



BOOKLET C  
 Agenda Item 9 -  
 Appendix 1 LA/7/24

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

### Key considerations

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

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

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

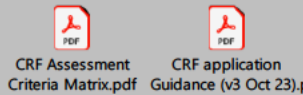
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



### SECTION 1: PROJECT SUMMARY

<b>1.1</b>	<b>Project reference number</b>	CRF2122
<b>1.2</b>	<b>Organisation</b>	Shopmobility Lochaber SCIO
<b>1.3</b>	<b>Project title</b>	Shopmobility Lochaber
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	We are requesting a contribution to salary costs for 2024 - 25. Our staff costs are the highest outlay for our project and our donations alone do not cover these costs. However, with a small top up through grant funding we will be able to continue our vital community service. We are consistently sourcing alternative grant funders to help us support our service and we are reluctant to increase costs for service users as this

		could impact their ability to access the service; which in turn could impact their mental health and wellbeing.	
1.5	Project costs	<b>Total project cost</b>	£29,120.00
		<b>Match funding</b>	£17,120
		<b>CRF grant requested</b>	£12,000
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	28/02/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input checked="" type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Shopmobility Lochaber SCIO	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Julie Wileman	
2.4	<b>Position in the organisation</b>	Project Coordinator	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>	<a href="http://www.shopmobilitylochaber.org">www.shopmobilitylochaber.org</a>	
2.8	<b>Organisation type</b>	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	<b>Organisation registered number</b>	SC032332	
2.10	<b>Is the organisation VAT registered?</b>	<b>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must</b>	

		notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	N/A
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input checked="" type="checkbox"/> None
2.13	Provide details of VAT exemptions.	N/A

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	PH33 6GD
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

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 <sup>st</sup> March 2025.	
	Activity name	Achieve by (date)

	To Assist and improve our service users mental health & wellbeing	28/02/2025
	To support our service users in becoming independent and increase self esteem	28/02/2025
	To provide our service users with a sense of control over their lives	28/02/2025
	To allow our service users to attend local social and community events	28/02/2025
<b>4.2</b>	<b>Please describe the project, explaining how it will achieve at least control 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.</b>	
	<p>Shopmobility Lochaber will continue to support individuals who are isolated in their own homes. We provide equipment to allow them to have control over their own lives. Having access to our equipment will give people a chance to join with their local communities, or leaving their own homes without the pressure of relying on friends or relatives. As Lochaber is a large geographical area with numerous small, populated pockets and a high proportion of elderly residents, our mobile unit is a crucial access to the service. The only alternative for local elderly residents is to send their equipment to either Inverness, 68 miles away, or Glasgow 100 miles away, leaving them isolated, alone in their homes for days to weeks at a time, then being landed with large delivery and repair fee, thus putting more pressure on their already stretched finances. The success of our project ensures our service users have the freedom, and independence they crave, as well as working coherently with local plans involving access to local accesses to the disabled and elderly.</p>	
<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>	
	<p>Having independence and the ability to visit local areas will give service users a chance to use their disposable income on the high street, and other local services. We help support visitors to the area enjoy their time and give them the ability to add to the local economy</p>	
<b>4.4</b>	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>	
	<p>Our elderly and disabled service users are spread across some of the most rural, isolating parts of Lochaber, and our service is their only link to their local shop or in some cases a neighbour. Remoteness and isolation has always been a serious concern for us, especially while working in the smaller communities, with some being up to 50 miles from the only significant town of Fort William. We were quick to realise a weekly trip to town, or the supermarket suddenly became a lifeline. So, ensuring mobility equipment is available can make the difference between a happy healthy independent individual and someone who just wants to "give up". This works under the Growing Communities section of the FW2040 plan, which will ensure elderly individuals are healthier in themselves. This project has the ability to work under the National and Local Outcomes, in the Single Outcome Agreement.</p>	
<b>4.5</b>	<b>How do you know there is local support for the project? How can evidence this?</b>	
	<p>We consistently use feedback sheets attached to all registration forms and comments received are positive and many are pleased with the freedom the equipment has given relatives or themselves. We also have collated verbal and written testimonials, which are displayed on the Shopmobility Lochaber website and Facebook page. Examples of our feedback include: "Brilliant Service, very impressed indeed, please keep the great work up"</p> <p>Over the past 7 years we have logged all equipment uses by service user. This has given a clear picture of how the project is used. We have also mapped postcodes to see how far the project has reached and also to allow us to target rural areas in need. To increase outcomes from the project and assist with ongoing access issues, we are looking at using feedback to request additional information on the challenges and obstacles from each recorded visitor, while out in the community,</p>	

e.g. door widths, shop floors, drop kerbs, condition of pavements/roads, all this information will be collated and sent to the local Access Panel to be added to local access plans, or maintenance schedules.

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

Shopmobility Lochaber have a comprehensive funding plan, which is updated on a quarterly basis. We have small fundraising activities, and ask large companies for sponsorship. We do ask for small donations from service users for the use of the equipment and are often remembered by relatives when donating equipment. We also service and repair private equipment for a small fee.

**4.7 What will be the lasting benefits and legacy?**

Shopmobility Lochaber SCIO is a small but vital part of the Lochaber Community. The project has been live for 20 years and due to the generosity of local residents, we are able to keep costs low and continue to provide mobility equipment and other small mobility equipment to anyone who needs some support. We work hard to ensure the elderly and individuals with mobility issues are able to join their families taking part in functions and events.

**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.**


Shopmobility Lochaber SCIO is a small project running electric vehicles. All our equipment is recycled as far as we can. This helps to keep costs low and produce less for landfill. We are conscious of using what we can for as long as we can. We try to be as green as 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?**

Our cabin is situated in between the railway station and the bus station, we have a good sized disabled only carpark, for service users and other disabled drivers. We also have wide door access, seating area, as well as a ramp for all service users easy access to the office space. We will continue to use our large van to service the most rural areas within Lochaber, allowing our outreach programme to thrive and increase. We are currently covering many different rural postcodes and we are aiming to increase this over the next 3 years. We will continue to look after all Lochaber resident's equipment, and keep our costs as low as possible, with a quick turnaround, or providing an alternative mode of transport until their equipment is ready. Out of hours contacts and social media avenues are consistently monitored and will continue to be. Our contact details are online as well as in local magazines and newspapers, so even if individuals are unable to access the internet they are able to access our details for help.

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

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

<p><b>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</b></p>  <p>FWF statement and declaration template.c</p>	
<p><b>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.</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input checked="" type="checkbox"/></p>
<p><b>Is the Fair Work First statement on your organisation website?</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p><b>How many people do you employ or how many volunteers do you have?</b></p>	<p><b>3 Employees &amp; 5 Volunteers</b></p>
<p><b>Do you currently pay the Real Living Wage hourly rate?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p><b>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>N/A</b></p>
<p><b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b></p>	<p><input checked="" type="checkbox"/> Line Management Relationship  <input type="checkbox"/> Staff /Engagement Surveys  <input checked="" type="checkbox"/> Suggestions Schemes  <input type="checkbox"/> Intranet/Online Platforms  <input type="checkbox"/> Staff Forums / Networks  <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET	
5.1	<p><b>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.</b></p>  <p>CRF overheads and management fees sun</p>

Budget Heading	Details	Revenue/Capital	Amount (£)
Salary Costs	Engineer ( P/T 18 hours per week) (inc Employer NI & PAYE Contribution)	Revenue	11,232.00
Salary Costs	Office Co-ordinator (P/T 18 hours per week) (inc Employer NI & PAYE Contribution)	Revenue	11,232.00
Salary Costs	Pension Contributions (5%)	Revenue	1,123.00
Salary Costs	Sessional Workers	Revenue	2,184.00
Building Costs	Public Liability Insurance	Revenue	2,500.00
Salary Costs	Accountancy Fee (no Vat)	Revenue	849.00
		<b>Total revenue expenditure (£)</b>	<b>29,120.00</b>
		<b>Total capital expenditure (£)</b>	<b>0.00</b>
		<b>TOTAL PROJECT COST (£)</b>	<b>29,120.00</b>

**VAT included in these costs?** Yes  No

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.	<p>These costs are inline with all salary and operating costs from 2021 – 2022 annual accounts. Salary costs are in line with the Scottish Living Wage with funds for a possible increase in late 2023 – early 24.</p> <p>Pension contributions are as per Government Guidelines, and all Income tax is dealt with via a third party organisation specialising in Accounting.</p>
5.3	Please explain how your project will achieve value for money.	Shopmobility Lochaber operates on a small budget. We consistently recycle equipment parts, and use many second hand and donated pieces of equipment. We are conscious of ensuring all our service users have the ability to use this service.

<b>SECTION 6 – MATCH FUNDING</b>	
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 (£)
Awards for All National Lottery	Yes	Oct-23	5,472
Hendry Duncan	No	Dec-23	8,000
Own Funds	Yes	Oct-23	3,648
<b>Total match funding (£)</b>			<b>17,120</b>
<b>CRF grant request (£)</b>			<b>12,000</b>
<b>Total project cost (£)</b>			<b>29,120</b>

<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>6.3</b>	<b>If yes, please detail.</b>	
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	Unfortunately this project is against many more popular projects, with reaching outcomes. However, we continue to apply for various grants, to ensure the project remains viable.
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	Any remaining funds are used for ongoing Salary & operating costs and scooter parts.
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	Shopmobility Lochaber SCIO not have a large unrestricted budget, the project requires a small amount of restricted funds to close the project and pay off staff if necessary



## 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?	There is no project offering this service in the Lochaber Area.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The project is not in the position to apply for a loan. This would cause ongoing financial hardship and concerns for the project.
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?
Small Business Support Fund	11/06/2020	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council Strategic Framework Business Fund	08/01/2021	£8,000	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.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature: <span style="background-color: black; color: black;">[REDACTED]</span>		Date: 29/10/2023
Print: Julie Wileman		

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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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: CRF2122

Organisation: Shopmobility Lochaber SCIO

Project Title: Shopmobility Lochaber

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.

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	new/supported/safeguarded	
<b>Wellbeing support initiative</b>	<b>supported</b>	<b>1</b>

Spaces for people	new/enhanced	
<b>Initiatives that enable communities to stay socially connected</b>	<b>supported</b>	<b>1</b>
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Tackling poverty and inequality (People)</b>	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
<b>Project outputs</b>	<b>Quantity</b>
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)	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

<b>Addressing causes of rural depopulation (Place)</b>		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Helping economic recovery &amp; sustaining growth (Economy)</b>	
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
<b>Project outputs</b>	<b>Quantity</b>
Jobs created/safeguarded (FTE)	

Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
<b>Initiatives to improve access to local services</b>	
<b>Other</b> - 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

<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		



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## Key considerations

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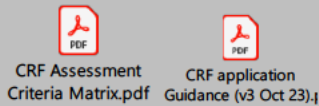
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Projects must not incur expenditure before the project has been approved.

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

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

Double click the icons to download:



## SECTION 1: PROJECT SUMMARY

<b>1.1</b>	<b>Project reference number</b>	<b>CRF2125</b>
<b>1.2</b>	<b>Organisation</b>	Lochaber Hope
<b>1.3</b>	<b>Project title</b>	New Connections
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	New Connections seeks to create and maintain an ongoing, safe, positive, and inspiring environment for our people to come together, the goal being to collectively reduce the increasing and damaging effects of social isolation and loneliness within our community. Our hope is to foster ideas and aspirations within our community to increase confidence and community cohesion for the benefit of all sectors.

		New Connections is a space for peer support, social and informative events, training and learning, and growing together as a community through activity, learning, and most important – fun. Together, we can inspire and be inspired by each other.	
1.5	Project costs	<b>Total project cost</b>	£101,000
		<b>Match funding</b>	£45,000
		<b>CRF grant requested</b>	£56,000
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	28/02/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Lochaber Hope	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Alyson Smith	
2.4	<b>Position in the organisation</b>	Exec Manager	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>	www.lochaberhope.org.uk	
2.8	<b>Organisation type</b>	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input checked="" 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	<b>Organisation registered number</b>	SC037003	

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <b>must</b> notify the CRF Team as this may affect the offer of grant.	
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	407353217	
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.	None	

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Waverly House, High Street Fort William PH33 6XX	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	Lease agreements are in place	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	

### SECTION 4: THE PROJECT PROPOSAL

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



Activity name	Achieve by (date)
Employ a Project Worker 21 hours per week	04/04/2024
Open 1 evening and 1x ½ weekend day with events	30/04/2024
Host organised community events 1 evening per month	30/04/2024
Host family events ½ day Saturdays	30/05/2024
Open 2nd evening per week and increase to 2 organised community evening events per month	25/07/2024
	Click or tap to enter a date.

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

New Connections (NC) will increase community resilience by improving social and emotional connectedness and create opportunities to allow people to collaborate in community led projects, activities, and services, enabling a deeper level of networking. Productive and meaningful connection is generated through bringing people together in a creative environment which encourages and fosters a sustainable collaboration of skills. Opportunities include volunteering, hosting, facilitating, learning new skills, teaching, making new friends by opening the mind to what can be achieved together.

NC was created to be a safe, positive, and inspiring space for people to be warmly welcomed, increasing social cohesion in our community. Lochaber Hope (LH) has identified a sharp decline in health and wellbeing due to social isolation and loneliness, and resultant damaging behaviours. Simply put, there is an overwhelming amount of people in our community at risk, in despair and have no opportunity to break negative cycles. We aim to reach the wider community through a variety of activities, primarily identifying and supporting those in need through Lochaber Hope. Our warm spaces provide hot food and heat, and a friendly listening ear.

NC has six rentable rooms/offices and three large rentable spaces on offer. Current tenants include Care Lochaber, Wilde Roots Guiding, Beauty in Mind, Footcare, and The Montrose Centre who operate the Vintage Café two days per week. The Fort William Christian Fellowship also use the space on Sundays and midweek for 'Soup's Up', there is also a spacious kitchen, a sensory room and conference room. Other income is sourced from Groups, and a display fee for locally made and displayed arts, crafts, and jewellery.

