



# 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.

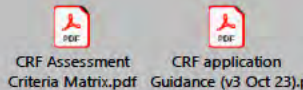
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2198
<b>1.2</b>	<b>Organisation</b>	High Life Highland
<b>1.3</b>	<b>Project title</b>	Ardnamurchan Arts & Nature Project
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	This project will enable the social and creative development of young people and the wider community in the Ardnamurchan area through a Community Public Art programme and an Outdoor Learning Programme for Young People who have Additional Support Needs.

1.5	Project costs	<b>Total project cost</b>	£11,428.00
		<b>Match funding</b>	£0.00
		<b>CRF grant requested</b>	£11,428.00
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	21/02/2025	
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>	High Life Highland	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Julia McGhee	
2.4	<b>Position in the organisation</b>	Fundraising Officer (Adult Learning & Youth Work)	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>	www.highlifehighland.com	
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>	SC407011	
2.10	<b>Is the organisation VAT registered?</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.	

		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	123 3265 48	
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.	The Sunart Centre, School Road, Strontian, Acharacle, PH36 4JA
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.	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.						
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Outdoor learning sessions at Darach Croft</td> <td>20/12/2024</td> </tr> <tr> <td>Art workshops in Ardnamurchan High School</td> <td>29/11/2024</td> </tr> </tbody> </table>	Activity name	Achieve by (date)	Outdoor learning sessions at Darach Croft	20/12/2024	Art workshops in Ardnamurchan High School	29/11/2024
Activity name	Achieve by (date)						
Outdoor learning sessions at Darach Croft	20/12/2024						
Art workshops in Ardnamurchan High School	29/11/2024						

Art workshops in Associated Primary Schools	29/11/2024
Community art workshops at Sunart Centre	29/11/2024
Creation of site-specific art works for Sunart Centre and Ardnamurchan High School and Residence	31/01/2025
	Click or tap to enter a date.

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

**The Ardnamurchan Arts and Nature Project** will enable the social and creative development of young people and the wider community in the Ardnamurchan area through a **Community Public Art programme** and an **Outdoor Learning Programme** for Young People who have Additional Support Needs.

### **Community Public Art Programme**

The Ardnamurchan High School, The High School Residence and the Sunart Centre are 20 years old and there is a need to rejuvenate some of the School and Public spaces within each building and encourage renewed Community ownership of the Sunart Centre Community space, particularly following Covid. This inclusive project will aim to involve a number of groups across the community:

- All young people from Ardnamurchan High School, with an emphasis on supporting young people with additional support needs and those at risk of non-attendance at School.
- Staff within the Ardnamurchan High School and Sunart Centre
- Primary School pupils and staff in the associated Primaries of Strontian, Ardgour, Lochaline, Kilchoan and Acharacle
- The Sunart Centre Lunch Club
- The Sunart Centre Craft group
- Wider Community and families

A programme of community Art workshops will lead to the creation of site-specific artworks for the Sunart Centre Ardnamurchan High School and the High School Residence, incorporating individual elements made by children, young people and the wider community. These public art works will encourage a feeling of community ownership within each building and help to create a sense of home, particularly for young people staying in the Residence.

The project will be led and delivered by Helen Michie, Ardnamurchan Youth Development Officer, and Laura Wilson, Strontian Nursery Leader, who are both professional artists. Laura has 12 years' experience as an Early Years Practitioner at Strontian Nursery and holds SVQ Level 3 Early Years Education. She has also qualified in HND in Art & Design from Dundee College. Currently she volunteers at the Senior and Junior Youth clubs delivering various Art workshops including tie-dye, glass painting and collage. As well as being the YDO for Ardnamurchan, Helen is a professional artist who specialises in ceramics and painting, she is also an experienced Community Artist and has worked as an Arts Development Officer and Schools Cultural Co-ordinator in Highland. Helen and Laura will be supported by local artists Zoe Cull, who specialises in public Art and volunteers at the Junior Youth Club, and Justine Dunn, who specialises in Textiles, specifically the recycling and environmental sustainability of clothes and upcycling. Justine is a long-term volunteer at the Junior Youth Club and she is Education Officer for Ewen's Room.

The project will be informed by a steering group involving young people representing Primary and Secondary ages and Jacob Green, the Sunart Centre Co-ordinator. Within the Community workshop programme there will be volunteering opportunities for senior pupils from the High School, which will take place in the Sunart Centre after school and on weekends. The young volunteers will also have

opportunities to support the Artists delivering Primary school sessions, which will provide hands on experience of planning and delivering practical Art activities for those considering teaching as a career path. Young people will also have the opportunity to complete Dynamic Youth Awards and Youth Achievement Awards from Youth Scotland giving SCQF (Scottish Candidate Qualification Framework) points on young peoples' certificates.

### Outdoor Learning Programme

This strand will support young people who have additional support needs to access outdoor learning opportunities at [Darach Croft](#) that will support them to engage with peers whilst developing both social and practical skills. A previous partnership project between HLH Youth Development and Darach Croft has been very successful – enabling a young person with additional support needs, who was struggling to engage with school, to take part in weekly outdoor activities, giving her a focus for the week and an incentive to re-engage with a supported curriculum at the High School. Building upon the success of this previous phase, the project will offer similar opportunities to small, targeted groups of young people who face barriers to engaging socially with their peers.

The Croft provides social support, promote wellbeing, and improve psychological and emotional functioning, especially for people with learning disability, Autism or those experiencing poor mental health.

A weekly and monthly programme of activities will be designed in collaboration with the young people and may include:

- Tree planting
- Horse grooming
- Learning about animal husbandry including looking after goats, sheep and cows
- Making bird feeders or bird boxes

Sarah Asher, co-owner of Darach Croft, has extensive experience of working with young people with Additional Support Needs as a qualified Learning Disability Nurse (no longer registered). She previously managed a care farm in England, where she delivered vocational sessions for young people with both a therapeutic and educational focus. She holds a certificate in Educational Farm Visits, which covers programme and lesson planning. She has also worked as a Social Worker, in the Children and Families team, supporting a range of young people with differing needs, and remains registered with the SSSC.

**4.3**

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

The project will benefit the Ardnamurchan local community by developing Community Resilience through enabling children, young people and adults to participate in an intergenerational public art project that will positively impact on their mental health and wellbeing. The project will engage community members of all ages and abilities through accessible and inclusive visual arts activities that will lead to the creation of public art works to be displayed in the High School, Residence and the Community Space at the Sunart Centre. By increasing participants' confidence in working with others to share ideas and artwork, the project will reduce social isolation and participants will have an improved sense of wellbeing and enjoyment through the creative process.

The project will also deliver a targeted outdoor learning programme for young people who have additional support needs. The 'Have Your Say Lochaber' report has identified the need for an improved level of activities and facilities for young people, including community and after school provision. The outdoor learning activities will be delivered in partnership with Darach Croft and will support young people that struggle to engage at school by offering them informal learning opportunities, peer support and mentoring.

By participating in both the Community Art Project and Outdoor Learning programmes young people will also have access to Leadership/Life Skills and Employability Awards supported by the Youth Team. Senior pupils from Ardnamurchan High School will also have volunteering opportunities, supporting the artists in planning and delivery of art sessions at local primary school and in their local community. This will help improve community cohesion as well as supporting young people in their future career paths.

**4.4**

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

The Highland Council 'Have Your Say Lochaber' report highlights that Activities for Young People, Wellbeing Support and Spaces for People are High or the Highest priority for respondents to the survey in August-Sept 2022. Skills and Training were also shown to be High priority for the majority of respondents.

The project will address the need for more **Activities for Young People** by providing a year-long programme of Community Art Activities that will be open to all young people at Ardnamurchan High School, as well as delivering art sessions at every primary school within the ASG. The programme will be delivered by a team of qualified art practitioners, who are already embedded within the local community and regularly work with children and young people across the area. The artists will work with the Learning Support Teacher and Art Teachers at the High School to ensure that the sessions are inclusive and accessible for all young people.

The project will address the need for **Wellbeing Support** by creating opportunities through the Community Art programme for people of all ages to come together and take part in group art activities that enable them to express themselves creatively. By participating in Outdoor Learning Activities with Darach Croft, young people who have Additional Support Needs will gain an increased sense of confidence and wellbeing through working with others, which will help to reduce social isolation and impact positively on their mental health.

The project will address the need for **Spaces for People** through the creation of public art works that will be displayed at the Sunart Centre, Ardnamurchan High School and the High School Residence. These art works will rejuvenate the public spaces within each building and encourage renewed Community ownership of the Sunart Centre Community space, particularly following Covid. The final art work that young people create for the High School Residence will be particularly important in helping the young people who stay there to feel at home.

The project will address the need for **Skills and Training** by providing senior pupils at Ardnamurchan High School with volunteering opportunities in supporting the planning and delivery of art sessions at local primary schools and in their local community. Young people will also have the opportunity to complete Dynamic Youth Awards and Youth Achievement Awards throughout the project.

**4.5**


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

Helen Michie, YDO for Ardnamurchan, has consulted a wide range of community groups and local partners who are all extremely supportive of this project:

- Ardnamurchan High School and Residence
- Strontian, Ardgour, Lochaline, Kilchoan and Acharacle Primary Schools
- The Sunart Centre Lunch Club and Craft Group
- Ardnamurchan Junior and Senior Youth Clubs

**Please find attached emails of support for the project from the High School, primary schools and the Sunart Centre on behalf of the Lunch Club and Craft Group.**


4.6	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>Following CRF funding, the creative learning shared between local artists, primary and secondary school teachers will have a sustained impact on the arts provision within local schools in the Ardnamurchan ASG. The Lunch Club and Craft Groups at the Sunart Centre will also continue to use learning and inspiration from the project in their regular sessions and will have stronger networks with local artists and volunteers, which will positively impact on future projects and activities.</p> <p>High Life Highland Youth Development, with support from the Fundraising Officer for Adult Learning and Youth Work, will continue to seek funding opportunities and work with partners – schools, community groups, local artists and Darach Croft - to continue the provision of art activities and outdoor learning opportunities in the Ardnamurchan area.</p>	
4.7	<b>What will be the lasting benefits and legacy?</b>
<p>The lasting benefits and legacy of the project will be:</p> <ul style="list-style-type: none"> <li>• Children, young people and adults across Ardnamurchan will have increased artistic skills from participating in art workshops</li> <li>• Participants will have a strong sense of achievement from producing a series of public art works and an increased sense of ownership and belonging within community settings where these works are displayed</li> <li>• Staff within schools and the Sunart Centre, as well as the wider community and visitors to the area will benefit from being able to view the public art works and experience how they help to rejuvenate public spaces</li> <li>• Community networks and inter-personal relationships will be strengthened through people working together on a creative project and producing artistic work collaboratively</li> <li>• Young people who have additional support needs and who experience barriers to engaging with mainstream education, will be supported to increase their attendance at school through outdoor learning activities and this will have a lasting positive impact on their confidence, wellbeing and ability to learn</li> </ul>	
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>The Community Art Programme will be delivered by a team of local artists within schools and community settings in the Ardnamurchan area, therefore reducing the need for artists or participants to travel long distances to participate. As a result, this will reduce the carbon footprint of the project as journeys can be made on foot or by bike rather than by car. The art workshops will be led by the interests of participants and these sessions may incorporate environmental themes and use recycled or upcycled materials.</p>	

