 proposals focus on the area of the Links currently occupied by the putting, cover rest gull and the adjacent banking and grassed areas.
 We would like to see this area having increased Community involvement, not only in the design, but also in both the implementation and ongoing maintenance.
 We aim to revitalise the existing context and utilise the natural environment to enhance how these areas are currently used, encouraging a more integrated and cohesive purpose for both individuals and contemplation and social interaction through the creation of a journey of connecting spaces and places.
 The principle intervention is the introduction of a new linking footpath where the grass has been heavily trampled at the head of the banking, and combining this with stone to pave and reflect, with magnificent views across the Moray Firth (1). This would be accessible and appropriately signposted with themed directional signage.
 We would like to invite local Community groups and schools to design interactive installations as objects to discover, explore and appreciate along this new link - between historical flagpoles and tables (2), but also being respectful of the existing memorial benches. We believe that this would develop an awareness of ownership to the spaces.
 This new linking footpath would open up to utilise the existing natural banking, creating tiered seating which could become a platform for social gathering, phrase thoughts, performance of the arts, or for teaching and education (3).
 The creation of places and spaces for the benefit of Nairn's Community and history, combined with a sustainable legacy for generations to appreciate and enjoy.



Revision			
P03	Terrace new wall material finish amended. Levels on path + plots adjusted. Outline Operations updated. Further detailed information added to sections & plan. Lighting indicators indicated.	SH	SH
Drawn:	SH	CHK'D:	SH
Date:	22.10.23		
Revision			
P02	Red line boundary amended	SH	SH
Drawn:	SH	CHK'D:	SH
Date:	18.09.22		
Revision			
P01	Planning Application	SH	SH
Drawn:	SH	CHK'D:	SH
Date:	08.08.22		