The Wellbeing Support available is usually an activity, peer support or working groups, where we can identify people experiencing vulnerable or crisis periods in their lives, we'll then offer any support they need via LH's wellbeing services. We encourage our community to have ownership of these groups and operate them in such a way that allows them autonomy over how it is run. We also provide facilitation training and encourage group facilitators to take a role at each meeting, to provide a donation (even just a pound) and to use the donations to do something together as a group. The type of groups we currently have on offer includes: Lights in the Tunnel (anxiety), two Bereavement Groups (English and non-English speaking), menopause support, breast feeding, foraging, walks for all, crafternoon, sewing, scrabble, woodwork, book club etc. Further, we have working groups including addiction recovery, families affected by alcohol and, autism in women and girls, and LGTBQ Support. Additionally, with permission from DVSA, one of our Polish volunteers facilitated Driving Test Theory classes for our Polish community and 30 people did their driving theory tests.

We've also hosted many recurring events, including our first Repair Café where people brought much-loved items for repair. This was a success with more planned for the future. The Repair Café is socially supported by Circular Communities in collaboration with The Men's Shed, Lochaber Environmental Group, Lochaber Hope and The Workshop Studio's. New Connections also hosts training days and workshops, community information sessions, talks, conversation cafés or people can pop in anytime, enjoying a cuppa and chat. Our doors open at 8am for our 'Calm Cuppa' sessions which many use before going to work or college, we find this is also popular with tourists who have an early check-out and want to engage with the community.

To specifically support our younger communities, our Young Start Programme targets two groups of young people (YP). For the first group we provide a robust training package to equip YP with tools and skills and increase resilience and to become Youth Health Champions within their communities. They can train to be peer mentors and/or facilitators to host smaller groups, some will also deliver this training to their younger peers with the aim for this cycle to repeat over the coming years, the goal being the development of skill and passion for our YP to own and run Young Start Programme. The second group are YP who need support and will find guidance and direction within each other. Overall, we want to create a culture of more resilient YP who openly discuss wellbeing and mental health without stigma. Currently, YP in our community are desperate for support and our Young Start Programme is an option for prevention or early intervention. The Young Start participants are active in hosting family friendly activities to encourage family togetherness, e.g. Laser Tag, Sensory play, Musical events, Craft Fair's, Cinema Evenings and Movie Nights.

These activities, groups and events all bring a diverse range of people, many of whom wouldn't have the opportunity to organically meet. As such, ideas and passions are discussed with further opportunities and support for people to explore these avenues. Already, three small businesses, and 14 groups have started with regular users within our two pilot years which is evidence that through the provision of space and social opportunities for our community, we can increase the community resilience and regeneration through allowing organic, social support to be cultivated.

<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
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NC is open and available to the whole community and all persons and diverse groups can benefit from NC either as individuals, families, or businesses. In bringing these people from the public, private and third sector closer together, we can provide more opportunities to collaborate, e.g. The Repair Café. Sharing expertise and skills, affordable and accessible rental spaces, will encourage people to share knowledge and resources, overall, helping to empower our community with connections. The benefits of bringing people together includes increasing community resilience, health and wellbeing, practical and social skills, opportunities for learning, social engagement, soft skills, building confidence and self-worth. This is achieved through the sharing of resources for our community to become both inspired and inspirational. Being involved in the community enriches lives, familiarises people with their community, so gaps can become more evident and can be closed through connecting people and ideas that will positively impact lives and change perspectives.

Immersing ourselves in a group of individuals exposes us to a diversity of ideas, viewpoints, and personalities, allowing our community to grow together. NC is able to provide social opportunities for people to develop, providing more care and mutual respect within community as a whole. In turn, if people are supported, respected, and feel like they have achieved and have a sense of belonging within the community, they are more likely to want to stay, and help it grow. Creating and maintaining these opportunities will help the local economy as more people with a diverse range of skills choose to stay in the area because they recognise it as a community they'd like to foster and cultivate. Through more people staying for the community and resulting opportunity, this increased employment and stability will encourage more opportunity and wealth (financial and knowledge) to be shared.

Further, another benefit to the local community will be seen in the increased uptake of existing support as NC will be a place for information sharing and signposting for a range of different local services and support within the community, this way, people can attend New Connections as a ‘one stop shop’ for information. This is a cyclical ‘win-win’ situation for every member of our community.

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

**Fort William 2040 Masterplan**

- 1.NC has made productive use of existing buildings, has repurposed, reused and repaired.
- 2.Reconnecting the wider community to the town centre, helping to create a place with ‘Collective Vision’ and finds new ways of working based on strong partnerships and good communication. NC is a growing vibrant, much improved, safe and inclusive place where people can work and play.
- 3.Re energise urban places that enrich day-to-day life and accommodate events that will attract local residents and visitors from outside the town to vibrant, year-round use.
- 4.Educate, We are SQA and RSPH (Royal Society of Public Health) Accredited in training delivery.
- 5.Locate services centrally, with over 14 service providers currently using NC for information sharing and awareness rising and 6 service providers being resident tenants, this will only develop further.

**LH/NC are lead partners in the following Fort William Community Action Plan Priorities:**

- 1.b.1 Work with Community organisations and young people to develop ‘spaces and activity’ that meets the needs of the young people in the locality to ensure they are well supported, feel safe and are well connected to their communities. (11-25’s)
- 1.b.2 Develop new, and improve existing, access to activities for adults which help improve physical health and well-being
- 1.c.1 Identify opportunities promoting wellbeing and social connection and develop best practice in effective information sharing
- 4,b,1 Reduce financial pressures on households by developing a partnership highlighting connections between consumption, waste and the increased cost of living.
- 4.b.2 Support individuals to reduce consumption, reduce food waste and signpost mend share and repair options.
- 4.c.1 Services are well promoted with information and guidance readily accessible to promote financial resilience

In addition NC meets via conversation café’s:

- 3a people have a voice to raise areas of concern in their community and improvements they would like
- 4.a People have access to better paid sustained employment opportunities – supporting a reduction in poverty – (LH has delivered employability support locally for over 13 years and has the highest % employment retention successes in Scotland through People Plus).
- 4.c People are well informed and know where to access employability and welfare advice and assistance

**HIGHLAND COMMUNITY LEARNING & DEVELOPMENT PLAN**

priority 1 is Mental Health & Wellbeing – LH’s main purpose, which umbrella’s NC,

- 1.Local amenities: that provides a safe, positive and inspiring environment for the community to come together and meet, eat, learn, chat and have fun.

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

This unique place, based on feedback and various stakeholder meetings during the pilot months is a central place to connect and will be able to fill the void of social inclusion and opportunity, so often

been named as “black hole Fort William”, where people decline in health and wellbeing, much due to the decreasing value of local psyche and to lack of effective mental health support in our community. A place that actively reduces the number of locals moving away from the area and builds a strong and healthy connected Highland community.

Volunteers interviewed 30 people on the High Street about the use of building. The feedback was significant, every single interviewee highlighted the importance of this building for the benefit of: uniting, wellbeing and growth of the Locharber community, which has become a place for tourists, with less opportunities for young adults, lack of housing, increased substance use, increased suicide rates and members of the local community feel forgotten and uncared for.

Based on community feedback this will increase local connection effectively between the individual, groups, the third sector, the commercial sector, the public sector and will bring value, pride, belonging, achievement (to name only a few necessary components for healthy, effective growth) back to individuals, therefore addressing the sadly missing element in this community and disregard for it’s care for local psyche and attempt to reduce mental health and well-being related issues. In the long term we aim for reduction of mental health issues and an increase in productive, achieving individuals by providing a stable, safe and positive environment where people come to connect.

People tell us they need a space like this to be inspired and generate pride about the part they play in their families, work and communities’ lives.

NC has proven to finally bring people together, to engage, connect and improve lives.

NC is about creating a change in culture for new ideas, visions and passions meeting the practical skills required to bring these ideas to fruition, this is needed to value and build the currently extremely low psyche of so many people in our community.

The footfall speaks for itself, with over 120 users per week currently and approx. 30 new users per week.

A very recent event hosted for Rural Youth Parliament, NC was hailed as ‘A great success’. ‘Memorable’ and ‘A blue print for other communities’.

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

We have been awarded funding for 5 years from The Robertsons Trust which has 3 years remaining and have another 2 years of funding from The National Lottery Community Fund. This (2024) is our first year with a lease in place and rent to pay, our budget shows our own generated income will increase as we take on another member of staff and utilise existing LH staff, NC can gradually become open on more evenings and weekends (increasing the annual income).

The project will be supported by tenant rental, room hire, percentages of product sales, donations, community and business sponsorship and fundraising which is raising awareness and is part of our ongoing plan. Ultimately, we plan to purchase the building in 3 or 4 years to reduce our annual rent and continue to build on the successes. This could be purchased with grant funding or similar to the current LH premises where we purchased half the building, and took a mortgage on the other half, during lockdown we accessed a bounce back loan, paid off the mortgage which should be paid back within the next 5 years.

With additional staff and sessional staff, we will be able to hire out the larger community spaces for dances, music events and shows; this is already evident in the fact that the conference room has already attracted a monthly booking for 2024. Going forward and after CRF, we anticipate we will continue to apply for grant funding to top up the self-generated income, this will assist general staff costs noting that additional staff required for events can be funded with specific funding e.g. Drug and Alcohol

funding. As activities and support groups are consistently operating from NC, the groups we support can attract funding streams that will finance staff, we are confident we are working towards self-sustainability.

To be candid, we do need initial early funds to allow us to build the reputation and market New Connections to our community, we have had a part time Marketing Administrator at Lochaber Hope for three months and we already see the difference this is making to our service uptake and The Workshop Studio sales. The Employability Division is currently based at LH and can move to NC, giving another staff presence and creating awareness around employment opportunities within the area.

**4.7 What will be the lasting benefits and legacy?**

We feel that during our last 18 years (on Sunday 5<sup>th</sup> Nov 2023) we have been successful in our continuous growth and development in our provision to the community, our recognition of best practice awards, quality awards and proven commitment to the community we will be able to continue to deliver through NC a lasting legacy in the community.

NC will continue to grow and develop as a community led organisation, it will continue to respond to local need and will embrace each change required to meet those needs, it will create new employment opportunities, tackle poverty and inequality, increase community resilience, healthy networking, skills, recreation, amenities, access to services, training and learning opportunities, will bring more people to the town centre and will encourage initiatives to improve access to local services. NC will increase positive mental health, effective communication and reduce social isolation and loneliness and so reduce the harm already seriously affecting our community. NC will have a legacy of increasing happiness and activity for all in our community.

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

New Connections is in support of, and has net zero ambitions, we have recently spent £75,000 on improving the building by removing old storage heaters which were expensive, ineffective, had a very high carbon footprint. We have replaced these with an air source pump heating system, installed LED lighting and had our suspended ceiling insulated to ensure that not only are we providing a warm and healthy space for our locals, but also so that we can use this as a teaching opportunity to allow our local community to understand the seriousness of existing, and future climate change issues.

We work closely with Alienergy and Lochaber Environmental Group (LEG) on several projects, they host drop in sessions at NC and collaborate with us on open days to talk about energy saving tips. Further, we have worked very closely with LEG, hosting zero waste and re-use information days, co-developing initiatives such as The Repair Café, and ‘Swap Don’t Shop’ events. The Workshop Studio’s make compost bins for LEG, and in collaboration with LEG and Circular Communities, we are working on a ‘Share and Repair’ programme and we’re interested in reducing cycle waste by reusing old and unusable bike tyres for jewellery.

We are also doing ‘Warm Spaces and Warm Food’ five days a week throughout the winter with Fort William Christian Fellowship, Care Lochaber, Montrose Centre – Nimble Fingers, Lochaber Foodbank, LEG, WHC with local top chefs contributing to making these events fun and educational, we hope to continue this as a food project to raise awareness about how we use food, and how not to waste food in our community.

**4.9 In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?**

The aim of New Connections is to ensure that every member of our community feels included. We have volunteers that speak foreign languages and have been excited to help bridge cultural divides to bring everyone together. An example of this, as mentioned above, is our delivery of Driving Theory in Polish. Further, in partnership with SAMH, we have developed a youth LGBTQ+ group to support our younger communities. Additionally, we are in the midst of developing Autism support groups to raise support and awareness. Finally, and something we are very proud of, NC is fully accessible allowing the Montrose Centre (persons with disabilities and/or special needs) to operate a Vintage Café in a rewarding and supportive environment. The Montrose Centre allows their people to work hard, achieve and take pride in their efforts in an inclusive and accepting space. This encourages people of all different backgrounds and capabilities to experience the social benefits of NC.

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

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

**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**



FWF statement and declaration template.c

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

Yes  No

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

Yes  No  Applied

**Is the Fair Work First statement on your organisation website?**

Yes  No  Do not have a website


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

9 employees and 30 volunteers

**Do you currently pay the Real Living Wage hourly rate?**

Yes  No  NA

<p><b>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b></p>	<p> <input checked="" type="checkbox"/> Line Management Relationship  <input checked="" type="checkbox"/> Staff /Engagement Surveys  <input type="checkbox"/> Suggestions Schemes  <input type="checkbox"/> Intranet/Online Platforms  <input checked="" type="checkbox"/> Staff Forums / Networks  <input type="checkbox"/> Trade Union Recognition/Collective Bargaining </p> <p>LH have a staff briefing every Monday morning and quarterly have a half day where we have staff 'Working Together, Learning Together' days, both these encourage open communication, we work very hard at getting on well together, as a person-centred organisation it is vital that we get on and that our customers feel this, it is often commented on.</p> <p>We have just had an external consultation exercise carried out with our adult, child and youth and family therapy counsellors; the report is in draft form at the moment but will be completed within the month. We are also going through an audit with Skills for Growth where individually staff and a couple pf our directors will have a one to one interview with SfG to identify staff gaps, unmet needs or any area that we can improve on as a team and an orgnisation. We are a fair work employer and are active in implementing fair work activity.</p>

<p align="center"><b>SECTION 5: PROJECT BUDGET</b></p>	
<p><b>5.1</b></p>	<p><b>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.</b></p> <p align="center">             CRF overheads and management fees sur         </p>





		<p>Customers will have access to all the activities and events in NC, often one person accesses 3 or 4 or more activities. Customers also have direct access to all LH services.</p> <p>Increase uptake of other services.</p> <p>So many peoples lives and families lives will be positively changed directly and even more indirectly by this expenditure.</p>
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**SECTION 6 – MATCH FUNDING**

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

The Robertson Trust	Yes		25,000.00
Nationl Lottery Improving Lives	yes		20,000.00
			<b>Total match funding (£)</b>
			<b>45,000.00</b>
			<b>CRF grant request (£)</b>
			<b>56,000.00</b>
			<b>Total project cost (£)</b>
			<b>101,000.00</b>

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

**6.3 If yes, please detail.**

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

The project needs an injection of public funds to move from its Pilot period into growing and developing the project and increasing activity and provision in the community. As the uptake increases so will NC’s income and so moving quicker towards sustainability.