<p><b>4.9</b></p>	<p><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>
<p>This project will ensure that children, young people and adults across Ardnamurchan are included and have opportunities to take part in the Arts and Nature project by working with schools and community groups to identify those people most in need of support, establishing contacts throughout the community to invite and encourage individuals to be involved the project. Activities and opportunities will be widely advertised through social media, text and phone calls, emails, letters and through word of mouth in the school and local community.</p> <p>Through the Outdoor Learning programme with Darach Croft, the project will engage young people who have Additional Support Needs. Working in partnership with the Learning Support Teacher at Ardnamurchan High School, two groups of 3 pupils will initially benefit directly from the sessions at Darach Croft and this will lead on to other pupils who have Additional Support Needs to take their places after a certain number of sessions. It is estimated that a total of 10 pupils who have learning disabilities or other support needs will participate in the sessions at Darach Croft over the course of the project.</p> <p>These young people face significant challenges in their lives and, as a result, some are disengaged from school and are at risk of experiencing poor outcomes and quality of life. Some experience mental health problems such as anxiety and depression and have low confidence levels. Our considerable experience in the field of Community Learning and Development has shown that both financial and non-financial barriers to accessing and benefitting from mainstream services is a key inhibitor of wellbeing levels of some people and that there is an observable correlation between those levels of wellbeing and resilience.</p>	
<p><b>4.10</b></p>	<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.</b></p> <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> <div style="text-align: center;">  </div> <p>FWF statement and declaration template.c</p>



Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	1060
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 checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" type="checkbox"/> Trade Union Recognition/Collective Bargaining

## 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> <div style="text-align: center;">  </div> <p>CRF overheads and management fees sur</p>
-----	---



	achieve this, explain how costs were developed.	Additional Support Needs, in the vicinity of Ardnamurchan High School. <b>A comparative quote has been provided by Nature 4 Health – please find attached.</b>
5.3	Please explain how your project will achieve value for money.	This project will engage approximately 500 local participants in a high-quality arts programme delivered by a team of qualified arts practitioners that will lead to the creation of a series of public art works to be permanently displayed in Ardnamurchan High School, the School Residence and the Sunart Centre. The project will also provide specialist outdoor learning support over the course of 7 months for up to 10 young people who have Additional Support Needs.

### 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 (£)	
			<b>Total match funding (£)</b>	<b>0</b>
			<b>CRF grant request (£)</b>	
			<b>Total project cost (£)</b>	<b>0</b>

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	HLH Youth Development Officer: Project management, project delivery, evaluation and reporting - 40 weeks x 4 hrs per wk @ £17.88 per hour + 28% on costs <b>£3,662</b>

		<p>HLH Sunart Centre Manager: Project support - 40 weeks x 2hrs per week @ £17.88 + 28% on-costs - <b>£1,831</b></p> <p>HLH Sunart Centre: venue for community art sessions - Venue hire 19 sessions x 3 hrs @ £20 per hour - <b>£1,140</b></p>
6.4	<b>Please explain why public funding is required to deliver the project.</b>	Without public funding this project will not be able to be delivered as current budgeting levels within HLH Youth Services are not sufficient to cover the costs required to deliver the Community Arts Project or the Outdoor Learning programme.
6.5	<b>Please explain what the remaining bank balances are for in your accounts.</b>	High Life Highland operates from the Highland Council General Income Bank account.
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>	Due to FRS pension liability of £9.73M, HLH reserves are in deficit.

<b>SECTION 7 – INCOME GENERATION</b>		
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 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>	HLH works in partnership with local organisations, groups and clubs in Ardnamurchan to provide high quality learning and socialisation opportunities for young people in remote, rural communities. HLH Youth Team will communicate with other youth work providers in the Lochaber area in order to maximise the support for vulnerable young people and their families to connect with the project. This in turn will aid the work of other third sector providers.
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>	Due to its Service Level Agreement with Highland Council, High Life Highland is not permitted to take out loans.
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>	

High Life Highland has a Service Level Agreement with Highland Council.

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"/>

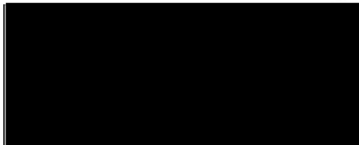
### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

**Signature:**



**Print: Julia McGhee**

**Date:**

13/11/2023

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

6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input checked="" 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> HLH manages the Sunart Centre on behalf of Highland Council as part of its Service Delivery Contract – lease agreement to follow.		

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: CRF2198

**Organisation: High Life Highland**

**Project Title: Ardnamurchan Arts & Nature Project**

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	2
Wellbeing support initiative	new	2
Spaces for people	new	3
Initiatives that enable communities to stay socially connected	new	2

Community-led projects supporting community ownership or management of assets, services, or activities		
<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	<b>1</b>
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	improved	<b>3</b>
<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>1</b>	
<b>New art works in 3 public spaces will improve and enhance experience of services</b>	

<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.

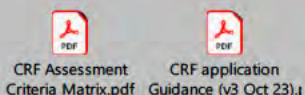
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2206
1.2	<b>Organisation</b>	Green Fingers
1.3	<b>Project title</b>	New Beginnings
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	Green Fingers is a volunteer led gardening project at Claggan Park which has fallen into disrepair through neglect resulting from the pandemic. The purpose of this application is to support, repair and reinstate the infrastructure of the site in order to enable a revival of the project, and help position it for further growth and development.

1.5	Project costs	<b>Total project cost</b>	£17,500
		<b>Match funding</b>	£2,500
		<b>CRF grant requested</b>	£15,000
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. 1 March 2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	Click or tap to enter a date. 1 March 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	Organisation	Green Fingers	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Donald Young	
2.4	Position in the organisation	Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address		
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	<b>SC047952</b>	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <b>must</b> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	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.	Green Fingers has occupied this formerly redundant area of ground since 1999. Heads of Terms (see attachment) were signed in November 2017 following protracted collaboration with Highland Council to formalise the arrangement. Only recently progress has been made with a commitment given by the Highland Council that a suitable lease will be in place by early 2024 (see attachment).
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)
Refurbish/Re-glaze large Greenhouse and add internal work tops	01/03/2025
New front and back panels, and skin for workshop polytunnel	01/03/2025
Create internal warm space work room in workshop polytunnel	01/03/2025
Panels for sensory greenhouse doors	01/03/2025
10 x 6 secure tool shed	01/03/2025
Security gates and padlocks to improve site security	01/03/2025
Solar panels and batteries and volt regulator for lighting	01/03/2025
Paving and concrete to repair paths	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.**

### **Community Resilience**

This project connects to People and Place. It will improve a community space and facility for community benefit, and will equally enhance the provision of services available to support people.

#### **Place**

The ambition is to make good the greenhouse, poly tunnel, workshop, sensory garden, raised beds, fruit, herb and memorial gardens to provide a vibrant safe green space for social interaction and outdoor therapeutic activity, as well as creation of a warm space workshop inside the polytunnel for winter outdoor volunteering.

#### **People**

This refurbishment will be achieved by volunteers other than where the skills of tradesmen or other professionals is required. Completion of the refurbishment will consequently enable resumption of gardening and horticulture at the site, offering an additional menu of associated volunteering opportunities.

In addition to mainstream volunteering opportunities, the project includes activity based supported volunteer placements to vulnerable young people, young people with disabilities, older people with physical and sensory disabilities and vulnerable adults. Support is provided by NHSH and THC workers from a variety of disciplines, such as mental health, youth action and learning disability. There are also volunteer opportunities for work experience, linking the project to employability pathways. In addition, Lochaber Environmental Group's Bike Workshop is located on the site and generally there is therefore good opportunity for intergenerational and mixed ability interaction.

#### **Outputs**

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

<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
------------	---

**Community Benefit**

Funding for this project will improve the safety of this space, and increase its functionality such that it can be utilised for the wider activity and therapeutic goals of Green Fingers more generally.

**Who will it benefit?**

It will benefit volunteers (both mainstream and vulnerable), the general public and local statutory and voluntary organisations with service delivery responsibilities to improve the life experiences of service users.

<b>4.4</b>	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>
------------	--

The activities and services on offer through the Green Fingers initiative have particular connectivity to the Health and Wellbeing themes of the Highland Outcome Improvement Plan.

At a more local level the project fits with the following Health and Wellbeing priority actions in The Fort William Local Action Plan:

**1B1:** Work with HLH, 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)

**1B2:** Develop new, and improve existing, access to activities for adults which help improve physical health and well-being

**1C2:** Work with developers to ensure good quality 'green and play space' is included in new developments... *identify existing spaces which require improvement and/or offer the potential for play and family social opportunities*

<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
------------	---

The provision was historically targeted to people with learning disabilities for occupational therapy. There is now an increasing new volunteer and organisational demand as the benefits of outdoor activity, green health and social interaction are recognised as being fundamental to improving health, wellbeing and resilience more generally. Furthermore, the activities on offer also fit with the growing 'social prescription' approach to health care interventions.

Green Fingers is operating a waiting list of volunteers pending refurbishment of the site.

Letters of support are attached to this application from a selection of organisations for whom the Green Fingers project offers an opportunity to help meet delivery outcomes:

- NHSH
- Alzheimer Scotland
- Voluntary Action Lochaber
- Lochaber Environmental Group

<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>Following the upgrade work provided by this grant the service will be largely self -supporting with volunteer support to maintain the provision. Further investment needs will be monitored with growth.</p> <p>There is a strong committee who are proud of the project and share the support and maintenance of it. Volunteers are steadily increasing in number and from a wider base of the community, with interest from statutory agencies on how to access the facility for service-user groups to promote engagement of a wider range of people in useful and valuable activities.</p> <p>There is the intention to generate some income from open days, sales of produce from raised beds, raffles, sale of bedding plants and seeds, donations and applying for relevant grants as necessary as the provision continues to evolve.</p> <p>There is also potential to continue to provide bedding plants and hanging baskets to other local community projects such as the Fort William Town Team, Lochaber Housing Association and Community Councils, at a discounted cost to help generate income. There have been outline discussions about this potential.</p>	
<b>4.7</b>	<b>What will be the lasting benefits and legacy?</b>
<p>It will enable more people to learn about growing, waste, and self sufficiency. It will also facilitate improved social interaction, helping to build the confidence and self esteem of those accessing the space. Indeed, for a number of users the once or twice weekly programmed attendance at the space is the highlight of their week.</p> <p>As access is available to all at this space, there is an ambition for it to become a green space landmark in the town attracting more visitors including local families.</p>	
<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>
<p>Composting is fundamental to our operations and there are no negative environmental impacts from the project. Indeed, this was an area of Council disused abandoned ground that has been brought back into use since endeavours commenced in 1999. We have renewed ambitions to develop from these foundations.</p>	
<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>
<p>Traditionally the service has been accessed by people with learning disabilities, but as mentioned scope is evolving to include those with a wider range of presenting vulnerabilities and disadvantage, as well as carers and mainstream volunteers.</p>	

The provision is specifically open access and people of all protected characteristics are welcome. Our Equalities Policy sets out how we would manage circumstances where individuals feel they have experienced barriers.