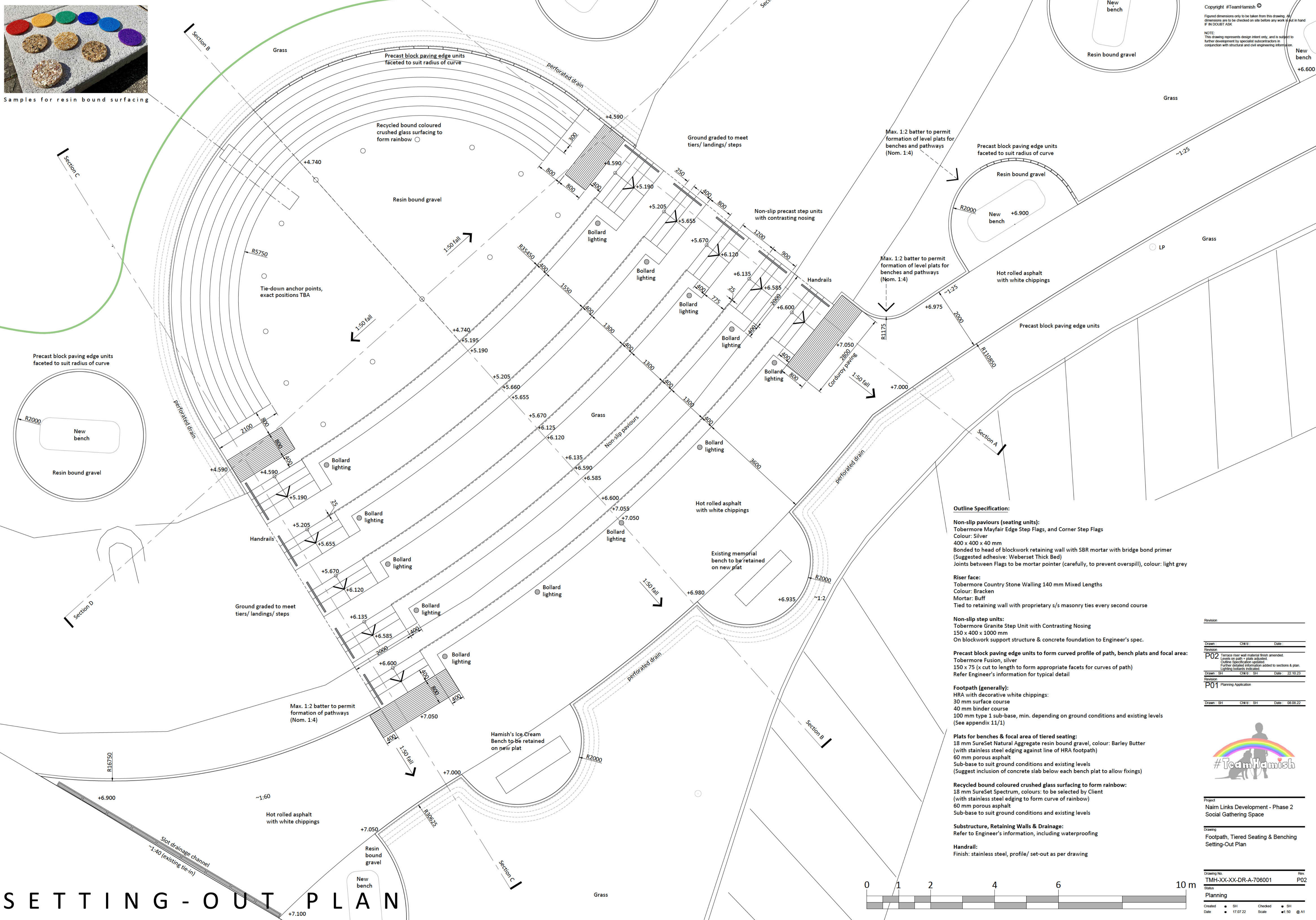


Project	Nairn Links Development - Phase 2 Social Gathering Space		
Drawing	Footpath, Tiered Seating & Benching Site Plan + Concept Statement		
Drawing No.	TMH-XX-XX-DR-A-601003	Rev.	P03
Status	Planning	Checked	SH
Date	16.07.22	Scale	1:150 @ A1



Samples for resin bound surfacing

Copyright #TeamHamish
 Figured dimensions only to be taken from this drawing. All dimensions are to be checked on site before any work is in hand IF IN DOUBT ASK
 NOTE: This drawing represents design intent only, and is subject to further development by specialist subcontractors in conjunction with structural and civil engineering information.



SETTING-OUT PLAN

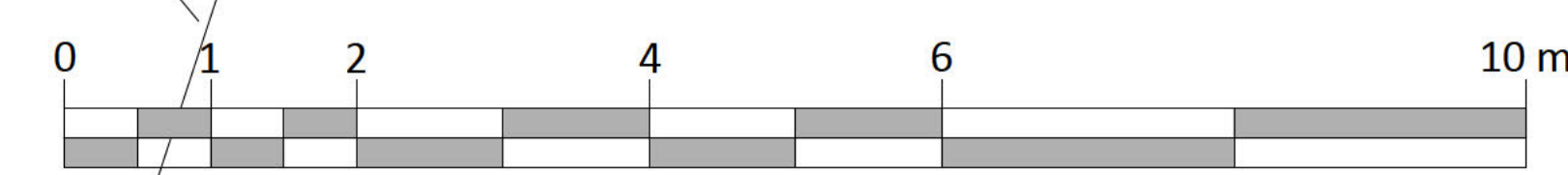
- Outline Specification:**
- Non-slip paviours (seating units):** Tobermore Mayfair Edge Step Flags, and Corner Step Flags
 Colour: Silver
 400 x 400 x 40 mm
 Bonded to head of blockwork retaining wall with SBR mortar with bridge bond primer (Suggested adhesive: Weberset Thick Bed)
 Joints between Flags to be mortar pointer (carefully, to prevent overspill), colour: light grey
 - Riser face:** Tobermore Country Stone Walling 140 mm Mixed Lengths
 Colour: Bracken
 Mortar: Buff
 Tied to retaining wall with proprietary s/s masonry ties every second course
 - Non-slip step units:** Tobermore Granite Step Unit with Contrasting Nosing
 150 x 400 x 1000 mm
 On blockwork support structure & concrete foundation to Engineer's spec.
 - Precast block paving edge units to form curved profile of path, bench plats and focal area:** Tobermore Fusion, silver
 150 x 75 (x cut to length to form appropriate facets for curves of path)
 Refer Engineer's information for typical detail
 - Footpath (generally):** HRA with decorative white chippings:
 30 mm surface course
 40 mm binder course
 100 mm type 1 sub-base, min. depending on ground conditions and existing levels (See appendix 11/1)
 - Plats for benches & focal area of tiered seating:** 18 mm SureSet Natural Aggregate resin bound gravel, colour: Barley Butter (with stainless steel edging against line of HRA footpath)
 60 mm porous asphalt
 Sub-base to suit ground conditions and existing levels (Suggest inclusion of concrete slab below each bench plat to allow fixings)
 - Recycled bound coloured crushed glass surfacing to form rainbow:** 18 mm SureSet Spectrum, colours: to be selected by Client (with stainless steel edging to form curve of rainbow)
 60 mm porous asphalt
 Sub-base to suit ground conditions and existing levels
 - Substructure, Retaining Walls & Drainage:** Refer to Engineer's information, including waterproofing
 - Handrail:** Finish: stainless steel, profile/ set-out as per drawing