Receiving public funds is an excellent way to raise awareness and improve visibility for us and awareness raising is a necessary

		<p>requirement for NC right now. We have been unsuccessful with several grant applications this year that we felt we were really good fit for. If we could be awarded this fund it would allow us to have a good start to build a good reputation in the community as an able and successful organisation, otherwise we would be making do, with much the same resources as we have now, without supporting staff and volunteers with less funds we will gain limited momentum.</p> <p>Private grant funds are currently more restrictive in what they will fund in a budget and want to fund a specific programme and is sometimes difficult to claim for administrative or indirect expenses. The public funds help members of the public where other services are not available or not accessible. We take social prescribing referrals from GP's and statutory organisations however these don't come with any payment and are costs to LH and NC, it's good for the public to know that public funds have been used to help and support the community.</p>
6.5	<b>Please explain what the remaining bank balances are for in your accounts.</b>	<p>The remaining bank balances are for: Staff Salaries [REDACTED]          Young Start Project [REDACTED]          Counsellor costs [REDACTED]          Wellbeing Project [REDACTED]</p> <p>The remaining funds are for;          A few smaller projects e.g. Families affected by Alcohol, Women and Autism and then Mortgage repayments and Core running costs</p>
6.6	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	<p>The unrestricted funding is for Salaries and our Social Enterprise; The Workshop Studios (TWS). None of the restricted funding is for TWS. £25,000 of unrestricted funds from The Robertsons Trust and is being used to match fund and deliver the project. Recently £25,000 unrestricted funding was donated by a local person to be used solely for subsidising counselling.</p>

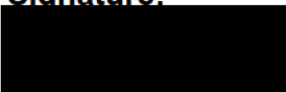
<b>SECTION 7 – INCOME GENERATION</b>		
7.1	<b>Will the project generate income?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	<b>If yes, how will the income benefit the organisation? Will it be re-invested to help</b>	The income generated is currently and will continue to be reinvested in the project; we

	<p><b>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.</b></p>	<p>have recently begun making the building more welcoming and brighter by painting after our new ASHP heating system was recently installed; this was funded by previous income and will in turn encourage people to visit and use the venue more. We also invested in decorating and outfitting a conference room which will generate a steady income through an ongoing monthly booking which allows us to offer the room to other third sector and lower-income bookers at a reduced or waived fee. This in turn gives our staff and volunteers access to training which may have otherwise been charged for. Income is also used to advertise to a wider audience- whilst free advertising, particularly on social media has its advantages, we are aware that many in our community do not have access to online services and so we reinvest some of our income to advertising in the local paper, monthly magazine and radio, we will need to have sessional staff to open and host some evenings, the more we can open the more we can raise awareness and grow a good reputation.</p>
<p><b>7.3</b></p>	<p><b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b></p>	<p>The support from local organisations and businesses can be seen in the vast amount of co-working that we take part in- local businesses and organisations are another part of our community and we support them as much as individuals. One example is a local restaurant who will be providing meals to a group of elderly service users throughout winter here- this has helped them retain staff who would normally have had reduced winter hours, ensures a warm meal and companionship for the attendees and has involved the foodbank to supply some of the ingredients and signpost their users to the service.</p> <p>Several local businesses either are or have expressed interest in being involved in the Repair Café, giving attendees access to expert advice free of charge and the businesses the opportunity to integrate into the community, get people involved in their activities and should the item need more care than it can receive at the café, signposting to local venues, with whom they have built trust and understanding through the initial interaction at the café.</p> <p>We work very closely with the Fort William Town Team – we will host a ‘film night’ for</p>

		<p>their Christmas lights event- offering a warm, dry, calm space for parents and children, including our sensory room for those who may become overstimulated- this will also involve one of our employability clients who will provide baking on the night and benefit from the use of our kitchen facilities and the advertising this will give her burgeoning business. We are the first space people see if they are docking in Fort William- we have therefore built strong links with the FWM Shoreline Community Interest Company in signposting to us as the first/last stop on people's shore-leave – we have had many passengers (and crew) come in for something to eat, to join a group, receive addiction support and benefit from our wifi – in turn we are able to advise the best places to go in town for the things they are looking for- sending them on to many local businesses, organisations and venues with a personal and honest recommendation .</p>
7.4	<b>Have you considered taking out a loan for the project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	<b>If not, please state why?</b>	<p>1. Interest rates can be very high and this money could be used for the community.  2. More eligibility requirements.  3. Fees and penalties can be high.  4. Additional monthly payment.  5. Credit damage risk</p>
7.6	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>	

Funding	Date	Amount £	Public Subsidy?
Highland CARES Health and Wellbeing Fund	29/03/2023	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland CARES Health and Wellbeing Fund	Click or tap to enter a date.	£9,525	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SG Cost of Living Grant	09/02/2023	£2,988	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
THC Supporting Community Resilience	11/05/2021	£1,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place Based Funding	16/11/21	£15,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION**

<b>8.1</b>	<b>Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.</b>
<i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i>	
<i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i>	
<b>Signature:</b> 	<b>Date:</b> 09/11/2023
<b>Print: Alyson Smith</b>	

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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<b>Reason for missing documentation:</b>		
The lease is unsigned as it is in its final amendment and with the Solicitors right now and we are just waiting for it to be signed.		

**Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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: CRF2125**

**Organisation: Lochaber Hope**

**Project Title: New Connections**

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.

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	new	<b>24</b>
Wellbeing support initiative	new	<b>8</b>
Spaces for people	new	<b>6</b>
Initiatives that enable communities to stay socially connected	new	<b>22</b>
Community-led projects supporting community ownership or management of assets, services, or activities	new	<b>12</b>
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		
<b>Activities for families</b>	<b>New</b>	<b>14</b>
<b>External Organisations activity</b>	<b>New</b>	<b>14</b>

<b>Tackling poverty and inequality (People)</b>	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
<b>Project outputs</b>	<b>Quantity</b>
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)	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

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

<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Helping economic recovery &amp; sustaining growth (Economy)</b>	
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
<b>Project outputs</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

<b>Tackling climate emergency and working towards net zero (Environment)</b>		
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		



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

## Key considerations

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

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

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

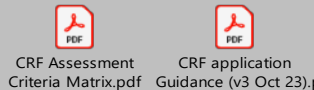
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



## SECTION 1: PROJECT SUMMARY

1.1	<b>Project reference number</b>	CRF2127
1.2	<b>Organisation</b>	Knoydart Farm CIC
1.3	<b>Project title</b>	Knoydart Farm Work Package 1
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	The first work package of three work packages for regenerating food production on the remote peninsula of Knoydart, reducing waste and decreasing our carbon footprint. This is the initial setup work package and includes key infrastructure, production and equipment to allow the Farm to move on to Work Package 2. We're seeking funding for key infrastructure and equipment including Polytunnels,

		Irrigation, Groundworks, Transport, Veg Box Containers, Seeds and Seedlings and a Workshop.	
1.5	Project costs	<b>Total project cost</b>	£57,900 (Work Package 1)
		<b>Match funding</b>	£28,875
		<b>CRF grant requested</b>	£29,025
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	31/08/2024	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Knoydart Farm CIC	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Craig Dunn	
2.4	<b>Position in the organisation</b>	Founding Director	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>	http://knoydartfarm.co.uk	
2.8	<b>Organisation type</b>	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input checked="" type="checkbox"/>	Other (please specify): Community Interest Company Limited by Guarantee
2.9	<b>Organisation registered number</b>	SC766376	
2.10	<b>Is the organisation VAT registered?</b>	<b>By confirming this, you are declaring the organisation VAT status as per HMRC. If this</b>	

		changes at any time during the project, you <b>must</b> notify the CRF Team as this may affect the offer of grant.  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	449367668
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

**SECTION 3: PROJECT DETAILS**

3.1	Please confirm the location of the project including post code.	Millburn Field East, Inverie, Knoydart, PH41 4PL
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Exemptions are currently being processed.

**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 <sup>st</sup> March 2025.	
	<b>Activity name</b>	<b>Achieve by (date)</b>

Groundworks for paths and infrastructure	09/03/2024
Polytunnel Erection	30/03/2024
First Veg Box Delivered	01/04/2024
First Veg Box Delivered	31/05/2024
Significant reduction in waste packaging	01/11/2024
	Click or tap to enter a date.
	Click or tap to enter a date.

**4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.9, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.**

Knoydart Farm CIC is a project that is heavily weighted towards Community Resilience and also has significant Climate Emergency and Net Zero benefits. The Farm will produce heritage, organic, fruit, veg, meats and dairy over its three Work Packages, with this first Work Package concentrating on setup and initial fruit and veg production.

**CONCEPT AND OBJECTIVES**

- Objective 1 – To produce a quantifiable amount of food resilience to the peninsula of Knoydart through organic, heritage food.
- Objective 2 – To sell enough produce to the local market (Knoydart and surrounding areas) to sustain a profitable business.
- Objective 3 – To provide a safe place for people to participate in and learn about sustainable food production.
- Objective 4 – To create a facility that is inclusive to all, regenerative to people and landscape, plus an asset to community wellbeing.
- Objective 5 - Encourage good habits around seasonal food, recycling and waste.

Our [Vision, Mission and Values](#) closely align with CRF Themes of People, Place, Economy and Environment.

**1 Increasing community resilience (People) –**

- New – Wellbeing support initiative* – we will create a space and activities for locals and visitors that increasing positive wellbeing. It is well documented that working on a community farm increases wellbeing. Additionally, the opportunity for voluntary work will be there for those who wish to participate on an adhoc basis.
- New – Spaces for people* – The area in question has not been utilised for community benefit for some time. The space we wish to create will include sit spaces for people to come and “just be”. It will also include “Gaither” areas for groups to come and utilise, surrounded by biodiversity and produce.
- New – Initiatives for communities to stay socially connected* – The nature of growing together, delivering food to the community through a food box scheme increases connections and interactions. Those who feel socially excluded will find space and a welcome at the Farm.
- New - Community-led projects supporting community ownership or management of assets, services, or activities* – The land in question was previously owned by an absentee landlord. The community bought this land in 2020. During the community consultation process food production was the second highest priority.
- New* – As previously mentioned, Knoydart is remote, not connected to the road network and relies almost exclusively on the ferry service for its food logistics. This project brings new food resilience to the peninsula.

## **2 Tackling Poverty and Inequality (People)**

*New - Support for the cost of living crisis* – this project is committed to providing food at a price that is on a par with those imported to the peninsula, but without the extra carriage cost.

*New – Support to gain/sustain employment* – At least two FTE roles will be generated by this project, with four people benefiting from new employment.

*New – Support for Social Enterprises* – the project will directly support other social enterprises on the peninsula by supplying local food, for example the Old Forge CBS.

## **3 Addressing causes of rural depopulation (Place)**

*New – Recreational Areas* – while not a traditional recreation area, Knoydart Farm CIC will create a new space that is constant and engaging, where people can choose to engage on many levels, or just be.

*New – Local Amenity* – This project will create new place for meetings, learning and courses, and also for wandering through the increased biodiversity.

*New – Local infrastructure* – By delivering food locally, we are creating a new piece of infrastructure that will be of benefit to everyone.

## **4 Helping economic recovery & sustaining growth (Economy)**

*New - Jobs created/safeguarded (FTE)* – At least two FTE's will be created and four people employed by this venture.

*New -- Training courses delivered/learning days of people receiving training* – We will be delivering courses and learning experiences for locals and visitors.

*New - Initiatives to improve access to local services* – By delivering food, we improve access to healthy, organic food. Something that is difficult to achieve on Knoydart, both physically and in quantity.

## **5 Tackling climate emergency and working towards net zero (Environment)**

*New - Environmental awareness initiatives* – This project will aim to collect food waste and discourage the use of plastic packaging.

*New - Initiatives contributing to a low-carbon economy* – The project will reduce food miles, both pre and post purchase. We will deliver in electric vehicle (Electricity is produced by our community hydro scheme) and collect food waste – that currently gets shipped back by vehicle and ferry.

*New - Waste, recycling and circular economy initiatives* – We will collect and compost food waste and reduce plastic food packaging. We will supply local jobs, supply produce to local business, contributing to the circular economy.

*New - Community food growing initiatives* – This is at the centre of this project. It is a community initiative and plans to grow food to sell and also to give away surplus to worthy causes.

*New - Biodiversity creation initiatives* – Rather than conserve, the structure of planting and growth will increase the biodiversity in the area. Perennial flowering plants, native fruit trees and areas of natural regrowth will increase the biodiversity. This will be further enhanced by new pond areas and the removal of monocultures and the subsequent creation of biodiverse areas.

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

There is currently a dearth of organic, healthy food on Knoydart. There is great demand for this type of enterprise. Indeed over 75% of the population said they would benefit from it's creation. This will be done by providing the following

- a) A food box scheme that delivers organic, local food and takes away the need to order from "across the water".
- b) Removes the need for locals (Including elderly residents who find it difficult) to meet the ferry to get their food.
- c) The local community will benefit from a waste removal service that will take food waste away for composting
- d) The local community will benefit from less plastic waste, both in transit too Knoydart and then from Knoydart after use – which is what currently happens to food packaging.
- e) The local community will benefit from a new space which they can use for leisure, slow local tourism, participation, learning and courses and just to "gather".
- f) At least two FTE roles will be created with four people benefiting from jobs. This will contribute to the local circular economy.
- g) Additionally, by servicing the needs and supplying local businesses, the enterprise will contribute to the local circular economy.