**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?**

**15 volunteers (with a waiting list)**

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

Yes  No  NA

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

Yes  No

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

- Volunteer Management Relationship
- Staff /Engagement Surveys
- Suggestions Schemes
- Intranet/Online Platforms
- Staff Forums / Networks
- 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.**







6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	No further unallocated unrestricted funding.
-----	---	--

**SECTION 7 – INCOME GENERATION**

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Potentially following investment and growth there may be scope for some limited income generation to support running costs and volunteer expenses.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We are not aware of any similar facilities in the town.
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 high risk
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.
-----	---

*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: Donald Young</b>	<b>Date:</b> 10/11/2023
--	----------------------------

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



## 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.

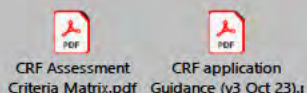
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2192	
<b>1.2</b>	<b>Organisation</b>	Road to the Isles Facilities Group (RIFG)	
<b>1.3</b>	<b>Project title</b>	Mallaig Circular Walk Upgrade – Stage 2	
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	To undertake improvements to the Mallaig Circular Walk – a core path – between Kings Way and Mallaig Vaig, including drainage and resurfacing.	
<b>1.5</b>	<b>Project costs</b>	<b>Total project cost</b>	£45,718.40
		<b>Match funding</b>	£11,186.40

		<b>CRF grant requested</b>	£34,532
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)	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 <b>ONE</b> 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>	Road to the Isles Facilities Group (RIFG)
2.2	<b>Address and postcode</b>	[REDACTED]
2.3	<b>Main contact name</b>	Stuart Griffin
2.4	<b>Position in the organisation</b>	Chair of Trustees
2.5	<b>Contact number</b>	[REDACTED]
2.6	<b>Email address</b>	[REDACTED]
2.7	<b>Website address</b>	<a href="https://www.facebook.com/groups/roadtotheislesfacilitiesgroup/">https://www.facebook.com/groups/roadtotheislesfacilitiesgroup/</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>	SC048758
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.	Mallaig Circular Walk, between Kings Way & Mallaig Vaig – PH41 4PX to PH41 4QN
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.	The Circular Walk is a core path. The land owner, Nevis Estates has given permission for this project to take 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.	Because this is a core path, permissions are not required. However, the land owner is supportive of the works being undertaken.

### 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)
Contractor's mobilisation, site set up and provision of welfare facilities	20/03/2024
Improve existing drainage ditches where required	01/04/2024
Installation of culverts & stone headwalls / railway sleeper steps & anchor bars, anchored with timber stakes or similar approved mid path to allow for gradient changes.	14/04/2024

640m of new path tray or existing path widening and surface repairs, 1.2 – 1.5m wide, type 1 GSB base up to 150mm deep, depending on formation – allowing for geofabric on softspots, with either quarry dust or 20mm dust path surface, compacted.	17/05/2024
Project Management	31/07/2024
	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.**

The project is to restore and improve the Mallaig Circular Walk, a popular core path which has suffered from water erosion over the years, with areas becoming muddy and slippery, and others loose and rocky. With one section already completed through Mallaig Community Council's phase one project, and in response to requests from the community to improve safety and access, this project will address a second stage – between Kings Way and Mallaig Vaig. The RIFG will manage the project through an informal partnership with Mallaig Community Council. The proposed works will include the improvement of existing drainage ditches, installation of culverts, and 640 metres of new path tray or surface repairs, along with measures to address gradient changes where appropriate.

The project will achieve the fund's strategic objective of increasing community resilience, primarily that of 'Spaces for people'. Through community management the planned works will result in a safer, more accessible path which can be used by a greater number of people all year round, contributing to wellbeing and health, and enhancing opportunities for social connection to combat isolation.

Improvements will enhance and improve connectivity with the natural environment for Mallaig residents and those living in the smaller settlement at Mallaig Vaig, whilst also improving active travel links between the village and its facilities, and the residential areas linked by the path.

Mallaig Harbour is a busy working harbour, and the village centre condensed into a small area. Between March and October the Jacobite Steam Train visits each day – and at peak times – twice daily, carrying several hundred passengers. Added to this, Mallaig is a ferry hub for sailings to Skye, South Uist, the Small Isles and Knoydart. Improvements to the Circular Walk path will therefore help to alleviate tourism pressures in the village, by providing an alternative activity away from the busy centre and harbour. The path is an attractive asset for tourism, but improvements are essential to ensure its safety and accessibility so that it can be fully enjoyed and experienced by a greater range of people.

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

The Circular Walk is an important space for people, being popular and well used by the community and visitors alike. However, the path has become increasingly degraded through water erosion and poor drainage, making it difficult or impossible for some people to use safely. The project will restore the path's surface and improve the difficult, steep sections, enabling more people to confidently undertake the walk. The benefits of this will be towards improving health and wellbeing through exercise and access to nature. People often meet up with other community members along the route, stopping to chat, and so the walk is an important way for people to get out and about, helping to combat isolation.



The path will be accessible for parents with prams, enabling them to take their youngsters for longer walks in a peaceful environment, away from the roadside. The path runs through wooded, heath and moorland areas supporting a diversity of wildflowers, butterflies, insects, birds and mammals. As such, there are educational opportunities for those with youngsters. Families take their children on the walk to learn about nature and to promote exercise as a healthy lifestyle.

Tourism has been increasingly important to the area as the fishing industry has declined. Providing greater access to the natural beauty of the area through an improved path will enhance visitor experience, helping Mallaig to be an attractive place to visit and return to, and helping towards the sustainability of local tourism-based businesses.

By improving outdoor access year-round, the project will highlight Mallaig as an attractive place to live and work, improving the village's resilience.

We are keen to encourage active travel and the path is used when conditions allow for people walking to and from work. The path improvements will ensure this can continue and increase through improved safety and better accessibility.

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

Although this project has not been initiated as a result of inclusion in a local plan, it has been led by community need and aspirations, and links with a number of Highland / national strategies. Local people first raised the need for path improvements to the Community Council, with reports of sections of the path being slippery, dangerous and difficult. Since then, two community surveys have been conducted, with the results showing a clear desire for the works to take place, to improve safety, access and enjoyment of the path.

Being a designated core path, the project aims complement the aspirations of the Highland Council Core Paths Plan, along with key policies and strategies including:

Scottish Planning Policy – ‘valuing the natural environment’ towards maximising the benefits of green infrastructure and promoting active travel.

The National Walking Strategy – ‘let's get Scotland walking’, by providing connectivity between settlements and the natural environment – and enhancing local opportunities for this.

The Highland Council Access Strategy – to develop an access network based on local / visitor needs and aspirations – to further social, health, economic and environmental benefits, as well as developing tourism assets which can enhance authentic experiences for visitors.

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

Mallaig Community Council originally identified the need for the project through suggestions from the community, and comments that the path was unsafe, particularly during wet and cold weather. An initial survey was undertaken which demonstrated support for a first phase of works – from East Bay to Kings Way, which were completed earlier this year. Since then a second community survey was conducted to gather feedback about the completed path, and to gauge whether the community would be supportive of a second phase of similar improvements – between Kings Way and Mallaig

Vaig – and this is the section this project seeks to undertake. A total of 116 responses were received, with a majority giving positive feedback about the work to date, the improved safety and accessibility of the path. The results showed clear demand for the second section of the path to be completed. The full survey results are attached.

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

Initially the contractor will monitor the path for any snagging issues, and rectify these if identified. After the CRF funding, Mallaig Community Council will monitor the path and drainage to ensure any repairs and ongoing maintenance are identified and carried out. Any costs will be met through collection box / online donations, and local fundraising.

Mallaig Community Council / RIFG will work with the local Access Officer & Rangers for assistance in assessing the path on an annual basis.

Further improvements will be considered beyond the life of this specific project, including tree planting / wildflower seeding, signposting and new benches. This will ensure that the Circular Walk continues to be further enhanced through community led initiatives, in line with community wishes.

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


The project will provide lasting benefits to the local environment through repairing the path and providing a solid base to help minimise erosion from footfall veering off the difficult and damaged areas of the walk. The new path surface will contain this erosion by addressing drainage issues and eliminating wet, slippery areas so that people can stick to the designated path.

The project will improve links between the small settlement of Mallaig Vaig and the main Mallaig settlement with a path that is accessible to a greater number of people – both local residents and visitors alike. We hope will encourage and enable more people to walk to the shops, work and school, benefitting both health and wellbeing, and contributing to decarbonisation through the reduction of emissions.

An additional lasting benefit will be improved resilience for the village, through restoration of this important natural amenity, enhancing the area as somewhere attractive to live and work, and also enhancing the village’s tourism offer – encouraging people to return, which will benefit the local economy.

Greater access to nature will bring both enjoyment and appreciation, increasing opportunities for young people to learn about the flora and fauna of the area.

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

	<p>There may be some temporary environmental impacts that arise due to the path work being undertaken, such as disturbance of existing vegetation on the path verges, and carbon emissions from the machinery used. However, as the first stage works have demonstrated, vegetation will quickly recover, and in the long term, the project will have environmental benefits in terms of minimising erosion, and encouraging active travel.</p>
<p><b>4.9</b></p>	<p><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>
	<p>The project aims to bring greater inclusivity and access, whereas currently the path is too difficult for some people. Unfortunately, due to the natural gradients of the route, the path will not be fully accessible for all. However, the improvements will significantly increase accessibility for many.</p> <p>One particular group who will benefit from the project will be families with young people, who will be able to wheel prams on the route. This is not currently possible on this section of the path.</p>
<p><b>4.10</b></p>	<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 style="text-align: center;">  <p>FWF statement and declaration template.c</p> </div>
<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 type="checkbox"/> No <input checked="" type="checkbox"/> Submitted previously</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>7 trustees and 1 co-opted trustee</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>





6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Volunteer time for site visits with contractor during project works.
6.4	Please explain why public funding is required to deliver the project.	Without public funding the project would not go ahead. Mallaig Community Council have initiated this project but have little in the way of surplus funds. The RIFG have agreed to lead the project as the Community Council do not have the necessary insurance cover to engage a contractor, and the RIFG has a strong track record in delivering such projects.
6.5	Please explain what the remaining bank balances are for in your accounts.	Any surplus funds in the unrestricted funds balance are allocated to various projects as a buffer to support routine activities during 2023/2024. RIFG has a programme of improvements for some of our facilities which will cost significant amounts of funds. For example, laying tarmac on the Tougal car park is planned.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	As above.