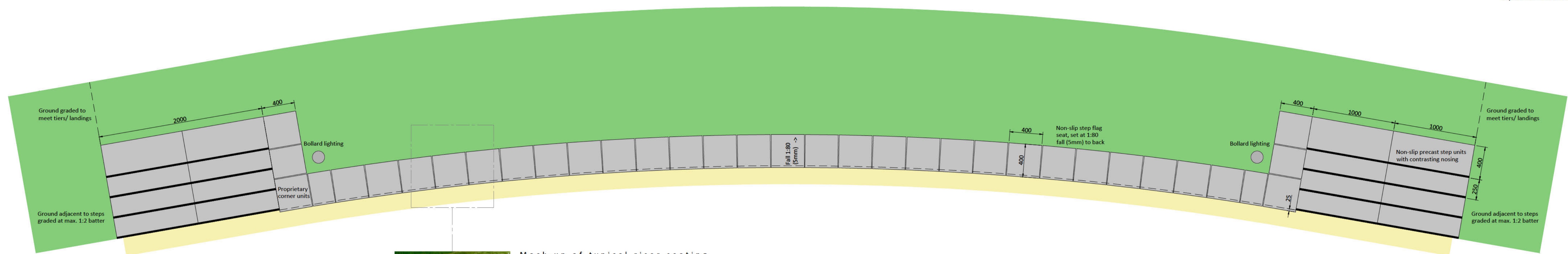
Revision	Drawn	CHK'd	Date
P02	SH	SH	22.10.23
P01	SH	SH	08.08.22



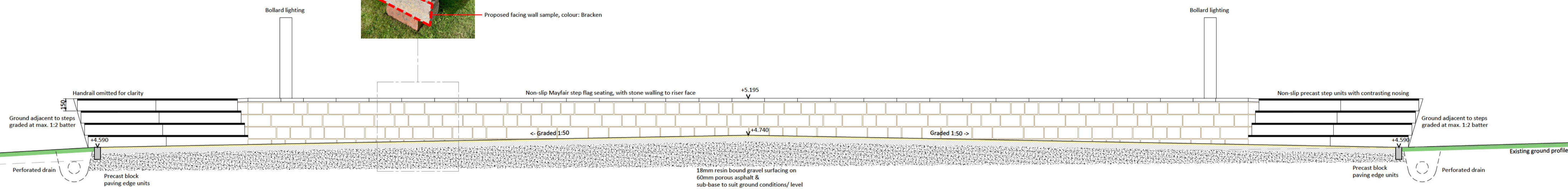
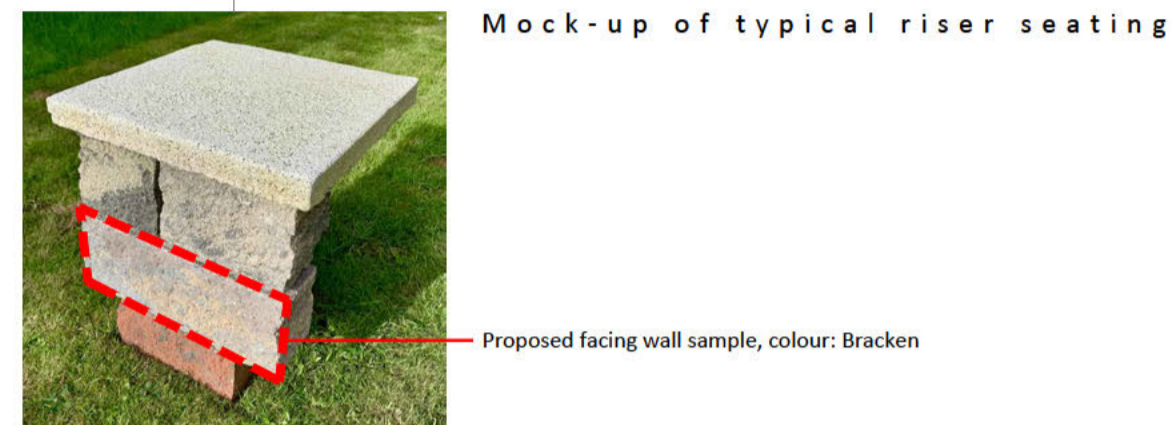
Project: Naim Links Development - Phase 2 Social Gathering Space
 Drawing: Footpath, Tiered Seating & Benching Setting-Out Plan

Drawing No.	Rev.
TMH-XX-XX-DR-A-706001	P02
Created: SH	Checked: SH
Date: 17.07.22	Scale: 1:50 @ A1