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

There are next to no fresh produce supplies on Knoydart for our residents and 30,000 annual visitors. Nearly all food is transported from Mallaig via ferry. The carbon footprint of all supplies to Knoydart is relatively high. Situated in a remote Scottish peninsula, Knoydart is right at the end of the supply chain. All deliveries are made via the small passenger ferry from Mallaig. Food is the most frequently delivered supply to the area with drop offs made daily and residents need to plan ahead: the majority of resident's order day to day supplies from the Co-op in Mallaig the day before. Alternatively, residents take the ferry to Mallaig themselves, pick up their car, drive to Fort William and back again. This presents a number of challenges:

- Severe weather conditions can disrupt supply. With Climate Change already affecting supplies Knoydart has to adapt it's food chain to provide resilience.
- High food costs for working families during the cost of living crisis
- Transportation costs are high for some- especially with the current cost of living crisis
- Goods can arrive smashed, cardboard boxes soggy and disintegrating
- Residents need to pick up goods from the pier mostly by vehicle, further increasing the carbon footprint. Those without vehicles have to purchase smaller amounts more regularly, increasing the packaging required and carbon footprint.
- High number of food miles for a community committed to environmental sensitivity
- Packaging waste needs to be transported back

- Locals, Visitors and tourists can find it difficult to plan ahead

Knoydart is identified as a “Potential Community Plan Settlements” in the current adopted West Plan. The West Plan focuses on Inverie as a place of development. This project falls within the development area of Inverie.

Knoydart has never produced an official local plan, being mostly community owned. It has however produced two consultations on future priorities.

The community of Knoydart identified, food production, both in 2017 and in 2020, food production high on the priority list.

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

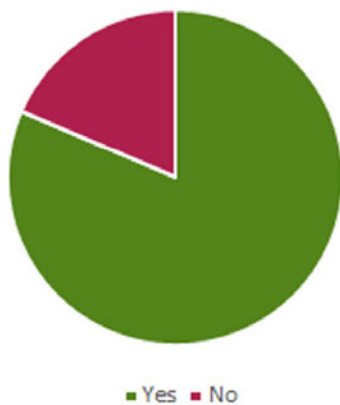
Local support for food production has been solid since the purchase of this land in 2020.

The community consultation for land use at the site showed Food Production as a strong second place option. Housing was top priority and is being addressed at a different area of the site.

Since then two Community Consultations have taken place on the creation of Knoydart Farm CIC at the location. Both of them showed that only a small minority of people were against the development, with strong support for food production.

**2022 Community Farm Consultation Results**

Would you support a Community Farm at Millburn?





## Why is it a good idea?

I'd love some cheap, organic veg and food that was more conveniently available.

It's difficult for tourists to get fresh produce- they need to be able to call the Coop in Mallaig between 6 and 7am which can be difficult. A local farm would address that.

We have to pay £1 per box of veg and usually order 3-5 boxes per week. This can add up. The price of food and cost of delivery can be fickle.

Food boxes can often arrive damaged- I've had gift boxes from family with preserves in glass jars which were smashed

In the wintertime, boats are sometimes cancelled- there's no reliability.

The local shop sells the basics but these run out quickly.

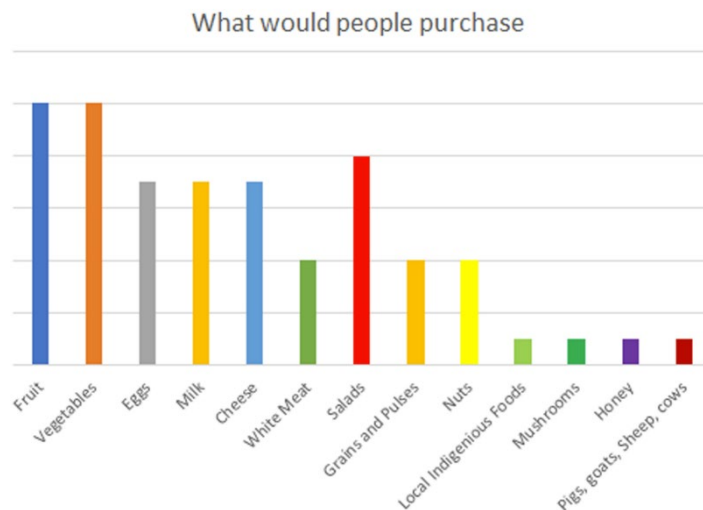
We have the ability to do this for ourselves and remove reliance on transport.

If transport costs rise, we could really suffer.

**Knoydart**  
farm

Residents of Knoydart were also asked what they would be likely to purchase: fruit was top of the list, followed by vegetables and salad.

*Beyond food production*, local people were consulted about what else they would like to see available or offered through the Farm: suggestions included:



- Dairy / bakery
- Bee keeping

- A means of pulling producers together into a collective which shared resources (website, order system, storage, equipment and so on)
- Jobs
- Environmental education
- Visitor attraction
- A place to bring local people together to share skills / hang out
- Compost

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

Sustaining a project beyond its initial funding phase is crucial to ensure its long-term success and continued impact. In the case of Knoydart Farm securing support, maintenance, and sustainability after CRF Funding is vital for its continued growth and success. Knoydart Farm CIC has a strong board who are heavily involved in its development.

Knoydart Farm has several strategies in place to maintain and sustain itself after CRF funding. These strategies revolve around future funding, volunteer support, and self-generated revenue.

##### **Future Funding Sources:**

The current support from successful funding applications don't end with this round of funding. Two successful applications for (StartIt and UnLtd) are just Stage 1 of future funding from the same funders. StartIt leads to Build It and Grow It funding, while UnLtd funding expands into similar areas. While future funding from these sources cannot be guaranteed, it is likely to be achieved if the farm delivers on its goals.

Additionally, we have a structured business plan and cash flow that shows a variety of income streams.

- Food boxes sales to locals/tourists and local holiday lets
- Sales to local business including the pub and tea room,
- Learning experiences and Education activities,
- Eco-Tourism holiday lets and passing by "feed the animals" trade

##### **Volunteer Support and Community Engagement:**

Community engagement and volunteer support are integral to Knoydart Farm's success. After the CRF funding, the farm can continue to rely on volunteers who are passionate about sustainable farming and environmental conservation. By fostering a strong sense of community, Knoydart Farm can attract individuals who are willing to contribute their time, skills, and expertise. Regular volunteer programs and events, such as workshops and educational tours, can be organized to keep the community involved and invested in the project's sustainability. Currently we have a backlog of over 20 volunteers who are willing to give their time to the Farm.

##### **Education and Outreach Programs:**

One way to sustain Knoydart Farm is to generate revenue through educational programs. These programs can include workshops, classes, and farm tours where participants learn about sustainable farming practices, organic agriculture, and the importance of environmental

stewardship. By charging fees for these programs, the farm can generate income while fulfilling its mission of educating the community and fostering a deeper connection to the land.

#### Continuous Innovation and Adaptation:

Sustainability relies on continuous improvement and adaptation to changing circumstances. Knoydart Farm should stay attuned to emerging trends in organic farming, environmental conservation, and community engagement. They should be open to innovation and willing to adjust their practices and offerings to meet the evolving needs and expectations of their community and consumers.

In conclusion, Knoydart Farm's sustainability and maintenance after CRF funding depend on a multi-faceted approach that involves diversifying funding sources, relying on community support and volunteers, generating revenue through educational and product-based initiatives, and staying adaptable to changing circumstances. By combining these strategies, Knoydart Farm can continue to thrive and play a vital role in promoting sustainable farming practices and community resilience in the Scottish Highlands.

#### **4.7 What will be the lasting benefits and legacy?**

Knoydart Farm's legacy will not only be a thriving agricultural venture but also a beacon of positive change for the local population. Its lasting benefits and enduring legacy will touch upon various aspects of the community, including access to organic, fresh food, a reduction in waste, employment opportunities, and an overall enhancement of well-being.

##### 1. Organic and Fresh Food Access:

Knoydart Farm's commitment to organic and sustainable farming practices will revolutionise the way the local population accesses fresh, healthy food. By providing the community with a consistent supply of organic produce, the farm will make it easier for residents to lead healthier lives. The availability of fresh, locally sourced vegetables, fruits, and meat from the farm will encourage residents to adopt a healthier, farm-to-table lifestyle. This shift towards organic, fresh food contributes to better health outcomes, reduced healthcare costs, and an overall higher quality of life for the local population.

##### 2. Reduction of Waste:

Knoydart Farm's commitment to sustainability and eco-conscious farming practices will lead to a significant reduction in waste. By minimizing the use of synthetic chemicals, practicing composting, and embracing regenerative agricultural techniques, the farm will become a role model in waste reduction. Reduced waste means a cleaner environment, lower pollution levels, and a healthier ecosystem, all of which have direct and lasting positive effects on the local population.

##### 3. Employment Opportunities:

The farm will not only serve as a source of fresh food but will also be a generator of employment opportunities in the region. The cultivation, harvesting, and processing of organic produce require a dedicated workforce. By providing jobs to local residents, Knoydart Farm will bolstered the community's economic well-being. Employment opportunities will not only reduce unemployment rates but will also encourage young individuals to stay in the area, fostering community growth and sustainability. The ripple effect of these opportunities extends to better living standards, greater financial stability, and a stronger sense of community pride.

#### 4. Enhanced Well-being:

Knoydart Farm's contributions to the well-being of the local population extend beyond food and employment. The act of working together to maintain and support the farm will create a strong sense of belonging among residents. Community events, volunteer opportunities, and educational programs hosted by the farm will bring people together, strengthening social ties and reducing isolation. The mental and emotional well-being of the local population will improve as a result of these interactions. Additionally, the farm's picturesque setting offers a serene and natural environment that encourages physical activity, reducing stress and promoting mental health.

#### 5. Educational Opportunities:

Knoydart Farm has also leave a lasting legacy in terms of education. The farm will serve as a hub for knowledge and skill-sharing, offering workshops, classes, and tours. These educational opportunities not only empower individuals with valuable information about sustainable farming but also inspire a new generation of environmentally conscious advocates. By fostering a sense of responsibility towards the environment, the farm will ensure that its legacy lives on through the actions and values instilled in the local population.

<b>4.8</b>	<b>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.</b>
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Knoydart Farm's dedication to mitigating negative environmental impacts is a testament to its commitment to sustainability and responsible land stewardship. The farm will implement a range of environmentally conscious practices aimed at reducing its carbon footprint and promoting eco-friendly operations.

#### 1. Utilising Local Materials for Infrastructure:

A key aspect of Knoydart Farm's environmental stewardship is the utilisation of local materials for infrastructure development. This practice minimizes the environmental impact associated with transportation and reduces the carbon footprint. By sourcing construction materials, such as timber, stone, and other building supplies, from the immediate vicinity, the farm reduces the energy required for transportation, minimizes greenhouse gas emissions, and supports the local economy. Moreover, the use of locally sourced materials often promotes biodiversity conservation and preserves the natural aesthetics of the region.

#### 2. Eliminating Fossil Fuel Vehicles After Initial Setup:

Knoydart Farm's commitment to reducing its carbon emissions is exemplified by its decision to eliminate fossil fuel vehicles from its operations after the initial setup. This transition is a crucial step in minimizing the negative environmental impacts associated with transportation and agriculture. It not only reduces greenhouse gas emissions but also mitigates air pollution and noise pollution, contributing to a cleaner and healthier environment for the local population and wildlife. The farm's reliance on alternative and eco-friendly transportation methods, such as electric vehicles, bicycles, and low-emission machinery, further showcases its dedication to environmental preservation.

#### 3. Community-Owned Hydroelectricity for Power:

Perhaps one of the most innovative and eco-conscious initiatives at Knoydart Farm is its utilisation of community-owned hydroelectricity for power generation. This approach leverages the natural water resources of the region to produce clean and renewable energy. By harnessing the power of

flowing water, the farm reduces its dependence on fossil fuels and significantly lowers its carbon emissions. Furthermore, community ownership ensures that the benefits of this clean energy source are distributed equitably among local residents. The use of hydroelectricity not only reduces the farm's ecological footprint but also sets an example for other businesses in the area, encouraging the adoption of sustainable energy practices.

#### 4. Sustainable Agricultural Practices:

Beyond its infrastructure and transportation efforts, Knoydart Farm's dedication to sustainable agricultural practices further mitigates negative environmental impacts. The farm's commitment to organic farming and agroecological principles promotes soil health, reduces the need for synthetic chemicals, and conserves and increases biodiversity. Sustainable farming practices help maintain the natural balance of ecosystems, minimize soil erosion, and preserve water quality in nearby rivers and streams. In turn, these efforts contribute to the overall well-being of the local environment and its inhabitants.

#### 5. Water Conservation and Management:

Knoydart Farm's environmental stewardship extends to water conservation and management. Sustainable water practices, such as rainwater harvesting, responsible irrigation, and the protection of local water bodies, help reduce the farm's impact on the local hydrological cycle. By using water resources efficiently and minimizing pollution, the farm contributes to the preservation of aquatic ecosystems and the availability of clean water for the community and surrounding wildlife.

<b>4.9</b>	<b>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?</b>
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Knoydart Farm's commitment to values like "organic, regenerative, inclusive, sustainable, and fun" extend to the way it approaches equalities issues and considers individuals with protected characteristics. In the development and delivery of the project, the farm has implemented, or will implement, strategies to ensure that no one is excluded or disadvantaged from benefitting from our initiatives.

#### 1. Inclusive Education and Outreach:

Knoydart Farm recognizes the importance of providing educational programs and outreach efforts that are accessible to everyone, regardless of age, gender, race, disability, or other protected characteristics. The farm will offer workshops, classes, and tours that are designed to be inclusive and welcoming to a diverse audience. We will consider the needs of individuals with disabilities by providing accessible facilities and will adapt our educational materials to different learning styles.

#### 2. Diverse Workforce and Volunteer Opportunities:

Inclusivity is not limited to the farm's public-facing programs but extends to its internal operations as well. Knoydart Farm values diversity and will ensure that its workforce and volunteers represent a wide range of backgrounds and experiences. This approach creates a welcoming and respectful environment that fosters collaboration among individuals with different perspectives and protected characteristics. Through utilising Sociocracy as a governance model we ensure everyone has a voice.

#### 3. Financial Accessibility:

The farm acknowledges that financial constraints can be a barrier to participation for some individuals or groups. To address this, Knoydart Farm considers various pricing models and options for its programs and products. We will offer reduced or sliding-scale fees for those who are economically disadvantaged.

#### 4. Representation and Engagement:

Knoydart Farm actively seeks input and involvement from individuals with protected characteristics in the decision-making processes and development of its projects. This approach ensures that the voices of underrepresented groups are heard and considered. By involving community members in shaping the farm's initiatives, the project becomes more responsive to the needs and preferences of a diverse range of individuals. Representation also extends to marketing materials, featuring diverse faces and voices to reflect the community's true diversity.