### 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?	The project does not generate any competition for local organisations / businesses. Local accommodation providers / tourism businesses are supportive of the project as it enhances the local tourism offer for the village.
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 will not generate income to cover loan repayments.

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>
	Highland Council Community Regeneration Funding	2023	£26,500	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Highland Council Nature Restoration Funding	2023	£3,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Youth Philanthropy Initiative (YPI)	2023	£3,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Highland Council Coastal Communities Fund	2021	£81,691.81	Yes <input checked="" type="checkbox"/>
	NatureScot Better Places Green Recovery Fund	2021	£7,881.20	Yes <input checked="" type="checkbox"/>

**SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION**

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

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

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

<p><b>Signature:</b></p>  <p><b>Print: Stuart Griffin</b></p>	<p><b>Date:</b> 12/11/2023</p>
--	------------------------------------

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 type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input checked="" type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation: Submitted with previous applications. Scottish Sea Farms have agreed in principle to contribute to the project in the next financial year		

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 Mackintosh Foundation
- Match funding – Cargill / Ewos
- Match funding – Mowi Scotland
- Match funding – Scottish Sea Farms – to follow shortly
- Insurance – Zurich 2022/23 annual policy
- Bank statement – Bank of Scotland October 23
- Letter of support – Councillor Liz Saggars
- Letter of support – Mallaig Community Council
- Organisation – List of Trustees
- Evidence of need – Community Survey
- Evidence of need – Survey analysis.



# CRF Monitoring and Evaluation Framework

**CRF number:** CRF2192

**Organisation:** Road to the Isles Facilities Group.

**Project Title:** Circular Walk Upgrade Stage 2

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

<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	supported/	1
Wellbeing support initiative	supported	1
Spaces for people	enhanced	1

Initiatives that enable communities to stay socially connected	Supported	1
Community-led projects supporting community ownership or management of assets, services, or activities	Supported	1
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		
<p>Village amenity enhancement / improved tourism offer          Combatting social isolation through access to green spaces          Encouraging active travel by connecting settlements with services – reducing emissions.          Connecting settlements &amp; residents with nature / increasing access.          Increasing opportunities for health &amp; wellbeing.</p>		

<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	safeguarded	1
Local infrastructure	improved	1
<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 - safeguarded	<b>1</b>
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	<b>1</b>
<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	enhanced	<b>1</b>
Community food growing initiatives	new/supported/enhanced	
Community green space	enhanced	<b>1</b>
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.

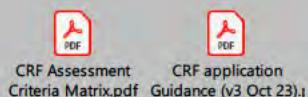
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF 2212	
1.2	<b>Organisation</b>	Mallaig and Morar Community Centre Association	
1.3	<b>Project title</b>	Community Kitchen Upgrade	
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	Purchase of equipment to upgrade the kitchen facilities within the Mallaig and Morar Community Centre.	
1.5	<b>Project costs</b>	<b>Total project cost</b>	£6,400.56
		<b>Match funding</b>	£640.00

		<b>CRF grant requested</b>	£5,760.56
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)	30/04/2024	
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>	Mallaig and Morar Community Centre Association
2.2	<b>Address and postcode</b>	████████████████████ ██████████
2.3	<b>Main contact name</b>	Jacqueline McDonell
2.4	<b>Position in the organisation</b>	Chair
2.5	<b>Contact number</b>	██████████████████
2.6	<b>Email address</b>	████████████████████
2.7	<b>Website address</b>	<a href="https://e-voice.org.uk/mallaighall/">https://e-voice.org.uk/mallaighall/</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>	Registered Charity No. SCO 28019. Company Limited by Guarantee – Company No. 201947
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 <u>must</u> notify the CRF Team as this may affect the offer of grant.</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	<b>If the organisation is VAT registered, please provide the number.</b>	

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.	Mallaig and Morar Community Centre, West Bay, Mallaig, PH41 4PX	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input 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 kitchen equipment	29/03/2024
Installation of cooker	30/04/2024
	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.

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

The project is to increase community resilience by enhancing the facilities within Mallaig and Morar Community Centre, making the space more useable for community groups. In particular, the proposed project is designed to make the weekly lunch club more feasible, and to provide facilities that can be used by the community in support of their own needs, but also to enable fundraising for groups. The lunch club developed from a community larder established during covid, which provided hot meals for delivery to vulnerable people within the community. As restrictions eased, it was recognised that there was a need and a demand for a more sociable occasion to reduce loneliness and isolation within the community. Last winter, the Community Council successfully obtained funding to operate a weekly lunch club, designed to both reduce social isolation and provide a hot cooked meal once a week for those who may have been affected by the cost of living crisis. It has become apparent through the operation of this weekly lunch club that the facilities currently in the kitchen are inadequate. Although there is no longer funding, the demand still exists for the lunch club, as a way of the community meeting up. Participants this year are being invited to make a donation towards the costs of purchasing the ingredients for the lunch, and the equipment being proposed is designed to enable lunches to be cooked and served in the most efficient way, reducing overheads. In this way, the project will support an initiative that enables communities to stay socially connected.

Enhancing the equipment will also benefit other groups using the building. Prior to covid, regular fundraising soup and sandwich events allowed local groups to engage with the wider community while raising funds for their own organisation or other charities. Upgrading and enhancing the kitchen equipment will support these events to restart, providing wider benefits for local groups and the community. The project will enhance a well used local 'space for people'.


The Community Centre is community owned and operated, and has always been well used. Prior to covid the Community Centre Association had reserves which were earmarked for improvement projects. However, the size of the building excluded the association from some covid grants, and our reserves meant that we were unable to access other grants. As a result, our reserves are depleted, and the revenue generated by the building has not returned to pre-covid levels, while overheads have increased. The grant will support us to upgrade a community owned facility - supporting community ownership of assets, and activities in terms of the lunch club.

<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
------------	---

The project will upgrade existing equipment within the kitchen of Mallaig and Morar Community Centre, and provide new equipment to enable community groups to use the kitchen more effectively to provide meals for the community. It will also support Mallaig and Morar Community Centre with options for generating more revenue. At the moment, the kitchen is not well enough equipped to cater for large events. If we are approached to host a wedding or other large function, we have to suggest that outside catering is brought in. Upgrading the kitchen equipment will support the community centre to expand the facilities it can offer for large functions, generating more revenue and supporting the overall sustainability of the centre.


<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>During Covid, the local community councils operated a community larder in conjunction with the community centre, and this evolved into a community lunch club over winter 2022/23. This allowed people to access a hot meal, and to come together in a social setting once a week. However, it became apparent that the facilities within the community centre were not appropriate for catering on this scale. Meals had to be partially prepared elsewhere or on the previous day as there was insufficient equipment to do it all on the day.</p> <p>The lunch club is well attended, averaging over 20 people each week, with up to 45 attendees on any given day. While the intention of the lunch club is to provide a sociable space to bring the community together, there was also an opportunity for those who were housebound or unable to attend for other reasons, to have a meal collected for ‘takeaway’ from the lunch club. The lunch club helps to reduce social isolation but also helps those who are impacted by the cost of living crisis – providing a hot meal free, but with the option to make a donation for those who feel able.</p> <p>The Community Centre has also recognised the opportunity for hosting larger functions that would be made feasible by improved kitchen facilities. Neither of the hotels in Mallaig currently have chefs providing evening meals, and we have seen an increase in people looking to host functions in the community centre, whether these are weddings, birthday parties etc. This in turn will support the sustainability of the community centre, and ensure costs can remain low for regular community groups using the building.</p>	
<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>In submitting the expression of interest, we worked with the Community Council to identify a ‘wish list’ of equipment to make the community lunches more efficient. However, since then, we have also talked to other groups and organisations using the building, and have revised the equipment we are requesting funding for – keeping within the original budget. Each of the groups uses the building in a different way, but each of them were supportive of the application. As an example, the local football team recently ran a Hallowe’en parade for local children in the afternoon and adults in the evening. They provided teas and coffees for parents in the afternoon, and burgers and hot dogs in the evening. They were keen that we include the bain marie, but also requested an urn – as they felt that the current hot water boiler was not large enough. The local Masonic Lodge meets monthly in the building and they provide Soup and Sandwiches, so they were keen that the soup kettles were included, as this would be more efficient than using the cooker, as they do at present. Other groups are keen to restart fundraising ‘soup and sandwich’ events and the equipment will also support this.</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The project is a capital project, to purchase equipment for the community centre so no ongoing support is required. The equipment will be maintained by the Community Centre Association, and the intention is that, as use of the building increases again, funding will be put aside to replace the equipment when necessary.</p>	



4.7	<b>What will be the lasting benefits and legacy?</b>
<p>The lasting benefit of the project will be the improved kitchen facilities within the building, which in turn will support the community lunch club, and other users of the building. The continuation of the community lunch club will be a legacy of the project, and the Community Council are keen that the lunch club becomes self-sustaining, both financially and in terms of having its own constitution and committee to ensure that it meets the needs of its users.</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>The existing cooker in the community centre is dual fuel – with a gas hob and electric oven. We intend to purchase an induction electric cooker, which will use less energy, and ‘greener’ energy. The other equipment is also designed to minimise energy use – at the moment, the cooker has to be used inefficiently to both cook and keep food warm. Purchasing a range of equipment will enable groups to use the most efficient and therefore environmentally friendly method of cooking / reheating or keeping foods such as soup warm. Where possible, we will buy the most energy efficient appliances.</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 Community Centre is open to all within the community, without discrimination. The building is fully accessible for those with limited mobility. Having a range of equipment available in the kitchen will make using the facility more accessible for all groups who choose to do so.</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="276 1872 331 1928" style="text-align: center;">  </div> <p data-bbox="204 1935 411 1989">FWF statement and declaration template.c</p>

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	1 employee
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 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;">  <p>CRF overheads and management fees sun</p> </div>
------------	---

Budget Heading	Details	Revenue/Capital	Amount (£)
Equipment	Induction Cooker	capital	3,569.00
Equipment	Bain Marie	capital	287.99
Equipment	Industrial Microwave	capital	719.19
Equipment	pots and pans	capital	270.58
Equipment	stock pots	capital	236.36
Equipment	oven trays x5	capital	209.94
Equipment	Aluminium roasting Dishes x3	capital	107.96
Equipment	Soup Kettles x2	capital	120.00
Equipment	Hot Water Urn	capital	60.00
Equipment	smart oven air fryer	capital	259.95
Equipment	Fridge Freezer	capital	559.59

	<b>Total revenue expenditure (£)</b>	<b>0.00</b>
	<b>Total capital expenditure (£)</b>	<b>6,400.56</b>
	<b>TOTAL PROJECT COST (£)</b>	<b>6,400.56</b>

<b>VAT included in these costs?</b>		Yes <input checked="" type="checkbox"/> No <input 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 but if you have not been able to achieve this, explain how costs were developed.</b>	We have researched the costs of the various pieces of equipment online, and have attached a sheet with links to each of the pieces that we would like to buy – we have compared these with similar items from different sellers and believe that these represent the best value for money.
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	If we are awarded the funding, we will purchase the equipment from the cheapest sources available at the time, recognising that differences in delivery costs may have an impact on the overall costs.