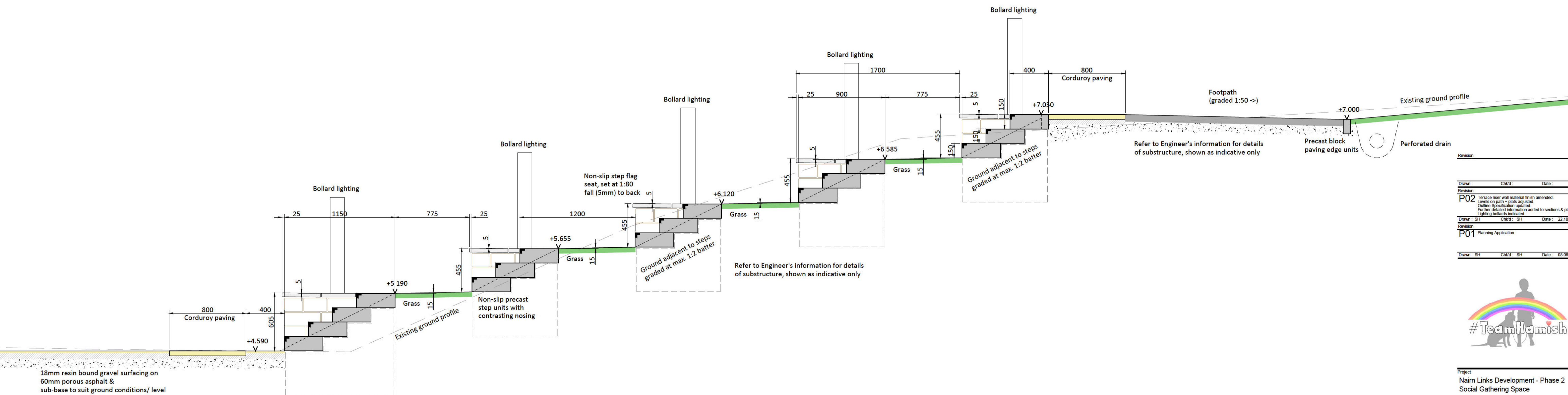




Plan on Section D 1:25



Section D 1:25



Section C 1:20

SECTIONS - Sheet 02

Refer to Sections Sheet 01 (708001) for Outline Specification

Revision	Drawn	CHK'd	Date
P02	SH	SH	22.10.23
P01	SH	SH	08.08.22



Project
 Naim Links Development - Phase 2
 Social Gathering Space
 Drawing
 Footpath, Tiered Seating & Benching
 Sections Sheet 02 - C

Drawing No.	Rev.
TMH-XX-DR-A-708002	P02
Planning	
Created	Checked
SH	SH
17.07.22	Scale
	#1.2025 @ A1



Appendix B -

Letters of Support:

Jean Godden - Deputy Lord Lieutenant

David Grant - Retired Oil Industry, Community Representative

Stuart Innes - Civil Engineer, Community Representative

Dr. Alastair Noble - Nairn West Community Council



*Company Number: SC388110
Registered Charity Number: SC042118*

Reference for Team Hamish

Team Hamish has contributed hugely to the community of Nairn by enhancing the experience of those who live in the town as well as those who visit. The charity has a strong track record of delivering facilities to be enjoyed by the community. This has been achieved through extensive consultation with the community who have wholeheartedly supported plans to regenerate the Links area of the town by generating funds through a wide variety of fundraising activities and with the help of those who continue to provide technical and professional expertise.

Phase 1 saw the completion of the Splashpad which not only provides fun for children but a place for parents and carers to meet and socialise. Local businesses have also benefited from the footfall. The huge number of people who have enjoyed this facility is a testament to how important the work of this charity has been.

Phase 2 plans have now been passed and work is ready to start. The focus is to provide places for people to come together as families to play and enjoy the beauty of the surroundings. Existing putting and crazy golf areas will be revitalised and the provision of benches will establish places where people can sit and enjoy the improved environment helping to promote health and well-being. Totally accessible paths will also be created around the area ensuring that everyone can enjoy the benefits of the regenerated area.

Out of tragedy, Team Hamish continues to work tirelessly to enhance the environment for a community which supported the family through difficult times.

Jean Godden D.L.



01/11/2023

To - Highland Council, Community Regeneration Funding Committee.

I am writing to you in support of a Team Hamish request for funding from the Highland Council Community Regeneration Fund.

This charity has been doing amazing work for a number of years within the local community of Nairnshire, culminating in the creation of the Splashpad on Nairn links. The Splashpad has been a great success for local children, disabled children and holiday maker families, since its inception.

The links area has always been a focal point for locals and visitors alike and has never been so busy as in the last few years. It's great to see so many come to Nairn and enjoy the local amenities and the increase in visitors obviously has a spin-off for local business.

Within the Team Hamish plans is the progression of phase 2 of the regeneration of the links area, with the 'Social Gathering Space' around the old putting Green. Planning permission was approved this year by Highland Council.

Funding from the CRF would help enable this project to get off the ground and be completed in a timely manner, for the benefit of the local community.

I have seen, first hand, the amount of participation and buy-in from the local community with the Team Hamish charity that I have never witnessed before in my 70 odd years living in Nairn and can thoroughly recommend them for funding from the CRF.

Yours Sincerely,

David Grant



7 November 2023

To whom it may concern

**The Highland Council – Community Regeneration Fund
Team Hamish – Application for Funding Assistance - Reference**

I write in support of the application by Team Hamish for funding assistance with Phase 2 of the Nairn Links redevelopment

Much voluntary work has already gone into the redevelopment of the Nairn Links by Team Hamish to make it more attractive both to residents of the town and to the many visitors. Phase 1 was for the new Splash Pad attraction at the links. This replaced the old paddling pool, which was considered a health and safety risk and had become an eyesore. The construction of the new facility was jointly funded by the Highland Council and from the hundreds of voluntary donations to the Team Hamish fund from the local residents and from further afield. It has been a great success!

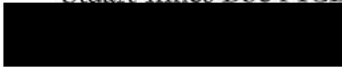
Phase 2 involves the provision of new terraced seating and outdoor performance area located adjacent to the existing putting green. The development has already secured Planning Consent and I am giving my own time to design the groundworks for the project. For this purpose I engaged the services of a local contractor to open some trial pits in order to assess the ground conditions and the contractor, Shearer Plant, has also not charged for his input in support of the development.