#### 5. Environmental Justice and Sustainability:

Environmental justice is a key component of Knoydart Farm's sustainability efforts. The farm recognizes that disadvantaged communities often bear the brunt of environmental challenges. By promoting regenerative and sustainable agricultural practices, Knoydart Farm contributes to a healthier environment and supports the well-being of local communities. Sustainable practices, such as organic farming, clean energy generation, and waste reduction, ensure that environmental benefits are distributed equitably, benefiting all community members, including those with protected characteristics.

#### 6. Engaging Underrepresented Groups:

Knoydart Farm will actively reach out to underrepresented groups in the community (And beyond!) to ensure their needs are met and that they can enjoy the benefits of the project. This can include targeted outreach, collaboration with local organizations serving specific demographics, and actively seeking feedback to adapt and improve their initiatives to better suit the needs of all community members.

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

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



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

Yes  No

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


Yes  No  Applied

**Is the Fair Work First statement on your organisation website?**

Yes  No  Do not have a website

How many people do you employ or how many volunteers do you have?	No employees yet, but four volunteer directors and four further volunteers with a backlog of 20 volunteers.
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" type="checkbox"/> Trade Union Recognition/Collective Bargaining

### SECTION 5: PROJECT BUDGET

<b>SECTION 5: PROJECT BUDGET</b>	
5.1	<p><b>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.</b></p> <div style="text-align: center;">  </div> <p>CRF overheads and management fees sun</p>

<b>Budget Heading</b>	<b>Details</b>	<b>Revenue/Capital</b>	<b>Amount (£)</b>
Electric vehicle for collecting waste and distributing food boxes		Capital	17,500.00
Two Polytunnels	For indoor growing	Capital	27,500.00
Farming Equipment	seeder, electric mulcher, various hand tools and implements	Capital	5,250.00
Irrigation and Groundworks	For watering polytunnels and external plants and preparing the ground	Capital	2,167.00
Seeds and Saplings	For startup planting	Revenue	1,583.00
Food Box Containers	Multi-use boxes for food distribution	Revenue	1,000.00
Workshelter/Workshop	For preparing food boxes, tool storage and shelter	Capital	2,500.00
Management Costs	For managing the purchase and erection of capital infrastructure	Revenue	400.00
		<b>Total revenue expenditure (£)</b>	<b>2,983.00</b>
		<b>Total capital expenditure (£)</b>	<b>54,917.00</b>
		<b>TOTAL PROJECT COST (£)</b>	<b>57,900.00</b>

**VAT included in these costs?**    Yes     No

<b>5.2</b>	<b>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.</b>	All costs were from quotes from suppliers within the last month. We have three quotes for our polytunnel costs and electric vehicle costs. For other costs we have a minimum of two quotes.
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	We have utilised local suppliers wherever possible and we are purchasing our main infrastructure



		alongside Knoydart Tree Nursery to minimise transport costs and carbon footprint. The returns on this investment reach many times the initial outlays.
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**SECTION 6 – MATCH FUNDING**

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
FirstPort	Yes	20/07/2023	5000
UnLtd	Yes	06/10/2023	7995
Pebble Trust	Yes	26/09/2023	10000
Awards For All	Yes	19/09/2023	5880
			<b>Total match funding (£)</b>
			<b>28875</b>
			<b>CRF grant request (£)</b>
			<b>29025</b>
			<b>Total project cost (£)</b>
			<b>57900</b>

<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>6.3</b>	<b>If yes, please detail.</b>	The Directors will give up their time to project manage different parts of Work Package 1.
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	<b>Knoydart is an area of deprivation and salaries are below the national average. Without public funding this project would not go ahead as the resources of those involved would not be able to support the start of the project.</b>
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	<b>These are for the elements described in Work Package 1 of this project and include</b>

		parts of awards already awarded.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The unrestricted amounts in our accounts are match funding for this work package.

### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Income at the end of Work Package 1 should support the creation of two roles and pay for any additional expenses for the project. Any additional revenue (We have been very pessimistic with our estimates) will be reinvested in the project to help pay for Work Packages 2 and 3.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There are no local competing businesses as this is a pioneering project for the peninsula. Local businesses have been supportive of the project and will make use of our produce.
7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	We were concerned that a loan would place too much stress on Work Package 1 working capital.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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***I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.***

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

<p>Signature: </p> <p>Print: Craig D Dunn</p>	<p><b>Date:</b> 06/11/2023</p>
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8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input 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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<p><b>Reason for missing documentation: This is our first year so have no accounts to date. Planning permission is not needed for this project. We are not applying for jobs funding and we have no specific partners.</b></p>		

**Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk) quoting your unique project reference number.**

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

The application form should follow the naming convention example:

**CRF0123 – (Name of organisation) final application form**

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

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

## **CRF Monitoring and Evaluation Framework**

**CRF number:**

**Organisation:**

**Project Title:**

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

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	
Initiatives that enable communities to stay socially connected	new/supported	
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Tackling poverty and inequality (People)</b>	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
<b>Project outputs</b>	<b>Quantity</b>
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)	
<b>Other</b> - 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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		



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

## Key considerations

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

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

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

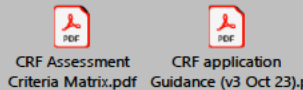
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



## SECTION 1: PROJECT SUMMARY

<b>1.1</b>	<b>Project reference number</b>	CRF2142
<b>1.2</b>	<b>Organisation</b>	Lochaber Rural Education Trust and Kilmallie Shinty Club
<b>1.3</b>	<b>Project title</b>	Mini Bus
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	We would like to purchase a new/nearly new mini bus to transport children up to our Rural Education Centre and also to transport teams to shinty matches in Rural areas.
<b>1.5</b>	<b>Project costs</b>	<b>Total project cost</b> £40,000
		<b>Match funding</b> £8,000



		<b>CRF grant requested</b>	£32,000
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date. 01/12/2023	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	31/03/2024	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Lochaber Rural Education Trust	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Linda Campbell	
2.4	<b>Position in the organisation</b>	Trustee	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>		
2.8	<b>Organisation type</b>	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	<b>Organisation registered number</b>	SC032111	
2.10	<b>Is the organisation VAT registered?</b>	<p><b>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.</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	796934361	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

**SECTION 3: PROJECT DETAILS**

3.1	Please confirm the location of the project including post code.	An Clachan, Aonach Mhor Road, Fort William, PH33 6SQ	
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 type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

**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<sup>st</sup> March 2025.**

Activity name	Achieve by (date)
Purchase of New/Nearly New Minibus	31/03/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

We would like to purchase a New/Nearly New Minibus. This Minibus would transport children from schools up to our Education Centre. The hire of buses is very expensive and schools cannot afford them. There used to be 2 business here in Fort William that hired out mini buses but now there is only one and they have 1 minibus for hire. There are a lot of groups and clubs who cannot get transport. We want to provide transport so that children can participate in our projects. The shinty club struggle getting transport for getting juveniles and teams to matches in rural locations. The Mini Bus will allow us to be competitive and fulfil our shinty fixtures. This project will allow youngsters to participate in projects at the Trust and not be excluded.

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

This project will benefit the local community as it will be available for other groups. The local boxing club has said that they would like to be able to use it.

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

There is a need for this bus as a lot of the schools cannot afford to hire buses and there is only 1 bus for community use. We have super projects at the Education Trust but the transport is too expensive for the schools to attend. Kilmallie Shinty Club has 5 teams, First Team, Reserve Team, Under 17's team, Under 14's team and Under 12's team so we have a lot of juveniles playing for the Club. Sometimes it is difficult to get transport as parents are working. This is an opportunity for us to be self sufficient with transport.

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

Schools would support our project so that they can get classes up to An Clachan. We could get letters from schools to support this.  
Players have asked why the shinty club is not getting a minibus. Parents would give letters of support for this.

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

The Education Trust and the Shinty Club are fundraising continuously so the Mini Bus will be maintained through that. There will also be a hire charge for other groups wishing to use it.

**4.7 What will be the lasting benefits and legacy**

It will be brilliant to offer schools transport to get them to An Clachan. The players of Kilmallie Shinty Club will be delighted that they can travel as a team to a game. The coaches will be very grateful that they don't need to try and find transport on the morning of a game.

**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.**

It may be an idea to purchase a second hand electric mini bus, but at the moment there are very few normal mini buses available as they are not being made. The Education Trust and Kilmallie Shinty Club recycle as much as 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?**


All groups should be able to use our mini bus as long as they are able to agree the terms of usage.


Additional information provided by the applicant in an email dated 06/12/2023 (Email saved on Sharepoint)

“No, we weren't going to buy a minibus with a ramp as it would be too expensive. If needed we would hire a bus from Lochaber Action on Disability or hire a wheelchair friendly taxi.”

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

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

<p><b>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</b></p> <p> PWF statement and declaration template.doc</p>	
<p><b>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.</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p><b>Is the Fair Work First statement on your organisation website?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>
<p><b>How many people do you employ or how many volunteers do you have?</b></p>	<p><b>No employees, 20 volunteers</b></p>
<p><b>Do you currently pay the Real Living Wage hourly rate?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p><b>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b></p>	<p><input type="checkbox"/> Line Management Relationship  <input type="checkbox"/> Staff /Engagement Surveys  <input type="checkbox"/> Suggestions Schemes  <input type="checkbox"/> Intranet/Online Platforms  <input type="checkbox"/> Staff Forums / Networks  <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET	
<p><b>5.1</b></p>	<p><b>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.</b></p> <p> CRF overheads and management fees sun</p>

Budget Heading	Details	Revenue/Capital	Amount (£)
Purchase of New/Nearly New Minibus	New Mini Bus	Capital	40,000.00

**VAT included in these costs?** Yes  No

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.	I have received a quote from a Minibus Company in Stoke on Trent. A new minibus could be £43,000 + VAT. This is for a 17 seater.  A nearly new one could be about £38,000 + VAT
5.3	Please explain how your project will achieve value for money.	A minibus is needed and will save the groups with expenditure – especially the Shinty Club

**SECTION 6 – MATCH FUNDING**

6.1	Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.
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Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Lochaber Rural Education Trust	yes	03.10.22	4000
Kilmallie Shinty Club	yes	03.10.23	4000
			<b>Total match funding (£)</b>
			<b>8000</b>
			<b>CRF grant request (£)</b>
			<b>32000</b>
			<b>Total project cost (£)</b>
			<b>40000</b>


6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	The overall cost is high.
6.5	Please explain what the remaining bank balances are for in your accounts.	They are restricted funds for projects, wages and running costs.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The overall cost of the project is too high.

### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Any money made from the Hire of the Minibus will be put back into the maintenance of it, insurance etc etc.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There is only 1 other mini bus in Fort William that a Community Group can hire.
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?	Too much paperwork needed and the timescale.		
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.			
	<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
<b>Signature:</b> 		<b>Date:</b> 16/11/2023
<b>Print: Linda Campbell</b>		

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 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 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 type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Reason for missing documentation:		

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

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

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

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

## **CRF Monitoring and Evaluation Framework**

**CRF number:**

**Organisation:**

**Project Title:**

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

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	
Initiatives that enable communities to stay socially connected	new/supported	
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

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**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

<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		



# Community Regeneration Funding (CRF)

## Application Form (v3 Oct 2023)

### Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



CRF Assessment  
Criteria Matrix.pdf



CRF application  
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	Project reference number	CRF2150
1.2	Organisation	Eigg Trading Ltd
1.3	Project title	An Laimhrig Composting
1.4	Project summary you wish to be funded (max 100 words)	Eigg Trading is requesting 100% funding from CRF to respond to what the Isle of Eigg's residents have identified as a key issue impacting our community – waste management – by purchasing an in-vessel composter and maturation bins, developing an area beside the An Laimhrig Community Hub where all business and residential food waste can be turned into compost for our community-owned Tree Nursery. This composting system will form part of Eigg's journey towards becoming carbon net zero by 2030 - reducing our reliance on landfill skips shipping our food waste off island.
1.5	Project costs	<b>Total project cost</b> £8802
		<b>Match funding</b> £0
		<b>CRF grant requested</b> £8802
1.6	<b>Start date</b> <i>(from 1<sup>st</sup> March 2024 unless specified when you're invited to submit a full application)</i>	01/03/2024
1.7	<b>End date</b> <i>(by 1<sup>st</sup> March 2025)</i>	31/01/2025
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and</a>	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation

	<b><u>Evaluation Framework</u> for definitions at the end of this form)</b>	<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Eigg Trading Ltd
2.2	<b>Address and postcode</b>	[REDACTED]
2.3	<b>Main contact name</b>	Jenny MacLaren
2.4	<b>Position in the organisation</b>	Warm Homes Manager
2.5	<b>Contact number</b>	[REDACTED]
2.6	<b>Email address</b>	[REDACTED]
2.7	<b>Website address</b>	<a href="#">Isle of Eigg Heritage Trust - The Isle of Eigg</a>
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	SC177386
2.10	<b>Is the organisation VAT registered?</b>	<p><b>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.</b></p> <p>Yes <input checked="" type="checkbox"/>                      No <input type="checkbox"/></p>

2.11	If the organisation is VAT registered, please provide the number.	699728255	
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.	Not applicable	

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	Isle of Eigg, PH42 4RL	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	n/a	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



<b>3.9</b>	<b>If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.</b>	It requires SEPA Waste Management Exemption – certificate received 13/11/23.
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**SECTION 4: THE PROJECT PROPOSAL**

<b>4.1</b>	<b>List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1<sup>st</sup> March 2025.</b>
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<b>Activity name</b>	<b>Achieve by (date)</b>
Ridan composter, maturation bins and caddies ordered	31/03/2024
Composting area levelled and constructed	15/04/2024
Visit from Ridan to install composter and provide training	15/06/2024
Food waste from the Café and Shop added to the system alongside 'green and brown' organic material (proof-of-concept phase)	30/06/2024
Compost matured in maturation boxes and delivered to Tree Nursery	15/09/2024
Food waste caddies rolled out to all island homes and small businesses	15/09/2024
Introduction of use of composter to all islanders and monitoring by Caretaker	15/09/2024
Second load of compost delivered to Tree Nursery	30/11/2024
Engagement/communication of composting system successes to locals	31/12/2024
Eigg Trading write and share impact report with stakeholders and other communities	31/01/2025

<b>4.2</b>	<b>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</b>
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**CRF Monitoring and Evaluation Framework at the end of this form.**

Word limit 850

As a remote island food waste management is a complicated issue for Eigg as we do not have access to local council food waste uplifts. Instead, the majority of our food waste is shipped off island as landfill waste. Over the last two years Eigg Trading has been researching and developing plans to manage food, exploring what system is the most appropriate for our infrastructure and weather conditions and how it can be maintained long-term. We are now at the exciting stage where we can put these ideas into action. With this funding from CRF Eigg Trading will be able to purchase a RidanPro in-vessel composting system for our newly built community hub, An Laimhrig. An Laimhrig was designed to be a carbon net zero project and composting is a key part of this as we continue to develop the hub and its surrounding areas. Eigg Trading own and manage this area, which gives us a unique opportunity to take waste management into our own hands. We will handle the food waste generated on island by recycling it into a practical product for our community-owned Tree Nursery, providing compost to help grow and plant native trees from seed.