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

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

<b>Name of funder</b>	<b>Confirmed Yes/No</b>	<b>Date confirmed or expected</b>	<b>Amount (£)</b>
Mallaig and Morar Community Centre Association	yes		640
			<b>Total match funding (£)</b>
			<b>640</b>
			<b>CRF grant request (£)</b>
			<b>5760.56</b>
			<b>Total project cost (£)</b>
			<b>6400.56</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>	Throughout the pandemic, the building was closed, and the organisation had limited revenue, so used the majority of their reserves. Without public funding, we are not in a position to take forward the project.
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	We need to maintain a level of reserves to ensure that we can react to any emergency costs that arise. Our accounts have depleted since covid, and we have concerns about reducing the bank balance any further.
<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 a limited amount of unrestricted income to match fund the project. In our accounts, we state that ‘Our Reserves Policy is to ensure that we hold enough funds to cover at least six months unrestricted net expenditure and a minimum of £10,000. At the end of this year we had ██████ in unrestricted funds, significantly down on 2020’s figure of ██████. This reflects the difficult trading

		conditions we have experienced as a result of the pandemic. It remains a priority to increase revenue enough to increase our reserves again in line with our stated policy.'
--	--	--

**SECTION 7 – INCOME GENERATION**

<b>7.1</b>	<b>Will the project generate income?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.2</b>	<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 budget forecast must be provided with the application.</b>	The project itself will not generate income – initially it will reduce costs for the community lunch club and enable them to operate in a more efficient manner. Having a more useable kitchen will enable the community centre to advertise a wider range of services, such as for large functions and ultimately increase the resilience of the community centre.
<b>7.3</b>	<b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	The Community Centre has been in operation for 20+ years, providing a community space for other organisations to use. These organisations are supportive of the project. We do not compete directly with other local businesses, and while there might be occasional fundraising ‘soup and sandwich’ events, they are mainly supported by locals rather than visitors – so do not compete directly with local restaurants etc.
<b>7.4</b>	<b>Have you considered taking out a loan for the project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.5</b>	<b>If not, please state why?</b>	Since Covid, the organisation has been losing money each year and we do not have the resources to repay a loan.
<b>7.6</b>	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>7.7</b>	<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?
None	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"/>
--	-------------------------------	---	--

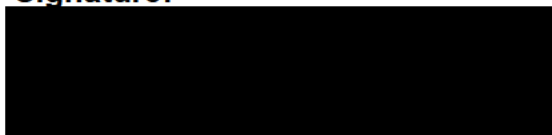
## SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

**Signature:**



**Print: Jacqueline McDonell**

**Date:**

13/11/2023

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input 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

## **CRF Monitoring and Evaluation Framework**

**CRF number: CRF2212**

**Organisation: Mallaig and Morar Community Centre Association**

**Project Title: Community Kitchen Upgrade**

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	supported	1
Initiatives that enable communities to stay socially connected	Supported	1
Community-led projects supporting community ownership or management of assets, services, or activities	supported	1
<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	supported	1
Local infrastructure	improved	1

**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.

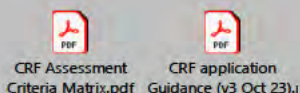
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF 2215
<b>1.2</b>	<b>Organisation</b>	Morvern Watersports Club
<b>1.3</b>	<b>Project title</b>	Safety boat and watersports equipment.
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	As part of our aspirations to grow our family friendly club run on a voluntary basis by members of our small community, Morvern Watersports Club (MWC) are looking to raise funds to support with the cost of providing a crucial rescue/safety boat with outboard motor and trailer and paddlesport equipment. The total cost is expected to be in the region of £16,000.

1.5	Project costs	<b>Total project cost</b>	£15,878.84
		<b>Match funding</b>	£2000
		<b>CRF grant requested</b>	£13,878.84
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)	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>	Morvern Watersports Club
2.2	<b>Address and postcode</b>	████████████████████
2.3	<b>Main contact name</b>	Stuart Layton
2.4	<b>Position in the organisation</b>	Treasurer
2.5	<b>Contact number</b>	██████████
2.6	<b>Email address</b>	████████████████████
2.7	<b>Website address</b>	
2.8	<b>Organisation type</b>	<input type="checkbox"/> Company limited by guarantee
		<input checked="" type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	<b>Organisation registered number</b>	n/a
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 <u>must</u> notify the CRF Team as this may affect the offer of grant.</b>

		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.		

**SECTION 3: PROJECT DETAILS**

3.1	Please confirm the location of the project including post code.	Lochaline Harbour, PA80 5XT	
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.	Do we have a lease agreement in place for the use of the land? No, we have continued permissive use of the land from MCDG and Ardtornish Estate	
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.		
	<b>Activity name</b>	<b>Achieve by (date)</b>	
	Purchase of necessary equipment	01/04/2024	
		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.
	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.**

Morvern Sailing Club as set up in 2016 with the help and assistance of Morvern Community Development Council who helped find the site and funded the erection of a boathouse and temporary clubhouse. The club change its name in 2021 to Morvern Watersports Club to make it more inclusive.

As part of our aspirations to grow our family friendly club, run on a voluntary basis by members of our small community, Morvern Watersports Club (MWC) are looking to raise funds to support the cost of providing a crucial rescue/safety boat with outboard motor and trailer and paddlesport equipment. The total cost is expected to be in the region of £16,000

We feel this aspiration falls within the aims of the Live Life Morvern plan (regeneration of and making the most of the waterfront and marina area) and will be very beneficial for the community resilience, health and well-being while providing more sport and recreation opportunities for all our resident young people, and families, summer residents and visitors.

We have also applied to Morvern Community Council for assistance from the Community resilience fund, Morvern Community Trust for an Ordinary Grant Application and Scottish Sea Farms have also been approached. Due to the short time to get expressions of interest in the results from these requests are not yet know.

The MWC has a small surplus from our own fund raising efforts to go into the pot.

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

As a sign of the current external environment we have already re-branded our Community sailing club to the Morvern Watersports Club to make it more inclusive and attract a wider range of participants.

We have so far been making use of old gifted and borrowed equipment much of which is in continuous need of repair and we are seeking to update in line with modern expectations.

Trials with borrowed equipment have proved very popular and have been encouraging people to get involved and on the water for sport and recreation.

Our population has been hit very hard by the lack of service from the Corran ferry. Young folks having particular difficulty accessing out of school extra curricular activities, swimming sessions

and sports clubs etc based in Fort William and beyond. The cost of travelling to the activities is prohibitive for many families in the area and we need to offer more locally based activity to make Morvern an attractive place for families to live.

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

In 2021 Morvern Community Council, Morvern Community Trust and Morvern Community Development Company engaged Planning Aid Scotland to develop a comprehensive Community Vision and Action Plan; Life Life Morvern. A summary can be viewed here [LLM-Action-Plan-Exec-Summary1958.pdf \(morvern.org\)](#) and the full plan can be viewed here [Live-Life-Morvern-Action-Plan-FINAL-June-2022.pdf](#)

**The ability to continue with Morvern Watersports Club will enable us to contribute to several visions identified in the plan including;**

- there are year-round opportunities for people to fulfil their leisure aspirations
- to enjoy a rich social life together between and across generations
- there is an interesting social scene for young people.

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

We have a large membership of 65 members which is a significant amount for a small area such as Lochaline. We have kept our subscription rate purposefully low, £25 per adult, to make it more affordable to all. We also participate with local fund raising events to supplement our funds We have had good turnouts at open days and events held at the club

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

MWC will use local resource to maintain/service the rescue boat and paddlesport equipment once it is purchased. The majority of the ongoing maintenance will be provided by the club membership Financially it will be supported with club funds, subscriptions and donations

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

The Live Life Morvern plan has a number of aspiration one of which is enveloping the water front. MWC contributes to this in providing a base where all can come to enjoy the natural facility and help with the health and well being of those who wish to participate

**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.**

With the exception of the safety boat, our our craft are powered by either wind for the sailing dinghies or muscle for kayaking and paddle boarding  
With regard to the safety boat, this would be the only non green request. We have investigated an electric powered outboard motor where solar cells could provide the generation of electricity to be stored in the battery. However, our investigations have found that the cost of this approach would be prohibitive as the safety boat requires a significant amount of power to achieve the speed necessary for rescue and its presence on the water needs to be maintained over a significant time. We would need a significant number of batteries on board to provide power which would mean the boat space would be compromised.  
Our current safety boat was gifted to the club and is now in need of work plus the outboard is a low powered two stroke engine which has been causing us some problems, its replacement with a more powerful, modern and reliable unit, which will be a 4 stroke engine and as such will be more environmentally friendly

**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?**

MWC membership is open to everyone in the community and there are no restrictions on who can join. We are encouraging as wide as possible community involvement, focusing on the more experienced members sharing their love and knowledge of water-sports to the novice and younger members of the community  
We endeavour to provide a good experience for all 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.**





FWF statement and  
declaration template.c

<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>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
<b>Is the Fair Work First statement on your organisation website?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
<b>How many people do you employ or how many volunteers do you have?</b>	<b>Need to answer this</b> We have no paid employees
<b>Do you currently pay the Real Living Wage hourly rate?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<b>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b>	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

### SECTION 5: PROJECT BUDGET

5.1	Budget Heading	Details	Revenue/Capital	Amount (£)
	Rescue Boat	Rigiflex safety Boat,outboard motor, trailer	Capital	5,826.95
	Delivery	delivery of safety boat	Capital	695.00
	Watersports equipment	3 x sit-on-top kayaks + paddles, 3 x sit in kayaks + paddles and spraydecks, 3 x rigid paddleboards + paddles3 and spare fins and includes delivery	Capital	8,600.75
	Plus 5% contingency for pre purchase increase			756.14





7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We are the only Watersports club in this location
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?	Our income is not sufficient to to service a loan of this magnitude
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.