The hope is that sufficient funds will have been sourced in order to proceed to award a construction contract in early spring so that the facility can be first enjoyed during the summer months of 2024.

I am very pleased to provide this reference for Sam Hey whose son Hamish tragically died of cancer at a very young age and in whose loving memory and example the Team Hamish initiative was formed by his father and late mother Susan.



Stuart Innes BSc FICE





Nairn West & Suburban Community Council

8/11/23

To whom it may concern:

Re: Team Hamish/NICE application for funding from Community Regeneration Fund for Phase 2 Links Project.

At present Nairn West and Suburban Community Council are between elections and are not formally constituted but meeting as 'Nairn West and Suburban Community Group'.

We have been asked to provide support for Team Hamish's Community Regeneration Fund grant application to assist in the completion of Phase 2 of the Nairn Links Project, and are happy to support this application.

Team Hamish are a very popular organisation, well supported by the Nairn community, and have raised over £200,000 for improvements to leisure facilities in the town, in memory of Hamish Hey, who sadly died of cancer several years ago. They have proven themselves very capable of delivering large projects for the benefit of the town. Phase 1 provided the £200,000 Splashpad at the Links, which has been a huge success, attracting large numbers of both locals and visitors to spend time at the leisure park and beach and patronise the nearby shops and cafes. Nairn's reputation as a seaside destination has grown proportionately.

We ask that you look favourably on this application.



Alastair Noble (Chair)



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:



CRF Assessment
Criteria Matrix.pdf



CRF application
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2279
1.2	Organisation	Nairn BID
1.3	Project title	Nairn Heritage Trail
1.4	Project summary you wish to be funded (max 100 words)	The funding is part of a much larger project to replace and augment Nairn's heritage interpretation boards and create a Heritage Trail, backed up by online resources and interactivity
	Total project cost	£84,787

1.5	Project costs	Match funding	£74,787.13
		CRF grant requested	£10000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input 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	Nairn BID	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Lucy Harding	
2.4	Position in the organisation	Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.nairnconnects.com	
2.8	Organisation type	<input checked="" 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 type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC606595	
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.	The whole of Nairn
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input checked="" 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.	Any land to be used will either belong to the highland Council or Nairn Common Good
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.	It depends on how the project develops but all permissions will be sought through the correct channels if necessary.

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)
	Consultants organise and implement series of face-to-face surveys (visitors and local residents) to establish baseline re awareness of Nairn's heritage etc as part of Evaluation plan. Target of minimum of 75 interviews undertaken. A survey of Nairn BID tourism operators will also be undertaken to establish a baseline re the	30/3/24

extent pre-project to which they use Nairn's heritage as a business development and marketing resource.	
Run programme of a minimum of five community heritage/interpretive planning workshops and "walk and talk"/"cycle and chat" events, drop-in exhibitions, and other events/activities to encourage participants to learn about/share what they know about Nairn's heritage. This may also include sessions in Nairn Museum or in the Highland Archives in Inverness (in the latter case, transport and a light lunch for participants will be paid for from project funds). The oral history part of the project will be based in Nairn Museum but we may undertake interviews at other locations including local schools, Nairn Community Centre (local clubs), local care homes etc.	30/05/2024
Range of events/activities to generate content for the interpretation, including art, poetry/prose, photography and oral history recording activities. The exact nature and number of events will depend on the ideas generated during Stage One of the project.	30/6/24
Preparation of detailed content and text for interpretive materials, including graphic design, editing and three-stage proofing process. Recording and transcribing of oral history content, and preparation of oral history recordings for uploading to project webpages. All artwork for interpretive panels signed off by end September. Local businesses signed up to display acrylic plaques/window stickers with QR codes linked to online interpretive materials.	30/09/2024
Creation of online materials. Copywriting and design of leaflet.	31/10/2024
Delivery and installation of outdoor interpretive materials by mid-December. Delivery and distribution of leaflet by mid-December. Online materials go live by mid-December.	31/12/2024
Consultants organise and implement series of face-to-face surveys (visitors and local residents) to establish end-of-project changes re awareness of Nairn's heritage etc as part of Evaluation plan. Target minimum of 75 interviews undertaken, plus online feedback. A survey of Nairn BID tourism operators will also be undertaken to establish a baseline re the extent post-project to which they use Nairn's heritage as a business development and marketing resource.	15/02/2025
Programme of special events to launch Trail and online resources.	29/02/2025

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 project aims to make Nairn's rich heritage more accessible to visitors and local people by creating an innovative and enjoyable heritage trail along with new printed and digital interpretive resources. It is also designed to promote "slow tourism" and to Active Travel by local people and visitors by encouraging them to walk, cycle or wheel to explore Nairn and the surrounding area.