This project will commence with a proof-of-concept phase, initially processing food waste from the island's only Shop and Café which are based at An Laimhrig, before rolling out the project to include all island households and small businesses, providing food waste caddies to encourage uptake of this opportunity. The initial phase, lasting 2 months, will allow time for the food waste to begin transforming into compost, serving as a demonstration to residents on the benefits and ease of composting. It will also allow us to monitor any potential learning issues that may arise, which will inform future use. The project will be monitored by the hub's Caretaker, trained up by Ridan's experts, and will provide progress reports to Eigg Trading Directors. Learning from this period will be applied to the management of the system to ensure it will be an ongoing success. By the end of this funding we anticipate there will be a considerable island-wide reduction of food sent to landfill, supporting Eigg's community-led ambition to be a carbon net zero island by 2030.

This project will therefore achieve CRF's strategic aim of **tackling the climate emergency and working towards net zero**. Zero Waste Scotland has reported that across Scotland we waste nearly 988,000 tonnes of food every year. When food waste ends up in landfill, it produces methane gas that is many times more damaging to the environment than carbon

dioxide. It also means wasting a potentially valuable resource that could be recycled. Recently Eigg's community came together to co-produce Eigg's Clean Energy Transition Agenda which identifies how the island can move to be carbon net zero by 2030. A main objective from the CETA is to mitigate Eigg's issues with waste and encourage a circular economy. This project specifically seeks to support the implementation of a solution to this and support Eigg's journey to net zero. Eigg Trading's ambition is that this model of a successful circular economy will show what can work in a small community who are dedicated to reducing carbon emissions in a sustainable way and doing our part to tackle the climate emergency.

Specific outputs from this project will be:

**Environmental awareness initiatives:**

- Increase awareness of the benefits of composting for the island's residents and businesses, and engage with those who are currently less interested in recycling waste
- Engage with the primary school and nursery pupils to teach about the benefits of reducing food waste
- Eigg's Environmental Action Group will engage with other communities and the Lochaber Environmental Group to share our learnings
- Visitors to Eigg will be encouraged to access the composting site and learn about our system

**Initiatives contributing to a low-carbon economy:**

- Food waste produces carbon whereas composting waste results in negative carbon, therefore this project will enable Eigg to continue its journey to being carbon net zero by 2030

**Waste, recycling and circular economy:**

- Putting in place a food waste composting system for the whole island will reduce Eigg's food waste and number of skips going to landfill, as well as reducing the need to purchase compost off-island
- This project will demonstrate a small-scale circular economy by turning food waste into nutrient-rich compost for our community
- We will utilise available by-products (sawdust, grass cuttings, cardboard) to act as 'brown and green' material to feed the compost
- The compost will be used to grow native trees on the island which in turn support Eigg's wood-fuel enterprise

### Community assets becoming more energy efficient:

- An Laimhrig is run by Eigg Trading which is a subsidiary of the Isle of Eigg Heritage Trust (IEHT), the community organisation which owns the Isle of Eigg. An Laimhrig is a huge community asset which will become more energy efficient by eliminating food waste from its commercial businesses.

Additional outputs:

- **Increase community resilience** - we will become less reliant on mainland waste services as we continue to develop more solutions to reduce all types of waste.

4.3

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

Word limit 400

The Isle of Eigg Heritage Trust (IEHT) became community owners of Eigg in 1997 and supports development of housing, infrastructure and social and economic opportunities, while conserving Eigg's natural and cultural heritage to ensure growth is sustainable. Eigg Trading, one of IEHT's subsidiaries, was formed to be of benefit to the community and help advance IEHT's objectives. The work of Eigg Trading is extremely important to the people who live on Eigg - a population of around 120 - providing residents with the power to build a sustainable future for the island and its community. This project to reduce food waste across the island will benefit Eigg's community as a whole as it responds to a key concern of residents, whilst also supporting our community-owned Tree Nursery and local businesses, supporting a circular economy on Eigg, and providing opportunities for learning for other communities and stakeholders.

Specifically, this project will benefit:

- **Eigg's Community Hub and local businesses** who currently have no on-site facilities to recycle food waste.
- **Eigg Primary School and Nursery** who are excited to use this project as an example of reducing and reusing waste for Eigg's younger generation.
- **Eigg's Tree Nursery** which re-stocks Eigg's woodlands with native species using home-grown trees and will utilise the compost - something that is currently a high cost as they must ship compost over from the mainland.
- **Eigg's local economy** will benefit by a reduced need to transport goods/waste on and off the island and generating a circular economy.

- **Eigg’s Forestry** will become more sustainable as the project will support the Tree Nursery and wood-fuel enterprise which employs 3 islanders as well as utilising many volunteers.
- **Eigg’s resident community** will become more robust and resilient, and will be able to realise their ambition of continuing to reduce carbon emissions.
- **General public** will benefit with the opportunity to learn about local composting systems and what can be possible when a community come together to respond to a local challenge.

**4.4**

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

Word limit 400

Food waste ending up in landfills harms our environment and contributes to climate change. Recycling food waste stops that waste going into landfill. Unlike 80% of Scottish households, Eigg does not have a food waste uplift service here on the island – this project responds to this gap in provision. Promoting waste minimisation and management has been recognised as a local need by Eigg’s residents and businesses, IEHT, Eigg Trading, as well as by the Highland Council and Scottish Government.

**‘Eigg at 20’ survey** (2017) - a community consultation completed by 83% of residents, which aimed to form a better understanding of Eigg, its people, priorities and future aspirations. Waste disposal was identified as one of the highest areas of priority for residents, second only to Eigg’s renewable electricity grid’s capacity. The survey also identified that for 90% of residents, Eigg’s “green” credentials are important or very important to them.

**Eigg’s Clean Energy Transition Agenda (CETA)** (2021) - Eigg's residents worked together to produce the CETA and agree on the ambition of being a carbon net zero island by 2030. Eigg also signed the Clean Energy for EU Islands pledge. The community’s vision for Eigg is that “The island’s food and waste management systems contribute to an efficient and effective circular island economy, which Eigg residents embrace and share with knowledge and pride.” This vision was supported by all Eigg’s stakeholders (CETA attached with application).

**West Highland and Islands Local Development Plan (WestPlan)** (2019) - A key strategy is that “Waste is reduced, reused, recycled or treated as close to source as possible to generate renewable energy.” Alongside the WestPlan the Highland-wide Local Development Plan (HwLDP) identifies improved waste management as important to future developments.

**Scottish Government's Making Things Last (2016)** - A strategic target to reduce food waste in Scotland by 33% (from 2013 levels) by 2025. This target was the first of its kind in Europe and recognises the critical role of food waste reduction in the fight against climate change and the transition to a more circular, resource-efficient economy.

**The National Islands Plan (2018)** - Aims to support island communities to “look at alternative solutions to managing waste, particularly in respect of Scotland’s Circular Economy Strategy” (S.O. no.9). Additionally, the NIP highlights the need to decrease the amount of waste transported off islands and the benefit of supporting low carbon pilot projects.

4.5

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

Word limit 400

All Eigg Trading’s outputs – including this project - are to advance the specific priorities of the community. The letters attached to this application highlight the support from various stakeholders both within and out with the community, outlined below.

**Isle of Eigg Residents Association** – highlights the support from the local community. IERA has discussed many times the question of how to manage organic waste, and although some individuals compost or similar at home, we continue to have an issue with processing food waste that is generated at our community hub and by other residents. This letter is also endorsed by Eigg’s Environmental Action Group.

**Tree Nursery Manager, Tasha Fyffe** – an IEHT employee who will utilise the compost to help grow native trees on island and will save costs as there will be reduced need to purchase compost off-island.

**Galmisdale Bay Café and Bar owner, Stuart Ferguson** – local business owner who will benefit from the project, the café generates a large amount of food waste during the visitor season and with no composting system available this ends up going to landfill.

**Isle of Eigg Shop owner, Jacqueline Kirk** – local business owner who will benefit from the project, although there are steps in place to reduce waste, when food must be disposed of it is either taken home by those working in the shop or goes to landfill.

**Eigg Primary School and Nursery Head-teacher, Kiaran MacInnes** – Kiaran is keen to get the pupils involved in this project, this will be a lasting benefit as composting knowledge and skills will be shared with our future generations.

**Eigg Trading Board of Directors** – as owners of An Laimhrig they are fully invested in the expansion of its facilities to include a net zero approach to food waste.

**Eigg's local councillor, Andrew Baldrey** – on IEHT's board of directors as Highland Council place, who has supported our attempts to resolve the issue with food waste and is invested in Eigg's future sustainability.

**Lochaber Environmental Group, Project Officer at Highland Community Waste Partnership, Lesley Hawkins** – Eigg have been working with LEG to develop solutions to Eigg's food waste issues and to plan general waste reduction workshops in Spring 2024

As evidenced in the letters of support this project is fully supported by all stakeholders, and strongly meets Eigg's priority to reduce food waste at a local level, reduce carbon emissions, and increase our resilience as a rural island.

4.6

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

Word limit 500

Eigg's island location makes it even more important to be able to deliver robust services and facilities at a local level. IEHT, Eigg Trading, An Laimhrig tenants and other island businesses work in partnership with the community to ensure that businesses and other lifeline services (e.g. post office and coastguard) that operate from An Laimhrig can be sustained. Eigg Trading decision-making is done by the board of six island Directors, supported by the IEHT Business Development Manager. Eigg Trading has been successfully managing the community hub for the last 20+ years and is directly responsible for the public spaces in and

around An Laimhrig. This model will continue, with the inclusion of the maintenance and oversight of the composting system.

The financial projections for Eigg Trading show An Laimhrig and its facilities will be self-sustaining with revenue generated from services such as the new shower block, commercial rents, as well as the sale of wood logs, which will secure its long-term financial viability. Financial projections include the salary of a Caretaker who will be responsible for on the ground maintenance and overseeing all operational activity of An Laimhrig. The Caretaker, Trading Directors and Business Development Manager will be trained in how to maintain the machine by Ridan, alongside utilising community knowledge and expertise to ensure the composting system is a success. The composter itself has a stainless-steel frame and robust weather-proof structure which enables it to be positioned anywhere and is designed to last a lifetime.

We anticipate that after this funding from CRF there will be minimal outgoing costs and any repair works or maintenance required will be absorbed by Eigg Trading's repairs budget. The Caretaker will be responsible for carrying out any repairs, transporting compost, and communicating with residents and the Eigg Trading board about any issues. The ongoing costs for this project will be minimal as the sawdust and grass cuttings that will be used to top up the food waste will be obtained free of charge – currently an unutilised by-product from Eigg Trading's other activities. Additionally, due to the annual total of waste produced being less than 4 tonnes a SEPA waste management exemption certificate is free of charge.

Aside from Eigg Trading, Eigg's community will also ensure the project is sustained. There has always been significant collective action from residents volunteering their efforts on Eigg, with the community rooted in the betterment of their environment. The community has worked hard to ensure all Eigg projects are people-led and this is reflected in a large range and number of community bodies on Eigg who are keenly engaged with waste reduction. As an island, Eigg will work together to ensure this project is sustained and continues to deliver long-term benefits to our community.

**4.7**

**What will be the lasting benefits and legacy?**

Word limit 500



The lasting benefits and legacy of this project will be supporting Eigg's journey to carbon net zero, contributing to our 'green credentials', and encouraging engagement with food waste solutions, on island and beyond.

#### Carbon reduction:

This composting project will enable Eigg to significantly reduce our carbon emissions due to reduction in transport of skips and reduction of adding to landfill waste. This project will deliver a legacy of reducing Eigg's carbon emissions by approximately 4.5 tonnes CO<sub>2</sub>e each year. This figure is based on 50% of households adding their food waste to the composter alongside the Shop and Café throughout the year (and Zero Waste Scotland's calculations that state food waste sent to landfill generates 933kg CO<sub>2</sub>e per tonne, and composted food waste generates -21kg CO<sub>2</sub>e per tonne). We are currently working with Community Energy Scotland to support our journey to net zero and are supporting us in our carbon accounting - this project will contribute to the Eigg's legacy by hugely reducing our islands carbon emissions.

#### Sustainability of Eigg and 'green credentials':

One of Scotland's first community buyouts, IEHT's purchase of Eigg pre-dated Scotland's land reform legislation and was a true example of individual wills being able to make a real difference to their futures. As a community owned island, this project will add an additional layer of ownership and stewardship, another green pilot project that Eiggachs can be proud of, and something that will be a permanent fixture at Eigg's community hub. This will add to Eigg's sustainability as an island by supporting our local enterprises and businesses, reducing our reliance on mainland services, and generating a circular economy. This project will contribute to An Laimhrig's demonstration of a net zero community facility, and will add to Eigg's reputation as a 'green island', encouraging more people to come and learn about carbon and waste reduction.

#### Awareness raising and engagement:

Eigg is now home to around 120 permanent residents and welcomes over 12,000 visitors to the island during the busy spring and summer months each year. Groups from all over the country (and further) come to learn from us. The knowledge we will gain from delivering this project will be shared with those who visit Eigg as well as other communities who have similar aims, in particular other Highland communities who experience many of the same issues as us in regard to food waste. Eigg values knowledge exchange and has always seen this as a positive outcome of any project we undertake. We will actively encourage people to come and

visit the composting system so that they can take away the knowledge to develop a similar project within their own communities. This project will clearly demonstrate the benefits of composting and raise awareness of waste and carbon reduction in general, for Eigg's own community and beyond.