*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>Date:</b> 12/11/2023
<b>Print:Stuart Layton - Morvern Watersports Club Treasurer</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 type="checkbox"/>	No <input checked="" type="checkbox"/>
9	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input 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:  
**CR2215 – Morvern Watersports Club 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: 2215

Organisation: Morvern Watersports Club

Project Title: Safety Boat and Water Sport Equipment

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/enhanced	N/A
Wellbeing support initiative	New/supported/safeguarded	N/A
Spaces for people	New/enhanced	N/A
Initiatives that enable communities to stay socially connected	new/supported	N/A

Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	N/A
<b>Other</b> - Please describe other outputs your project will meet that are not listed above: We will be providing a service that that will benefit the members both physically and mentally		

<b>Tackling poverty and inequality (People)</b> 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	N/A
Support to gain/sustain employment	N/A
Support for Social Enterprises	N/A
Initiatives that help sustain household incomes	N/A
Advice services – new/supported/safeguarded (delete as appropriate)	N/A
<b>Other</b> - Please describe other outputs your project will meet that are not listed above: we will provide an outdoor experience which will be beneficial to the health and wellbeing of the community at a reasonable cost <b>We would be offering access to a sport and leisure activity at a very reasonable cost which would benefit participants both physically and mentally</b>	

<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		
Affordable housing projects		
Feasibility studies/development phases		
Community/public transport schemes		
Recreational areas	improved	N/A
Sports facilities	improved	N/A
Local amenities	safeguarded	N/A
Local infrastructure	Improved	N/A
<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)	N/A
Tourism infrastructure - supported	Yes
Training courses delivered/learning days of people receiving training	N/A
Town center improvements	N/A
Initiatives to improve access to local services	N/A
<b>Other</b> - Please describe other outputs your project will meet that are not listed above: Providing a low cost access to a sporting unit without having to travel an excessive distance, open for all the community	

<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	N/A
Initiatives contributing to a low-carbon economy	new/supported/enhanced	N/A
Waste, recycling and circular economy initiatives	new/supported/enhanced	N/A
Community renewable energy schemes	new/supported/enhanced	N/A
Community assets to become more energy efficient	new/supported/enhanced	N/A
EV charging points installed	new/supported/enhanced	N/A
Active travel routes	new/supported/enhanced	N/A
Community food growing initiatives	new/supported/enhanced	N/A
Community green space	new/enhanced/safeguarded	N/A
Biodiversity conservation initiatives	new/enhanced/safeguarded	N/A
Marine conservation initiatives	new/enhanced/safeguarded	N/A
<b>Other</b> - Please describe other outputs your project will meet that are not listed above: Ours with the exception of the safety boat is by its nature environmentally friendly		





## 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.

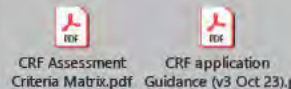
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2217
<b>1.2</b>	<b>Organisation</b>	Fort William Marina & Shoreline Community Interest Company
<b>1.3</b>	<b>Project title</b>	Installation and Management of Toilets Near Fort William Pontoons
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	The funding request is to help to pay towards the permissions to install toilets in the West End Car Park. This includes planning permission, landowner permission, access to power, water and waste away.
	<b>Total project cost</b>	£64942.47

1.5	Project costs	Match funding	£54,942.47
		CRF grant requested	£10,000.00
1.6	Start date (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. 01/04/2024	
1.7	End date (by 1 <sup>st</sup> March 2025)	Click or tap to enter a date. 30/06/2024	
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 type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Fort William Marina & Shoreline Community Interest Company	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Sarah Kennedy	
2.4	Position in the organisation	Director & Company Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.fwmisc.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input checked="" type="checkbox"/>	Other (please specify): CIC
2.9	Organisation registered number	Company Reg: SC529964	
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.	366 1674 76	
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.	West End Car Park, Fort William, PH33 6ED
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.	We are liaising with Shane Manning, Principal Officer, Traffic Management & Control, The Highland Council   Parking Services Office. We anticipate approval will be forthcoming promptly in order for a lease to be agreed.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We need the approval of location from Shane Manning before we can submit the planning permission. We anticipate getting this promptly in order to then be able to submit the planning application.

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.									
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Purchase of toilets &amp; delivery</td> <td>30/06/2024</td> </tr> <tr> <td>Installation of water, electricity, waste away</td> <td>31/03/2024</td> </tr> <tr> <td>Planning</td> <td>30/04/2024</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Purchase of toilets & delivery	30/06/2024	Installation of water, electricity, waste away	31/03/2024	Planning	30/04/2024
Activity name	Achieve by (date)									
Purchase of toilets & delivery	30/06/2024									
Installation of water, electricity, waste away	31/03/2024									
Planning	30/04/2024									

Lease from Highland Council for area in West End Car Park	31/01/2024
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Now that we have extended the Fort William pontoons and welcomed 15 cruise ships and over 302 uses by boats and yachts to the pontoons during 2023 we wish to provide further facilities for these marine visitors.

The main thing that folk have been asking for have been toilets and showers. This is really key for us to become a viable location for these visitors to our town. It is also a vital facility for the cruise ship crew, excursions team, guides, drivers, volunteers and the Port Facility Security Officer from The Highland Council. This will fulfil the People and Place aspects of the CRF criteria.

The toilets at the Pier Head are too far away for them to leave the pontoons unattended between tender transfers and for them to carry out their regulatory duties. The other public toilets in Fort William are also under threat of closure as The Highland Council have been cutting all facilities such as these throughout the Highlands.

It will also be an additional facility for locals and other visitors parking in the West End Car Park.

The funding will deliver toilet and shower facilities for locals and marine tourists plus those providing services for the cruise ship passengers and crew.

It will also provide employment for a local person to clean the facilities and manage them on behalf of the Community Interest Company.

The plan is also to incorporate an office for the FWMSCIC team to have a base for their committee meetings and also to provide a location for the volunteers to rest during the day when a cruise ship is visiting our town.

The exact location of the facility in the West End Car park has yet to be agreed with The Highland Council and we are awaiting a response from the relevant decision maker, Shane Manning to finalise this.

It is possible that the facility could then be extended to provide elsan black water disposal, grey water disposal, washing machines and dryers which would be well used by all tourists to the Heart of the Highlands of Scotland. This will help to support the Environment aspect of the CRF criteria as any provisions such as these will reduce the negative unacceptable behaviour of campervan and motorhome users who have been disposing of their waste into the loch, down the rivers and at the side of roads as we experienced when Lockdown was beginning to ease.

This facility will provide extra income for FWMSCIC thus assisting to help their economic recovery and sustaining growth as it will encourage marine visitors to stay for longer. This supports the Economy aspect of the CRF criteria.

<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
<p>The toilet facility will provide a location for locals to use when coming into town, it will provide a further income to FWMSCIC and it will also encourage marine visitors to stay longer thus enabling them to spend more in the town and area.</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>Toilets are so important for any users of the town or visitor to the area. The two sets of toilets provided by the council at the Pier Head and also at Bank Street are often out of order due to vandalism. We feel that this facility provided by FWMSCIC will be respected by locals and not subjected to such treatment. They will be regularly inspected and checked to prevent any such negativity. The opportunity will be that it will encourage marine visitors to stay longer thus enabling them to spend more in the town and area.</p> <p>This is part of the FW2040 vision and West Highland &amp; Islands Local Development Plan to improve facilities in our town.</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 significant local support for the installation of the toilets. We also have support from the ships agents, excursion companies and Port Officers who agree how important this facility will be for their colleagues and customers. Please find attached the letters of support as evidence.</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The FWMSCIC team will manage the toilet facilities. We plan to employ a local person to clean, tidy and maintain the facilities on a daily basis. The showers will be chargeable by use but the use of the toilets will be by donation. This income will pay for the electricity, water, sewage and consumables as well as repair and maintenance of the facility. The toilets will be in containers so they can be moved in the future so it doesn't negatively affect any progress or development in the West End Car Park. This will also minimise any maintenance requirements of the toilets.</p>	
<b>4.7</b>	<b>What will be the lasting benefits and legacy?</b>
<p>A further toilet facility will be a huge benefit to all locals and visitors to Fort William. The legacy will be to bring another asset to our town for all to use and encourage folk to stay longer in the area. It will also provide a base for potential further facilities to be added on such as elsan black water disposal, grey water disposal, washing machines and dryers which would be well used by all tourists to the Heart of the Highlands of Scotland.</p> <p>It will also provide job opportunities and facilities for both visitors and the community.</p>	
<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>
<p>The facilities will reduce negative environmental impacts as it will stop any unacceptable behaviour by folk who may be using the car park or other areas in the town to relieve themselves. Once the facility is installed it will be a further consideration to add potential further facilities such as elsan black water disposal, grey water disposal, washing machines and dryers which would be well used by all tourists to the Heart of the Highlands of Scotland. This will also reduce the unacceptable behaviour of campervan and motorhome users who have been emptying their cassettes into the</p>	


loch, down the rivers and at the side of roads as we experienced when Lockdown was beginning to ease.

**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?

Despite being primarily for marine tourists using the pontoons, it is important that this facility will be available for all to use. We will also be installing a baby changing facility and are considering an adult changing facility in the disabled toilet. There are no such adult changing facilities in this area and will be a great addition to aid disabled people coming to our area.

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

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

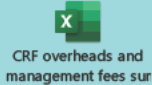


FWF statement and declaration template.x

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	6
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input 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

## SECTION 5: PROJECT BUDGET

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



Budget Heading	Details	Revenue/Capital	Amount (£)
Purchase	of toilets & delivery	Capital	£29,000.00
Installation	of water, electricity, waste away	Capital	£23,000.00
Planning		Capital	£900.00
Lease	from Highland Council for area in West End Car Park	Revenue	£400.00
Employee cost for 1 year	Cost for 1 year	Revenue	£11,642.47

	<b>Total revenue expenditure (£)</b>	<b>12,042.47</b>
	<b>Total capital expenditure (£)</b>	<b>52,900.00</b>
	<b>TOTAL PROJECT COST (£)</b>	<b>64,942.47</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

We have costs for the container toilets, electricity installation, employment costs, payroll processing and planning permission. The only two items that still need clarifying are the connection for water and sewage (estimated at £18k) and the cost of the

	but if you have not been able to achieve this, explain how costs were developed.	Highland Council lease (estimated at £400). We have secured confirmation from Scottish Water that there is capacity to service the development. We have contacted 8 water licenced providers – 2 of which are not able to carry out new connections and no response to date from the other 6. We will need some time to chase up the 6 who haven't yet responded and contact the other 7 licenced providers to obtain a proper quotation for the water/sewage connection.
5.3	Please explain how your project will achieve value for money.	This facility using containers will be much cheaper than building a permanent set of toilets. They will be able to be moved if necessary so it doesn't affect any further development in the West End Car Park. The maintenance of the containers will be significantly less than a building as well. Once the water and electricity has been installed this will give us the ability to then connect this to the pontoons directly as well as add other facilities such as elsan disposal, washing machines etc.

### 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 (£)
Yet to be applied to			52942.47
		<b>Total match funding (£)</b>	<b>52942.47</b>
		<b>CRF grant request (£)</b>	<b>10000</b>
		<b>Total project cost (£)</b>	<b>62942.47</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.	This facility will be open to the public and will be for the local community as well as the transient community i.e. visitors to the area.
6.5	Please explain what the remaining bank balances are for in your accounts.	The maintenance of the pontoons and any unforeseen costs for this facility.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	They are to be used for the ongoing maintenance of the pontoons and any unforeseen costs for this facility.