In the first stage we will work with the public and local organisations in the tourism, heritage, arts and business sectors to discuss how the town's heritage should be interpreted. A programme of community workshops, school events, "walk and talks" and social media activities held in partnership with Nairn Museum and other local partners will explore the town's history and historic environment, help gather stories/memories and identify potential interpretive resources such as objects, archive materials and photographs etc. The result will be a community interpretive plan which will identify:

- interpretive objectives – what people experiencing the interpretation will learn, do or feel
- an over-arching interpretive theme and sub-themes

- a detailed plan for implementation - for example, the number of panels and the theme(s) to be interpreted at each point along the trail.

The second stage will be the creation of the interpretive materials themselves. We will work with the local community, including local creatives, schools and community groups, and encourage them to create content such as poems, prose, quotes and artwork for inclusion in the interpretation.

The online interpretation created by this project will be incorporated into the existing website www.VisitNairn.com and will continue as a dynamic shared resource post-project. QR codes on the physical interpretation will enable people to find the online materials quickly and easily.

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

The benefits of the project will be:

- People in Nairn will know more about their town's heritage and feel more ownership of it/pride in it. The interpretive planning process will enable people to share their own knowledge with other project participants, and learn from other local people and organisations.
- Local people will be able to shape how their town's heritage is presented to the local community and to visitors to Nairn by taking part in the interpretive planning process and in the creation of new content.
- Visitors to Nairn will learn more about Nairn's heritage. They will experience interpretation which has been developed with the local community and which gives them access to authentic stories and local voices.
- The interpretive planning exercise will provide opportunities to capture stories/memories about Nairn's heritage which are not currently known or recorded. It may also identify new heritage resources such as photographs, records or objects from the town's past.
- The interpretation will be designed to promote longer stays, increased spend and increased visits to the town centre by visitors in Nairn, to the benefit of the local economy as well as promoted walking, wheeling and cycling.
- The new interpretation will be an added asset for the town's tourism operators who will be able to promote it in their marketing, signpost it as an activity during their visitors' stay in Nairn, and potentially develop new themed "products" based on Nairn's heritage.

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

It will support Like many small to medium-sized towns, Nairn's town centre has faced challenges in recent years with national retailing outlets closing and the growing trend for online shopping. The town's tourism sector, which is an important part of the local economy, had already been facing challenges due to changing market trends.

Covid intensified these problems (evidenced, for example, by over half of the BID's 300 members claiming a discounted BID levy), and the cost-of-living crisis now looks likely to create further challenges. The tourism market is very fragile across Scotland, and Nairn is no exception. Meanwhile, the climate emergency has shown the need to take action to encourage Active Travel within Nairn and between the town and surrounding areas for local people and visitors. The Inner Moray Firth Local Development Plan 2 (currently in preparation) identifies various priorities for Nairn relevant to this project including:

1. Strengthen Nairn's role as the strategic market, service and social centre of Nairnshire.
2. Implement the Nairn Community Town Centre Plan to make the town centre more accessible, attractive and to promote regeneration and tourism opportunities.
3. Further regenerate and enhance the harbour as a leisure and tourist destination and create better connections with the town centre.

The Nairn Community Town Centre Plan highlights the opportunity to signpost and strengthen connections between the town centre and the river, beach and harbour, including improving

walking and cycling links, and providing waymarking of these.

The Nairn Active Travel Masterplan includes suggestions for promoting active travel between the harbour, beach and river to the town centre which include improved signage, and also identifies the potential to encourage visitors to walk between the town centre and the harbour, beach, links and golf courses etc. Nairn's uniqueness as an historic seaside resort in the Highlands offers great opportunities both to attract UK "staycationers" and to encourage overseas visitors wishing to discover our special heritage and natural environment.

By creating a new year-round attraction, we aim to increase visitor numbers, and encourage longer stays/higher local spend. This will not only generate more income; it will also help us address the seasonality challenges which make it hard for tourism businesses to recruit staff. New interpretation "on the ground" is key as it will give Nairn an attractive new heritage-based attraction for visitors and local people and replace the current "tired" interpretation which undermines the quality of the current visitor experience. Meanwhile, the new online interpretation will help our heritage reach an international audience, including potential new visitors.

Promoting the use of Active Travel in and around Nairn will be an important objective of the new interpretation, aiming not only to reduce the carbon footprint of visitors and local people, but also to encourage increased length of stay and encourage visitors to enjoy a "slow tourism" experience of the town where they can take time to experience authentic stories about Nairn's heritage presented by local people. VisitScotland research indicates increasing demand amongst current and potential visitors for "slow tourism" and "authentic experiences".