**4.8**

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

Word limit 500

This project specifically aims to address the climate emergency and has considered how it's implementation will lessen any further environmental damage. Mitigating environmental impact has been at the centre of all design decisions when redeveloping the community hub An Laimhrig. These same principles are being applied to all additional aspects of the hub's operations, including this project, which will add an added layer of green credentials, extending beyond the hub to benefit all residents as we work towards eliminating food waste from the island. Food waste that is not recycled is sent to landfill where it rots, causing a huge negative impact on the environment by releasing methane – a harmful greenhouse gas that is 25 times more potent than carbon dioxide (from recyclenow.com). This project specifically responds to this negative impact by reducing Eigg's food waste and turning it into a nutrient compost to help grow our native trees on island.

Eigg is already identified as a place which takes its environmental responsibilities seriously. Having won national awards like NESTA's Big Green Challenge and the Ashden Gold Community Award, islanders have consistently worked towards reducing Eigg's environmental impact. Considering climate change is key to this project and carbon emissions are being considered at all levels. We will hire local labourers to level out the area for the composting system which will reduce unnecessary travel to and from the island, and we will repurpose leftover slabs from the An Laimhrig redevelopment to reduce costs and waste. The Ridan itself will be coming from Devon and so there will be a negative environmental impact from this journey, however we believe the long-term benefits of using the Ridan will more than mitigate this. Furthermore, so as not to encourage more travel/additional trips across the island we will

encourage residents to bring their food waste with them when they come to the hub for their weekly shop or are visiting the Café.

**4.9**

**In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?**

Word limit 500

This project supports greater equality for all the residents of Eigg and is designed to be utilised by the whole community, as such it does not target specific groups with protected characteristics. As an island our location means residents are disadvantaged in terms of access to employment, health, social opportunities and access to goods and services. This project aims to mitigate disadvantage by providing an opportunity that is open to all islanders, and one which will deliver a positive impact on Eigg and its community. Although open to everyone, this project has the potential to particularly benefit those who are disadvantaged by not having their own outdoor space, or the funds to set up an at-home composting system, or those who live in accommodation where food waste will likely attract vermin to their home. This project will equalise this issue by providing all residents with a place where they can deposit food waste. The location of the composter will be next to the Café and beside an accessible path so all will be able to use and/or visit the composter for learning activities. The positive impacts of this project will be recorded in an impact document written by Eigg Trading directors and will be shared with all stakeholders.

The project's design and delivery will take all reasonable steps to ensure people are not excluded or disadvantaged from the project. IEHT and Eigg Trading continually work to increase access to opportunities for people living on Eigg to develop business, social and environmental activities which add to the island's long-term viability and future. As part of creating new facilities such as An Laimhrig, IEHT and Eigg Trading develop policies to ensure that access is sustained fairly. These policies are created and reviewed in consultation with the community to respond to priorities or changes they identify as important. The community

owned and managed nature of An Laimhrig means that the day to day running and management of the area will continue to be people-led. By working with tenants, IEHT and its three member organisations, the Isle of Eigg Residents Association, Highland Council and Scottish Wildlife Trust, Eigg residents will continue to benefit from access to public and commercial services in a fairer way and are able to have their say about them.

**4.10**

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

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

**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**



FWF statement and declaration template.c

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

Yes  No

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

Yes  No  Applied

**Is the Fair Work First statement on your organisation website?**


Yes  No  Do not have a website

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

All employees self-employed, with 6 volunteer directors

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 checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

## SECTION 5: PROJECT BUDGET

<b>SECTION 5: PROJECT BUDGET</b>	
5.1	<p><b>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.</b></p> <div style="text-align: center;">  <p>CRF overheads and management fees sur</p> </div>

Budget Heading	Details	Revenue/Capital	Amount (£)
Composting machine	Ridan Pro400	capital	4,650.00
Maturation bays	x3	capital	1,440.00
Installation and training	Delivered by Ridan	revenue	970.00
Levelling out area and siting composter	Cost of labourers	revenue	1,500.00
Household caddies	x64	capital	242.00

	<b>Total revenue expenditure (£)</b>	<b>2,470.00</b>
	<b>Total capital expenditure (£)</b>	<b>6,090.00</b>
	<b>TOTAL PROJECT COST (£)</b>	<b>8,802.00</b>

<b>VAT included in these costs?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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<b>5.2</b>	<b>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</b>	Eigg Trading has collected data on the volume of food waste produced from An Laimhrig - which changes seasonally – to find out the most beneficial size of composter needed. We have engaged with different businesses on the benefits of different composters, including Rocket, Big Hanna, Ridan, and others. Eigg Trading identified in-vessel composting as the most appropriate system as they can be used to treat food and garden waste mixtures without the need to separate different food types. RidanPro 400 is able to process up to 400kg of food waste a week which will meet the needs of the
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	<b>achieve this, explain how costs were developed.</b>	island. Quotes were obtained from on-island labourers only for levelling works, and quotes for caddies were obtained by reaching out to multiple stockists.
5.3	<b>Please explain how your project will achieve value for money.</b>	Eigg Trading believe the RidanPro 400 offers the best value for money, it is cheaper than many other IVC models but it does not require an electric connection which was considered an important element as we rely on off-grid energy. It has also been designed to be able to withstand the harsh weather we often experience as a Scottish island and so will last much longer than other products. With this composter we will be able to offer an opportunity to all islanders, which we believe will achieve great value for money – providing a long-lasting and sustainable project for Eigg’s community, which will require minimal ongoing costs to sustain after this initial funding from CRF.

<b>SECTION 6 – MATCH FUNDING</b>	
6.1	<b>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.</b>

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

6.2	<b>Will the project involve “in kind” support?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	<b>If yes, please detail.</b>	<p>We are asking CRF for 100% funding for this project, the reason for this is that we initially requested 50% in our EOI but have since been able to significantly reduce the overall costs of the project to less than the initial 50%.</p> <p>In kind support will be provided by the numerous hours Eigg Trading’s voluntary directors have put into this project, through research and community discussions. In addition, An Laimhrig tenants and residents of Eigg have helped to identify appropriate composters and filled out surveys to give us more information on the community’s key concerns.</p> <p>The staff cost of managing the project has not been included in the</p>



		overall budget, however, the IEHT Business Development Manager and one 0.5 FTE Warm Homes Manager will support the delivery of the project throughout the whole funding period and beyond. The An Laimhrig Caretaker will be in a paid position and also contributing to the overall project through Eigg Trading's budget. As a conservative estimate this in-kind support can be quantified at around 750 hours amounting to roughly £8600.
6.4	<b>Please explain why public funding is required to deliver the project.</b>	Eigg Trading and IEHT do not have the funds to support the costs of this project and so otherwise the project will be unable to happen.
6.5	<b>Please explain what the remaining bank balances are for in your accounts.</b>	We are just finishing the £3m expansion project of An Laimhrig and so funds are ringfenced for completion of the construction. Eigg Trading directors are currently agreeing a sensible reserves figure.
6.6	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	At this time there are no free reserves available.

### SECTION 7 – INCOME GENERATION


7.1	<b>Will the project generate income?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	<b>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</b>	

	<b>budget forecast must be provided with the application.</b>	
7.3	<b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	Yes - café, shop and tree nursery are very supportive and signed the CETA. Letters of support also attached.
7.4	<b>Have you considered taking out a loan for the project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	<b>If not, please state why?</b>	Loan funding already makes up a proportion of the overall wider project of redeveloping An Laimhrig. Loan funding has been included at a level that can be responsibly managed by Eigg Trading to ensure we are not putting the organisation at risk. The loan element of the project was discussed and agreed upon by Eigg Trading Directors, in conjunction with reviewing Eigg Trading financial projections and involved a wider team e.g. Eigg Trading's Accountant.
7.6	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>	

<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
Highlands & Islands Enterprise - Green Recovery	01/10/2020	£78,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish & Southern Energy – Sustainable Development Fund	01/04/2020	£100,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Coastal Communities Fund – Crown Estate	01/05/2020	£100,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Island Communities Fund	01/10/2020	£149,685	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Centrica – Energy for Tomorrow	01/11/2021	£100,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Local Energy Scotland / CARES	01/01/2022	£20,624	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highlands & Islands Enterprise	03/2022	£73,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Island Infrastructure Fund	03/2022	£50,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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\*Please note, the reason for the high amount of public funding was due to our £3m 6-year construction project to build our Community Hub.

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>	
Signature:	
Date:	Click or tap to enter a date. <b>13/11/23</b>
Print: Maggie Fyffe	

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

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

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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: 2150

Organisation: Eigg Trading Ltd

Project Title: An Laimhrig Composting

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.

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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:

4. Increasing community resilience



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

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	
Initiatives that enable communities to stay socially connected	new/supported	
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

**Tackling poverty and inequality (People)**  
 Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	

Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

<b>Addressing causes of rural depopulation (Place)</b>		
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Helping economic recovery &amp; sustaining growth (Economy)</b>	
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	
<b>Other</b> - 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

<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
<b>Environmental awareness initiatives</b>	new/supported/enhanced	<b>3</b>
<b>Initiatives contributing to a low-carbon economy</b>	new/supported/enhanced	<b>1</b>
<b>Waste, recycling and circular economy initiatives</b>	new/supported/enhanced	<b>1</b>
Community renewable energy schemes	new/supported/enhanced	
<b>Community assets to become more energy efficient</b>	new/supported/enhanced	<b>1</b>
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:  
**Increase community resilience – 1**



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

## Key considerations

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

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

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

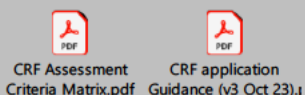
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



## SECTION 1: PROJECT SUMMARY

1.1	<b>Project reference number</b>	CRF2160
1.2	<b>Organisation</b>	Voluntary Action Lochaber
1.3	<b>Project title</b>	<b>Third Sector Support Capacity</b>
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	<p>This application is for match funding for staffing costs for 2 full time <b>Third Sector Support Officers</b> to increase Third Sector support capacity in Lochaber. This application is endorsed by <b>Lochaber Community Planning Partnership</b>.</p> <p>Voluntary Action Lochaber (VAL) is a Third Sector Interface organisation, a partner of the Highland Third Sector Interface (<a href="#">HTSI</a>) network.</p>

1.5	Project costs	<b>Total project cost</b>	£85,000
		<b>Match funding</b>	£20,000
		<b>CRF grant requested</b>	£65,000
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	28/02/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Voluntary Action Lochaber
2.2	<b>Address and postcode</b>	██
2.3	<b>Main contact name</b>	Lyn Kilpatrick
2.4	<b>Position in the organisation</b>	Development Officer
2.5	<b>Contact number</b>	██████████
2.6	<b>Email address</b>	██
2.7	<b>Website address</b>	<a href="http://valochaber.org">Home - Voluntary Action Lochaber (valochaber.org)</a>
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	<b>SC020740</b>
2.10	<b>Is the organisation VAT registered?</b>	<p><b>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.</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

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

**SECTION 3: PROJECT DETAILS**

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

**SECTION 4: THE PROJECT PROPOSAL**

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

Activity name	Achieve by (date)
Recruitment	01/03/2024
Delivery of services	28/02/2025
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

**Context**

The Scottish Government's **TSI Outcome Framework** sets out the scope of activity for Voluntary Action Lochaber (VAL) and the wider HTSI network. This agreement is attached to this application. Other than a 4% increase in 2023/24 there has been no uplift to the TSI funding for 10 years which has resulted in a significant cut in real terms while facing the additional pressures on employers such as increases in employers NI and the introduction of pension legislation – notwithstanding the more recent impact on costs from the costs of living and energy crisis.

Third Sector Interfaces (TSIs) are increasingly mentioned in legislation and policy approaches from Scottish Government and Highland statutory agencies, particularly with the strengthening of community planning partnerships. Hence the overall expectation and need for Third Sector support capacity has increased as resources have diminished. VAL has significant capacity restrictions, and unlike other areas of Scotland, the HTSI network receives no investment from public sector partners in Highland.

**Current Position**

2023/2024 SG funding provides for 1 x 25 hours per week Development Officer. Adding employer's costs and organisational overheads leaves a surplus of £20,000 from SG funding. We have recently utilised this surplus along with resources from our reserves to recruit a full-time permanent Third Sector Support Officer, commencing 14/11/23.

**Proposal**

Moving forward, to help meet the capacity and delivery expectations of our public sector partners locally, and those of our members and communities, we plan to recruit a second and additional full time Third Sector Support Officer, subject to a successful CRF funding application. Broadly, this will involve utilising the £20,000 surplus from the 2024/2025 SG funding as a match fund for 2 posts with CRF investment. This would increase Lochaber's Third Sector organisational support offer to 3 workers - improving access and availability of support services, with improved scale, reach, quality, consistency and continuity.