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income will pay for the ongoing costs of the facility including wages for an employee to clean and manage the toilets/showers. Any surplus will go towards maintaining the pontoons. Income & Expenditure report included.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The only other public toilets are provided by The Highland Council at the Pier Head and along Bank Street as well as those provided at the train station. We do not expect our facility to detract from the use of these other facilities as they will be in a unique location in the West End Car Park and the other end of town. Debbie Sutton from The Highland Council has stated “ I don’t have an issue with this if Shane agrees the car park can be used”. The toilets and showers will encourage more marine visitors to come and use the pontoons and enable them to stay for longer and thus spend more in the town. We know that on average that each boat/yacht will bring at least £150 per night to a town and so the longer they stay the greater the benefit to the area.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	This is a low total value project and we feel that we should be able to secure funds to provide such a vital facility for our local community as well as for the many tourists who visit our area.

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>
	The Highland Council – canopy	12/08/2020	£2,450.40	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Town Centre Fund – canopy	09/11/2020	£30,070.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Viridor Credits – extension to pontoons	29/10/2021	£20,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Suez Communities Trust – extension to pontoons	03/08/2022	£50,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Highland Town Centre Communities Fund – extension to pontoons	31/03/2022	£56,681.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Highland Coastal Communities Fund – extension to pontoons	22/09/2022	£28,766.02	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Town Centre Fund – extension to pontoons	03/10/2022	£25,314.41	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	The Highland Discretionary Fund – power washer contribution	27/03/2023	£1,754.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Sarah Kennedy

Date:

18/11/2023

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

5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input checked="" 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> 10) Permissions – planning not yet applied for as awaiting agreement from Shane Manning, The Highland Council regarding the specific location of the toilets facility in the West End Car Park. 13) Evidence of control/ownership – liaising with Shane Manning to agree a lease of the location in the West End Car Park		

**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:** CRF2217

**Organisation:** Fort William Marina & Shoreline Community Interest Company

**Project Title:** Installation and Management of Toilets Near Fort William Pontoons

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	supported	
Wellbeing support initiative	new	
Spaces for people	enhanced	

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

<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	
Local infrastructure	new	
<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)	0.5
Tourism infrastructure - new	Yes

Training courses delivered/learning days of people receiving training	No
Town center improvements	Yes
Initiatives to improve access to local services	Yes
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	
<p><b>Key facilities provision for locals and visitors alike</b>  <b>By enabling visitors to stay for longer they will bring more income to the town</b></p>	

<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	
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.

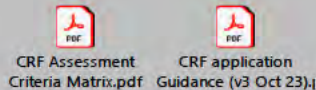
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2219
1.2	<b>Organisation</b>	Fort William Town Team SCIO
1.3	<b>Project title</b>	Installation of Solar Panels
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	To install solar panels to the hub so we can have electricity to power light and be able to charge a water bowser to water the plants in town. The lights would be used in the evening so other organisations can use the hub. Including the Christmas light switch on evening, the local pipe band and anyone who needed to use the hub.

1.5	Project costs	<b>Total project cost</b>	£11,362.80
		<b>Match funding</b>	£1,500
		<b>CRF grant requested</b>	£9,862.80
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)	30/06/2024	
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>	Fort William Town Team SCIO	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Cathy Day	
2.4	<b>Position in the organisation</b>	Treasurer	
2.5	<b>Contact number</b>	[REDACTED]	
2.6	<b>Email address</b>	[REDACTED]	
2.7	<b>Website address</b>	www.fortwilliamtownteam.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 checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	<b>Organisation registered number</b>	SC050566	
2.10	<b>Is the organisation VAT registered?</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.	



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

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	The Parade, Fort William PH33 6AZ
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.	

### 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>
	Installation of solar panels	01/03/2025
	Installation of battery storage in the hub for solar storage	01/03/2025
		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.
<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 CRF Monitoring and Evaluation Framework at the end of this form.</b>	
	<p>To install solar panels to the hub roof so we can have electricity to power light and be able to charge a water bowser to water the plants in town. The lights would be used in the evening so other organisations can use the hub. Including the Christmas light switch on evening, the local pipe band and anyone who needed to use the hub.</p>	
<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>	
	<p>Having electricity would allow community groups to use the hub all year round, otherwise it would be left empty in the winter. It would also enable us to water the hanging baskets in the summer with charging of the water bowser.</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>We will be able to power the water bowser which means volunteers from the community will be able to water the plants, saving the group substantial money.</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 support from local community groups such as Fort William Marina and Shoreline CIC, Fort William Festive Fund, Lochaber Piper Society etc. Letters of support can be provided if requested.</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>	

Locals will be able to make use of the hub in all weathers and any time of the day. Somewhere for our volunteers to meet and have a cup of tea. It is a one off installation that will require minimal maintenance in the future that will be covered by our existing funds.

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

Being able to feed and water the hanging baskets which bring a lot of joy and colour to the town. It will also provide a location for other community groups to hold events/activities during the evenings.

**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.**

By having solar panels rather than using power from the national grid which will cost the group a regular amount each month. If we had a permanent connection that would require digging a trench to the nearest power connection and further cables installed. The solar panels will not need this to be done and are totally environmentally friendly.

**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?**

With this project it will enable the hub to be used by all groups.


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

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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	15
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

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>

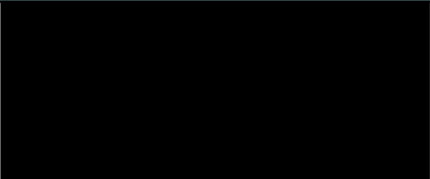




	how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The location of the hub is such that there are no businesses or organisations near by and therefore will not be negatively affected by the project and the use of the hub.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We are a community organisation and do not want to be responsible for debt.
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?
Foundation Scotland	14/04/2023	£6000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature:		Date: 10/11/2023
Print: C Day		

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 checked="" type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input 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"/>
<b>Reason for missing documentation:</b> Letters of support can be submitted if necessary.		

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: CRF2219

Organisation: Fort William Town Team SCIO

Project Title: Installation of solar panels to give electricity to the Hub

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	supported	
Wellbeing support initiative	supported	

Spaces for people	enhanced	
Initiatives that enable communities to stay socially connected	supported	
Community-led projects supporting community ownership or management of assets, services, or activities	supported	
<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	
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>
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.

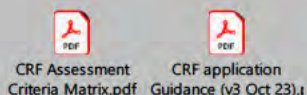
Supporting documentation must be submitted with the application form (see section 8.2).

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>	CRF2225
1.2	<b>Organisation</b>	Morvern Games and Gala Week Committee
1.3	<b>Project title</b>	Knock Park
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	We aim to develop Knock Park and surrounding area to a thriving community hub featuring an improved woodland site, enhanced sports facility, self-storage, a motorhome stopover along with vital infrastructure and amenities improvements. With emphasis on biodiversity, community engagement, job creation and economic growth and sustainability we could create a space within our rural community that is environmentally friendly and encourages an active

		lifestyle and community cohesion. The CRF funding will provide significant support to kick start the developments on this exciting community asset.	
1.5	Project costs	<b>Total project cost</b>	£38500
		<b>Match funding</b>	£8000
		<b>CRF grant requested</b>	£30500
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. March 2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	Click or tap to enter a date. December 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 type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Morvern Games and Gala Week	
2.2	<b>Address and postcode</b>	[REDACTED]	
2.3	<b>Main contact name</b>	Megan Whyte	
2.4	<b>Position in the organisation</b>	Secretary	
2.5	<b>Contact number</b>		
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 type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	<b>Organisation registered number</b>	SC051236	

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

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Knock Park, Lochaline, Movern PA80 5XU	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We aim to obtain these by January 2024	

### 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)
Deer Fencing	Click or tap to enter a date. April 2024
Utility Connections (Water, Electricity, Sewage)	Click or tap to enter a date. March 2024
Professional Fees (architect, legal etc)	Click or tap to enter a date. June 2024
Planning Fees	Click or tap to enter a date. January 2024
Part time Project Officer	Click or tap to enter a date. November 2023
	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.**

Morvern is a picturesque rural community of approximately 380 residents. The Morvern Community Development Company has been active since 2008 and it has been at the forefront of community owned initiatives. Recently, after extensive consultations the MGGWC found there was significant support for community ownership of Knock Park and surrounding areas. This area is the site where many important community events take place, including its significant annual fixture of the Morvern Highland Games and Gala which attracting many visitors and provides a substantial economic benefit to the community and its businesses. The successful ownership now provides security to the community ensuring that these events can continue well into the future. It also offers an opportunity for the site to be developed to assist in economic growth and sustainably of the area. This has empowered the community to actively participate in the plans for the site and this project reflects the needs and interests of the community. Our proposal also aligns with the funding objectives outlined, specially focusing on "Helping Economic Recovery and Sustainable Growth" The project is designed to serve as a catalyst for this and plans to achieve it by implementing a series of targeted activities which integrates positive economic social and environmental impacts on the community.

### 1. Job Creation

The project aims to create at least one job that will contribute to community development and project implementation. The potential for further jobs with future developments within the site and woodland.

### 2. Tourism Infrastructure

Aiming to develop an enhanced tourism structure by providing a motorhome stop over "Airigh Cille" with full services and amenities. This will attract additional visitors and stimulate an income stream whilst also addressing the lack of local facilities and promotes tourism-related growth.

### 3. Income Generating Facilities

The project includes the potential for self-storage units, sporting facilities and the creation of a motorhome stopover. Whilst we initially aim to develop the income generating projects that have lower development costs,

there are plans to progress with other opportunities such as enhancement of the pitch, the development of the club house and additional recreational facilities in the near future.

#### 4. Infrastructure Developments

A portion of the funds will be used to enhance facilities by adding essential amenities such as electric, water and sewage infrastructure. This will unlock the potential for the site to be developed in the future

#### 5. Woodland Management

The restructuring and sustainable management of woodlands contributes to the carbon capture, biodiversity and future income through timber harvesting.

#### Community Engagement and Support:

Extensive community engagement was carried out, including a 2021 survey with an 88% support rate, indicating the project's grassroots foundation. The project is not just a portion of land but a significant community asset, meeting the diverse needs of the community and enhancing Morvern's collective wellbeing.

#### Financial Sustainability and Incremental Development:

The business vision emphasises incremental development, leveraging grant funding initially and transitioning to self-sufficiency. The income generated from facilities like 'Airigh Cille' Stopover, the self-storage facilities and woodland will help support community initiatives and will reduce reliance on external funding over time.

#### Projected Outputs in Two Years:

1. 47 Acres of community-owned land, managed sustainably.
2. Creation of a part time job.
3. Harvesting and restructuring of a community woodland.
4. Enhancing sport pitch for various events.
5. Installation of essential services (electricity, sewage and water).
6. Establishment of an income generating and sustainable motorhome stopover.

#### Projected Output in Four Years

1. Improved outdoor sports field for diverse events
2. New clubhouse with inclusive amenities
3. Nature reserve and woodland education area
4. Outdoor gym and enhanced recreational space
5. Vibrant community enterprise fostering cohesion
6. Social impact and environmental studies evaluating the community benefits

This community project is a strategic investment in Morvern's future. By aligning with economic recovery goals and self-reliance, promoting community engagement and emphasising environmental sustainability the project aims to promote a resilient, inclusive and economically strong community for generations to come.