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

Nairn's rich heritage provides a special sense of identity for local people. However, there is a need to raise awareness of it amongst the local community to ensure that its significance is fully appreciated and that it is conserved and managed appropriately to ensure that the town's unique sense of place is not undermined. Post-Covid, there is scope to overcome social exclusion through heritage-based community activities. In addition, the town's heritage offers great potential to support Nairn's largely tourism-based economy, with opportunities to promote it as a heritage-based destination offering authentic visitor experiences and slow, sustainable tourism. As well as encouraging longer stays and more spend locally, there is scope to address some of the seasonality problems local tourism businesses currently encounter, not least the problems of recruiting staff, as the interpretation can be enjoyed year round. This project provides a superb opportunity to make local people and visitors more aware of Nairn's built heritage, the stories the buildings/features can tell, and the intangible heritage linked with them. The heritage is wide-ranging: Nairn's built heritage dates back to prehistoric times - encompassing its history as a royal burgh (created 1190), its development as the county town for Nairnshire, a centre for the herring fishing industry, its emergence as a popular seaside and health resort, and more recent developments and events within living memory. Nairn is unusual in having historic Gaelic and English-speaking cultures – the Gaelic speakers were predominantly fisherfolk living in the Fishertown area. The area of the town to be interpreted in the project includes locations/buildings linked to all these periods/stories. The route of the interpretive trail will include a range of Listed buildings, including the Links bandstand (Category A) and many of the town's other B and C Listed buildings (64 in total, some buildings are listed as a group) including historic civic buildings such as the Courthouse and the Market Cross; Nairn Harbour (built by Thomas Telford); Nairn Museum; Nairn Railway Station; the Mackintosh Building and other buildings of interest in the High Street, including some which can be linked back to earlier buildings such as the town houses of country lairds, and a range of other buildings and features which give a glimpse in to Nairn's past (for example, the statue of Dr John Grigor, known as the "father of Nairn", who championed the health benefits of Nairn's seawater and established the town as a seaside health resort; old buildings with more recent stories such as the one remembered fondly as a pop concert venue in the 1960s; and other features such as shipwrecks, archaeological sites and memorials.

4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The trail and digital resources will be an ongoing heritage and tourism resource for Nairn, supporting access to/engagement with heritage post-project as well as promoting Nairn's distinctive heritage. 1. Ongoing heritage resource: the project will result in more people in Nairn having heritage-related skills and confidence in using these. There will be opportunities post-project to use these skills in future community projects, in future school projects, and in future Nairn Museum projects, and this is likely to involve skills sharing, where people involved in this project can share what they have learned with other people interested in acquiring or improving their heritage skills.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The Trail panels will be a continuing heritage asset for Nairn, raising awareness of the town's heritage, serving as a heritage-focused route which can be used for guided walks and other community activities, and signposting people viewing the panels to places where they can find out more about Nairn's heritage (online materials, Nairn Museum, etc). The online materials will be an ongoing learning and reference resource for people from Nairn and further afield who want to learn about the town's heritage. The new online presence will be able to accommodate further materials, making it a dynamic heritage resource for individuals and a platform for future heritage projects by the local community, local schools, Nairn Museum, etc. In terms of promotion, Nairn BID will continue to market the online resources to local residents and visitors post-project, including looking at linking with other heritage-related trails in other parts of the Highlands and Scotland. Ongoing tourism resource: and Nairn BID will work with local partners (tourism operators, bike/e-bike hire businesses, local organisations offering health and well-being activities etc) to support them in developing and promoting ideas for breaks/activities based on the trail and digital resources to their customers/service users (for example, themed led walks/cycle rides and short breaks, marketing of slow tourism holidays and holidays based on authentic experiences of Nairn's heritage, special events/activities based on the trail). The Trail will also be used post-project by local walking/cycling for health group events and activities. The "on the ground" materials will have a life of 10 years plus in terms of ink colour retention guarantee, and materials will be chosen to provide durability in a seaside location, to be resistant to vandalism, and to require minimal maintenance. The Highland Council and Nairn BID will share responsibility for their maintenance post-project. Digital resources (images and sound recordings) created during the project will be made available (subject to appropriate consents) on a website whose domain is owned by Nairn BID, and the BID will be responsible for their maintenance and management post-project. Any archive materials donated/loaned and oral history recordings and transcriptions created will be added to Nairn Museum's publicly-accessible collections, and we also hope that digital recordings will be available on Am Baile, the digital archive for the Highlands and Islands managed by High Life Highland. (Access subject to the agreement of the people providing the materials: appropriate consents will be arranged.)</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>Increasing positive environmental impacts: the interpretive planning process will include exploring issues relating to climate change and the environment in the local context. An important project objective will be to promote ways in which visitors and local people can reduce their negative environmental impacts and help make positive changes. Promoting active travel (walking, wheeling and cycling) as the best way for visitors and local people to get around Nairn and the surrounding area will be crucial, and the new interpretation created by the project (on the ground and online) will include information on active travel routes, timings/distances, places where bicycles and e-bikes can be hired locally, advice/information on electric vehicle charging, public transport and recycling facilities, and advice/information on how people can reduce their negative impacts on Nairn's natural and cultural heritage. Messages promoting positive environmental impacts will be presented in a way that also highlights the physical and mental health</p>	

benefits for people in cutting their carbon footprint. Interpretation will make links between rising sea levels and the increasing vulnerability of parts of Nairn to flooding due to climate change. As part of the objective of presenting Nairn as a sustainable visitor destination and encouraging local people to be more aware of their carbon footprint, we also intend to highlight local environmental initiatives in the interpretation - for example, there is an active local orchard group which has planted local orchards which can be visited, and the Nairn Green Hive hires out e-bikes as part of its extensive list of activities to promote sustainable living and has a presence on Nairn's High St and (soon) at the Seaman's Hall - both of which are on the route of the trail. Promoting the use of e-bikes is one of the key strands of the project's active travel emphasis. Decreasing negative environmental impacts: In addition to promoting positive messages as to how local people and visitors can decrease their negative environmental impacts, we will work with suppliers of materials and services needed for the project to find ways of minimising negative impacts - for example, through choice/durability/recycling potential of material and identifying the most environmentally-friendly transport arrangements etc. We will also look at opportunities to make use of recycled materials in conjunction with a local environmental charity, and will re-use/upgrade existing interpretive panel frames and plinths where possible.