**Intention – Community Resilience**

The proposal is designed to support community resilience through the following outputs:

**1) Capacity Building – for organisations**

- support for boards and trustees
- support for new start organisations and incubation
- for organisations looking for funding opportunities to diversify or generate income
- organisations in crisis


**2) Capacity Building – for volunteers and volunteer involving organisations**

- access to advice, quality assurance pathways and templates
- access to training and peer support
- support to identify volunteering opportunities
- Saltire Award
- Promotion of Volunteering

**3) Community planning**


- Active engagement and collaborative work at the 3 Community Action Groups, thematic partnership sub-groups, and the Lochaber Community Partnership
- Guidance and tools for the community sector
- Fund holding, administration, processing and distribution for the 3 x Community Action Groups and the Lochaber Community Partnership

<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
<p><b>Community benefit</b></p> <p>VAL has a current membership of 128 local Third Sector organisations from across all corners of Lochaber. As a social enterprise we self-fund to sustain delivery of <b>Community Accountancy Services</b> to 95 small local community groups, charities and social enterprises, and provide payroll services to 22 local Third Sector employers. We are a trusted provider.</p> <p>Additional funding on the <b>Third Sector Support</b> side of our service provision can only help increase the number of grass roots community organisations we can offer support to. Equally, this will help improve access to HTSI foundation activities such as Third Sector Forums, consultations, focus groups and policy input, bulletins, social media, subsidised e-learning, live training, advertising for volunteers. All of which is designed to strengthen the sector, and the social economy.</p> <p><b>Community Planning</b></p> <p>Additional resources will also enable increased consistent and active engagement and support to Lochaber Community Planning Partnership, the 3 x Locality Community Action Groups and involvement where relevant at any thematic partnership sub-groups. VAL has been an active participant and enabler in the local community planning arrangements and has been self-funding this function, which sits outside of the SG Outcome Framework.</p>	
<b>4.4</b>	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>
<p>Together with the statutory community planning partners VAL is a partner of Lochaber Community Planning Partnership. This application is endorsed by the Partnership. VAL is also actively involved in the 3 x Community Action Groups in Lochaber, and has responsibility for leading a number of working groups on a number of Local Action Plan priorities covering the separate Fort William, Kinlochleven and Caol Local Action Plans.</p> <p>More widely, the work of the Third Sector is recognised under the Highland Outcome Improvement Plan and the various workstreams that flow from this framework.</p>	
<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>We have 128 member organisations who benefit from our service offer.</p> <p>A TSI Outcome Framework monitoring extract for the first quarter of 2023/2024 is attached to this application. This demonstrates our delivery capacity at 1 x 25 hours per week worker.</p> <p>A recent member survey by HTSI is also attached.</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>To sustain 1 x Development Officer (25 hrs) and 2 x Third Sector Support Officers (35 hrs) will require ongoing public sector support.</p> <p>If this application is unsuccessful and/or there is no future CRF the contingency is for VAL to reduce the staff complement to 1 x Development Officer (25 hrs) and 1 x Third Sector Officer (35 hrs) and reduce the service offer by removal of the Community Planning output, which is not covered by the SG Outcome Framework and which we could no longer self-fund.</p>	

4.7	<b>What will be the lasting benefits and legacy?</b>
<p>VAL is a long established local third sector interface organisation and has maintained a reputation as a trusted partner at locality and community level despite funding pressures over the last 10 years which have significantly diminished the scale of operations.</p> <p>Alongside this foundation, additional delivery resources (even for a time limited period) will have the benefit of increasing the profile of the TSI support network to our Lochaber communities, promoting the national and Highland agenda for community-led projects and initiatives, and planting seeds to help strengthen and support communities.</p>	
4.8	<b>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.</b>
<p>There are no specific environmental impacts from this project.</p>	
4.9	<b>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?</b>
<p>VAL is an Equal Opportunities Employer and our Equalities Statement (attached) sets out our intention to make sure that no person, including those with protected characteristics experiences any barriers to recruitment</p>	
4.10	<p><b>All applicants are required to provide a statement how the organisation is committed to advancing the <a href="#">Fair Work First Policy</a> 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.</b></p> <p><b>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 <a href="#">Fair Work First guidance</a> for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</b></p> <div data-bbox="272 1532 331 1592" style="text-align: center;">  </div> <p data-bbox="204 1599 411 1653">FWF statement and declaration template.c</p>
<p><b>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.</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p><b>Is the Fair Work First statement on your organisation website?</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>

How many people do you employ or how many volunteers do you have?	<b>6 employees</b> <b>5 voluntary Board Members</b>
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

<b>5.1</b>	<p><b>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.</b></p> <div style="text-align: center;">  </div> <p>CRF overheads and management fees sum</p>
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Budget Heading	Details	Revenue/Capital	Amount (£)
Salary Costs (1)	Third Sector Support Officer	Revenue	30,000.00
Employers NI		Revenue	2,885.00
employers pension		Revenue	900.00
Salary Costs (2)	Third Sector Support Officer	Revenue	30,000.00
Employers NI		Revenue	2,885.00
employers pension		Revenue	900.00
overheads		Revenue	17,430.00

	<b>Total revenue expenditure (£)</b>	<b>85,000.00</b>
	<b>Total capital expenditure (£)</b>	<b>0.00</b>
	<b>TOTAL PROJECT COST (£)</b>	<b>85,000.00</b>

<b>VAT included in these costs?</b>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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<b>5.2</b>	<b>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.</b>	<p><b>Salary Costs</b> We have pitched the salary level to within a range offered by TSI counterparts in areas of Scotland where there is funding support from public sector partners.</p> <p>Third Sector salaries in Highland have been held down over the last 10 years which has been a significant barrier to recruitment and retention. We are specifically seeking a more reasonable salary level to recognise the value of the roles and the need to attract and retain applicants of a suitable calibre.</p> <p><b>Overheads</b> Based on actual costs 2022/2023, apportioned to the Community Action Team with adjustments for Cost of Living where reasonable.</p>
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	Nonetheless the FTE salary is below Scottish average annual income, and below salary levels for equivalent skills and qualifications in the public and private sector.

## 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 (£)	
Voluntary Action Lochaber	Yes	01/03/2024	20,000	
			<b>Total match funding (£)</b>	<b>20,000.00</b>
			<b>CRF grant request (£)</b>	<b>65,000.00</b>
			<b>Total project cost (£)</b>	<b>85,000.00</b>

<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>6.3</b>	<b>If yes, please detail.</b>	
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	<p>The demand for third sector support services is in response to the policy direction of national and local government.</p> <p>There is currently no contribution from local government, and SG funding has been static since 2012, excepting an increase of 4% in 23/24.</p>
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	See pages 18 & 19 in the attached Annual Accounts for March 2023.
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	We are using an element as match funding for this application.

## SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	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?	Around Scotland the TSI network is match funded from local public sector partners.
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?
Scottish Government (via HTSI)	01/04/2020	£66,794	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Government (via HTSI)	01/04/2021	£66,794	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Government (via HTSI)	01/04/2022	£66,794	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.
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*I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.*

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

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



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

### Key considerations

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

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

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

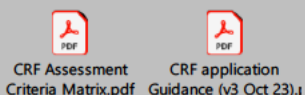
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



### SECTION 1: PROJECT SUMMARY

1.1	<b>Project reference number</b>	CRF2177
1.2	<b>Organisation</b>	Linnhe Leisure
1.3	<b>Project title</b>	Critical Roof Repairs
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	<p><b>What The Project Will Deliver</b> -This application is seeking funding support for the repairs to the roof to make it wind &amp; watertight &amp; to resolve all the associated safety and operating issues.</p> <p><b>Community Benefit</b> -We will be able to increase the use of the centre without worry of water ingress forcing cancellations etc. Maintaining employment for 20+ staff.</p>

		<b>Risk</b> -Not achieving funding would mean bookings are lost because of the deterioration of the building which would ultimately enforce closure and impact on the health and wellbeing of the local wider community
1.5	Project costs	<b>Total project cost</b> £98,840.00
		<b>Match funding</b> £22,000.00
		<b>CRF grant requested</b> £76,840.00
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date. 01-03-2024
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	Click or tap to enter a date. 01-03-2025
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Linnhe Leisure Ltd
2.2	<b>Address and postcode</b>	████████████████████
2.3	<b>Main contact name</b>	Christine Heardman
2.4	<b>Position in the organisation</b>	Director
2.5	<b>Contact number</b>	██████████
2.6	<b>Email address</b>	████████████████████
2.7	<b>Website address</b>	Neviscentre.co.uk
2.8	<b>Organisation type</b>	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	<b>Organisation registered number</b>	<b>SCO 026074</b>

2.10	Is the organisation VAT registered?	<p><b>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.</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
2.11	If the organisation is VAT registered, please provide the number.	735363431
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	An Aird. Fort William. PH33 6FE
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

## SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Supply and erect access scaffolding	01/03/2025
Supply skips for waste disposal	01/03/2025
Strip the existing roof coverings to the allotted area and dispose off site	01/03/2025
Inspect the existing tiling battens & report findings for possible re-use	01/03/2025
Supply & fix Steadmans profile sheeting plastisol coated to a high volume colour	01/03/2025
Supply & fix ridge & barge flashings to suit Supply & Fix new deep flow PVC gutter to both sides of this roof	01/03/2025

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

### **This project connects to Community Resilience**

The purpose is to enable the continued operation of a community managed civic asset which is host to a wide and diverse range of services, functions and activities that are central to civic, cultural and community life in Lochaber. Access and availability of a civic and cultural building resource is critical for the cultural and social wellbeing of the community, and without investment the loss of this resource would be catastrophic for the resilience of citizens as the Nevis Centre would require to close for reasons of Health and Safety.

### **The repair and restoration work required will provide for the following outputs:**

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

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

Without this funding the Nevis Centre would cease to operate for health and safety reasons. It is not wind and watertight and at times this can present serious risk to life in addition to being a disruption to special occasions and events.



For example, while hosting a UHI graduation event the amount of rain water forced a joint open on the internal rain water pipe, causing a major flood in the main hall and foyer, impacting the electrical system and causing power to be switched off.

More generally, it is necessary to position buckets throughout the building to collect the ingress – this is particularly an issue for our staff who are forced to work in intolerable conditions on a day to day basis.

Not only is there ongoing damage to the building, its external and internal appearance is neglected, shabby and in disrepair. Given that wellbeing is impacted by the quality of our built environment, it is a sad indictment for the people of Lochaber that the poor condition of this building is normalised in the public psyche. The tone this building presents is not conducive for Lochaber's sense of itself or the future ambitions being captured in the Fort William 2040 plan. Equally, it is arguably a hindrance to community confidence and resilience to have the civic and cultural centre in such an unacceptable state of repair.

On the business side, we offer space for rent. These local businesses ( for example, accountancy services, mental health counselling services) are impacted and would also have to close if this investment application is unsuccessful. As too would our own commercial enterprises (ten pin bowling, children's soft play and café) within the building – which are much loved and valued by locals and visitors alike.

Continued opening would be of benefit to all people and all sectors.


### **Types of Provision at the Nevis Centre - examples**

- facilities to accommodate small meetings of 8-10 people, concerts/meetings of up to 100 people and larges events for up to 800 people.
- Music Concerts
- Comedy Nights
- Childrens Entertainment
- Activity Camps
- Conferences
- Ceremonies
- Local Clubs, Classes & Workshop
- Range of organisations booking provision
- Local Gymnastics Club use the NC twice weekly throughout the year
- Chamber of Commerce Events
- Public Consultation
- Environmental & Business Events
- Rotary Xmas Fayre held every year hosts up to 100 local businesses.
- Monthly Nevis Market hosts up to 25 local businesses
- Yearly Model Show & Craft Fayre hosts up to 50 exhibitors from all over Scotland as well as 25 local businesses

4.4	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>
<p>The project will address the need to maintain the wide range of activities and benefits for the local community, as set out in 4.3 above. The Nevis Centre is an infrastructure priority in the Local Development Plan – FW2040 - securing the future of the Nevis Centre will also help to meet a number of priorities set out in the Fort William Local Action Plan developed by Fort William Community Action Group. These include “<b>Facilities and services which support well-being and inclusiveness are accessible and meet the needs of the community</b>”;</p>	
4.5	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>FW2040 has been subject to extensive local community consultation to identify priority projects. The wide range of uses highlighted in 4.3 are evidence of community demand for the centre.</p> <p>Recent Community Council Elections have resulted in some changes in councillors and until inaugural meetings are concluded we are not able to obtain confirmation of their support, but can do in due course if required.</p>	
4.6	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The intention is that this funding will be the final pitched roof repair guaranteeing 10 years durability.</p>	
4.7	<b>What will be the lasting benefits and legacy?</b>
<p>To enable it to remain open and continue to employ local people and continue to deliver the economic, cultural and wellbeing benefits as set out elsewhere in this application.</p>	
4.8	<b>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.</b>
<p>There are no negative environmental impacts.</p>	
4.9	<b>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?</b>
<p>The Nevis Centre is fully accessible to people including those with protective characteristics. We have an equalities policy and handbook and complaints procedure to manage out any conflict or complaints.</p> <p>Roof repairs will ensure the centre can continue to operate and maintain this fully accessible provision.</p>	

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

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




FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input checked="" 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?	20 employees and 7 volunteers on the Board of Directors
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

**SECTION 5: PROJECT BUDGET**

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



CRF overheads and management fees sun

	strip existing rook coverings to allotted area and dispose off site	Capital	
	inspect existing tiling batons for possible re-use	Capital	
	supply and fix profile sheeting plastisol coated to a high volume colour	Capital	
	supply and fix ridge and barge flashings to suit	Capital	
	supply and fix pvc gutter to both sides of this roof	Capital	
	dismantale scaffold, remove all waste and leave site in tidy condition	Capital	
	<b>Total Roofing Quote</b>	Capital	65,700.00
	<b>Contingency</b>	Capital	6,570.00
	<b>Internal Refurbishments</b>	Capital	26,570.00
		<b>Total revenue expenditure (£)</b>	<b>0.00</b>
		<b>Total capital expenditure (£)</b>	<b>98,840.00</b>
		<b>TOTAL PROJECT COST (£)</b>	<b>98,840.00</b>
<b>VAT included in these costs?</b>			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>5.2</b>	<b>Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations</b>	The Highland Council provided this competitive quotation as owner of the building.	

	<b>but if you have not been able to achieve this, explain how costs were developed.</b>	
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	<p>The Highland Council will oversee the project on our behalf and their experienced staff will assess quotes for VFM. This investment will secure the centre's operation for many years to come, secure income and remove the need and expense of costly ad hoc repairs.</p> <p>Undertaking this large project will be more beneficial and cost effective in the long run.</p>

### SECTION 6 – MATCH FUNDING

<b>6.1</b>	<b>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.</b>
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Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)	
Linhe Leisure	Yes	01/04/2023	22000	
			<b>Total match funding (£)</b>	<b>22000</b>
			<b>CRF grant request (£)</b>	<b>76840</b>
			<b>Total project cost (£)</b>	<b>98840</b>

<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>6.3</b>	<b>If yes, please detail.</b>	
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	Linnhe Leisure is a community led charitable organisation and does not have sufficient resources for this investment cost.

6.5	Please explain what the remaining bank balances are for in your accounts.	The revenue is for payment of 1, Employer costs 2. Running costs
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	There are no unrestricted funds.

### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There is no disadvantage to local organisations or businesses as a result of this project. No local competitors can offer a similar range and scale of facilities and provision as the Nevis Centre. Many local organisations and businesses benefit from the operation of the centre.
7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> not since 2019
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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***I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.***

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

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

**Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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