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?

This is an inclusive project which will (1) particularly target hard-to-reach groups locally, including older people and people experiencing social isolation, poverty, mental health problems and/or physical disabilities. We will work with local organisations supporting these groups to identify participants, and are looking, in particular, for opportunities to gather and record their stories about Nairn and to encourage them to create content for inclusion in the interpretation. (2) Our Community Consultation exercise showed that many local schoolchildren are not currently engaging with local heritage or visiting Nairn Museum; the project plan includes actions to support behaviour change in this group (including their families) by showing them that the museum is a welcoming and interesting place to visit, and by generally sparking an interest in Nairn's heritage which will continue post-project

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 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 checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	2
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> <div style="text-align: center;">  <small>CRF overheads and management fees sum</small> </div>	
	Community interpretive planning exercise (workshops, social media, preparation of costed plan)	£4,915.00
	Content creation by community - workshops / materials/ refreshments etc	£2,000.00
	Audio recordings for website (oral history/stories) Studio time for recording and editing Collection and structured uploading of content to website	£3,661.00
	12 new interpretive panels with new plinths (incl installation) 6 new small panels to link with walking tour/ website Provision for groundworks	£44,106.67
	Leaflet - write, graphic design & print first 1000	£2,600.00
	Evaluation (participants) re outcomes in funding application - online and face to face events to engage population	£4,450.00
	Total	£84,787

VAT included in these costs?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	We have been engaged in ongoing renewals of this budget on an ongoing basis for the last 2 years. We have revisited it every time we have submitted a funding bid to much larger organisations and for much larger proportions of the spend.
5.3	Please explain how your project will achieve value for money.	This way of producing this project will actually guarantee that we get funding from the most reliable and generous sources in the country – it will ensure the project is completed to the highest and most stringent standards.

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 (£)
Historic Environment Scotland	Y	19/08/2023	27393.56
National Lottery Heritage Fund	N	01/12/2023	27393.56
The Highland Council	Y	15/03/2022	10000
Other funding TBA	N	01/03/2024	10000
			Total match funding (£)
			74787.12
			CRF grant request (£)
			10000
			Total project cost (£)
			84787.12

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Staff time at the BID and staff time at the Highland council

6.4	Please explain why public funding is required to deliver the project.	It's a public project for public benefit in the public space, which will be accessible to all.
6.5	Please explain what the remaining bank balances are for in your accounts.	Nairn BID is involved in the delivery of many ongoing projects such as events, promotion, and provision of services such as gull control, and floral displays in summer
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Budgets are very tight and this kind of project is high cost and one off.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2		
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We have many letters of support for the project
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 BID does not take out loans
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	


Funding	Date	Amount £	Public Subsidy?
CRF 1176 The Brae	23/03/2023	£3000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CRF 1173 Benches / Nairn PLAY	23/03/2023	£18000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:  Print: Lucy Harding	Date: 13/11/2023
--	----------------------------

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input 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: CRF 2279

Organisation: Nairn BID

Project Title: Nairn BID Nairn Heritage Trail

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



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	Many
Training courses delivered/learning days of people receiving training	
Town center improvements	Many
Initiatives to improve access to local services	Many
Other - Please describe other outputs your project will meet that are not listed above: 	

Ref	Organisation	Project title	Project description	Total project cost	Grant Requested	Project start date	Project end date	Match funding confirmed? (Y/N)	Consents/permissions? (Y/N)	% rate	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	Score	
2146	Nairn Improvement Community Enterprise (NICE)	TeamHamish Nairn Links Regeneration Phase 2	To support Phase 2 proposals which focus on revitalising the area of Nairn Links currently occupied by the putting, crazy golf and adjacent banking and grassed areas.	£ 230,000.00	£ 11,000.00	01/03/2024	14/06/2024	Y	Y	5%	2	3	3	3	3	3	3	3	3	3	3	29
2279	Nairn BID	Nairn Heritage Trail	The project is to replace and augment Nairn's heritage interpretation boards through community engagement and create a Heritage Trail, backed up by online resources.	£ 84,787.00	£ 10,000.00	01/03/2024	01/03/2025	N	N	12%	2	3	3	3	3	3	3	3	3	3	3	29
				Total request	£ 21,000.00																	
				Funds available	£ 16,093.53																	
				Difference	-£4,906.47																	

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.