**4.3**

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



This project holds immense potential for the local community and economy of Morvern.

- **Community engagement**

We see an increased engagement with the community through active involvement with the project. Volunteering opportunities have been made available for all ages which enables a shared sense of responsibility for its progress. This is further encouraged through the development of community focus groups, events along with local school and business involvement.

- **Connecting with the land**

This project focuses on the community led environmental improvements such as restructuring of the woodland, planting native species and creating accessible woodland corridors. These accessible pathways through the forest will lead to enhanced community and visitor connection with the woodland. Educational opportunities will ensure children of all ages can connect with and learn about the local ecosystem and its long-term importance. There is also potential for creating woodland crofts, plots and community sawmills. This will not only assist in generating an income but will benefit local businesses and households and holds the potential to increase the population of Morvern.

- **Economic Boost**

Extending the pitch and the development of the clubhouse encourages more visitors through the ability to hold league matches and other sporting activities, as well as its use as an events venue. The creation of Airigh Cille (Aire) generates a sustainable income for the community which will stimulate local economic activity, benefiting nearby businesses and services. Additionally, this will attract visitors to events such as the Gala Week. The woodland will generate an income from the buoyant timber market and the storage units could also provide an economic boost to the businesses in the area.

- **Infrastructure Developments**

The plans to install essential services like electricity, water and sewage opens the door to many potential future developments that will benefit the community and local groups. This will allow additional events to be held and the Aire to function successfully.

- **Recreation and Improved Quality of Life**

Enhanced sporting facilities such as extended pitch, golf course, and gym allows local and national clubs to attend but will also ensure residents of all ages have the facilities to pursue a healthy lifestyle.

- **Long Term Financial Sustainability**

The core objective is to achieve financial sustainability within the coming years through a phased development, ensuring that this community owned asset continues to generate income which will contribute to the economic resilience of Morvern

#### **4.4**

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

The project addresses specific local needs and opportunities whilst also meeting needs outlined in local strategies. These include

- **Community Engagement and Empowerment**

This community ownership began as the residents recognised the significant value derived from events like the Games and Gala Week and had identified the important role the site played in community life and its economic contributions. The value of securing ownership was encouraging as it provided assurance against repurposing, allowing sustained investment and thoughtful community planning. The transition of control from previous landowners to the community marks empowerment for the residents and enables them to actively participate in decision making that is aligned with their own interests and needs. These were effectively communicated through an extensive consultation process, ensuring that the project reflected the collective vision and priorities of the community.

- Enhancing Community Facilities and Community Led Development

By investing in the connection to electricity, water and sewage amenities. This will allow for the project to develop a multifaceted accessible space that will cater to the community's diverse needs. The community has been involved in the ownership and full planning of this site through consultations, focus groups and volunteering.

- Promoting Biodiversity

By adding deer fencing this allows the community to restructure the woodland and protect newly grown trees, and plants. There are plans to increase the biodiversity of the area from rough grazing and scrub to a commercial woodland with areas of native deciduous coverings and spaces for conservation and recreation. This will include a woodland path lined with trees and native hedgerows, fruiting trees and flowering shrubs

- Supports Sustainable Tourism

Adding overnight/camping spots provides a sustainable option for tourists and a revenue for the community. This encourages responsible tourism by offering safe designated areas to stay in whilst providing waste services and facilities. This minimises the negative impact that can be associated with dispersed camping. The development of the woodland and biodiversity enhancement becomes an attractive destination for eco-conscious tourist. By aligning tourism with community benefits, the project creates a mutually supportive relationship. The phased development will allow time to consider and view the environmental and social impacts ensuring the community benefits from tourism without comprising the long-term sustainability of the area.

**4.5**

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

The local support for this project is evident through a comprehensive consultation process and survey. The consultations were in the form of questionnaires, both paper and online, Zoom meetings and drop-in sessions. In addition to this every community group and major business were invited to meet and complete their own surveys. The feasibility study that was commissioned by MGGWC and was published in October 2021 shows that the results indicated strong community backing. **88%** support the acquisition and plans for the park and **81%** support the acquisition of additional land for further income generation and local amenities. The plans that were outlined in the consultations were initial acquisition of the park and suggested plans. These included developments such as an upgraded clubhouse, creation of an overnight stopover (Aire), 9-hole golf course and easier, safer access to the games field and clubhouse.

The MGGWC Action Plan includes a commitment to involve as many members of the community as possible in the development of this project. In response to this they have created 3 focus groups.

- Environmental and Woodland Group that focus on obtaining feedback from residents of all ages on how the landscape can be improved. It also intends to engage other groups such as the Movern Community Woodland and allow engagement will outdoor volunteering work where possible.
- 'Facilities For All' Group. This community group will oversee the services to the game field and the design of the Aire and clubhouse, refining the masterplan in line with the community consultation.
- Sports and Receptions Group will concentrate on designing and planning sustainable recreation facilities which will enhance the quality of life for the members of the public and the local community. The feedback from the community regarding this resulted in many great ideas and the focus group will concentrate on developing these where possible.

The extensive consultation and the commitment to these focus groups exhibits a dedication to community involvement and continual support. This is being sought and supported not just through surveys but robust and active community participation.

#### 4.6

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

Long-term sustainability for the project is the core focus of the MGGWC. The initial support from the CRF is crucial in kick starting the development phase and we have deliberately chosen to first concentrate on the areas that will help us generate a realistic and sustainable income. These are;

- Creating a much-needed motorhome stop/campsite to encourage visitors to the area whilst also allowing them to stay longer. The conservative projected income would be £19350 per annum.
- Developing sought-after storage/workshop units for local businesses and community groups to rent. The income regenerated from these could be in the region of £6336 per annum.
- Developing recreational amenities such as improvements to the pitch for the use of league games
- Installing deer fencing to restructure the woodland which will open the potential for harvesting timber.

Deer fencing is a strategic investment to protect the woodland from potential damage from wildlife which will ensure the success of our woodland development, positive biodiversity practices and lead to our planned community sawmill. This measure will help protect the long-term viability by preserving newly planted trees, enhancing the recreational value of the land. The long-term economic benefits of this are the ability to harvest, restructure and utilise the timber for commercial purposes. A community sawmill would generate income, support local businesses and will allow us to foster environmental sustainability through responsible timber management.

The vision of this project is for incremental development. Securing CRF funding for amenities allows us to consider a community owned recreational facility in the near future. This phased approach could see the facility being used

for community groups, businesses, as well as rental for celebrations and sporting events. This will help foster increased community participation and financial resistance.

Community support and fund raising has grown in strength throughout the years. Income from fundraising from events such as the Gala Week and winter fundraising are highly valued and gratefully received. We recognise the importance of continuing to involve and support the community therefore, the CRF funding will also go towards a part-time Project Officer. The main duties of this position will be ensuring up-to-date communications with the community and other interested parties are maintained, which will strengthen continued support for the project. They will also actively assist in crowdfunding appeals and pursue funding opportunities beyond the CRF. The Project Officer will be responsible for submitting funding applications together with overseeing the site redevelopment plan by working with commissioned architects, securing planning permissions and communicating with all stakeholders. This is crucial for the smooth, timely and cost-effective implementation of this project as well as ensuring the community is aware of the progress throughout its developments.

The income generating plans stated here are the plans that can be implemented in the near future. The community and committee has further realistic plans that will take this project well into the future and this diverse and multifaceted stream of income provides a strong base for continual sustainability and long-term financial resilience.

#### 4.7

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

This project will provide a secure space for the community to use and develop throughout the generations. The ownership ensures that the developments always reflect the resident's interests and needs of the time. The comprehensive business plan and strategic objectives highlight the importance of future developments and their lasting impacts on the community. Now that the park is in community ownership the positive legacy from the project extends across community empowerment, education initiatives, health awareness, job creation and economic growth

- Land Management and Biodiversity

A well-managed landscape with enhanced biodiversity will ensure ongoing environmental improvements. The preservation and improvements of the land will contribute to the long-term health of the local ecosystem.

- Economic Resilience and Diversification

The plans will provide economic sustainability for the rural community and ongoing projects. The diverse stream such as the Aire, woodland, storage units and club house establishes resilience and there is good deal of scope for additional income generating opportunities in the future which supports long term viability reducing dependency on external funding.

- Job Creation and Skills Development

The fund will provide job opportunities contributing to economic well-being and skill development. There is additional scope for future job opportunities through the income generating avenues which provide lasting benefits to families and communities. There is also skill development for employees and volunteers which will also enhance long term economic growth and development of the area.

- Recreational and Educational Hub

The project will provide a sustained hub for cultural, educational and recreational events along with the possibility of festivals and other community ran opportunities. Educational initiatives contributing to environmental and health awareness along with an upgraded sports facility and clubhouse. This will create a lasting legacy for cultural and recreational pursuits, will help promote an active lifestyle and will continue to connect the community.

These elements collectively contribute to the long-term sustainability and well-being of the community, leaving a positive legacy that aligns with the community's vision and priorities.

**4.8**

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

The MGGWC are committed to addressing and mitigating negative environmental impacts throughout its development.

- Biodiversity Enhancements and Sustainable Land Management

The community already sees the environmental improvements that can be made to the land therefore it plans to undertake forest restructuring, planting native trees and plans and creating a woodland corridor to encourage biodiversity and protect the woodland and its wildlife. Working only with harvesting compliant companies and knowledgeable groups such as the Morvern Community Woodland these initiatives will contribute positively to the local ecosystem whilst mitigate the potential impacts on the environment during this process.

- Enviromental Improvements and Carbon Capture

The project aims to improve the grazing management to help mitigate negative future practices. They will do this by planting trees and fruiting and flowering shrubs. These measures will contribute to carbon capture, improve land quality and enhance the overall conditions.

- Responsible Woodland Management

The MGGWC understands the negative environmental impacts that can arise from poor woodland management. To mitigate this the community woodland will follow a management plan agreed with Scottish Forestry when harvesting and restocking. This sustainable forestry practice will ensure the responsible use of the woodland resources which will mitigate potential negative impacts to the local ecosystem and its future.

- Energy Efficiency and Infrastructure Development

The provision of drinking water, mains sewerage and electricity supply will align with the long-term development potential of the site and energy efficiency and ecofriendly practices will remain a priority. We will use compliant companies that harness the use of modern infrastructure to ensure safe and efficient work and resource utilisation whilst providing the site with the means to meet potential future sustainability initiatives.

- Local Travel and Accessibility Improvements

The project understands that the developments will attract visitors from outside the area and not all are accessible by public transport. To mitigate the traffic-related environmental impact to the community the creation of at least one new access route into Knock Park has been planned. This will be directly from the village, reducing the reliance

of the A884 which will provide safe pedestrian access. This improved accessibility will contribute to the safety of pedestrians, aligns with the sustainable transport goals as it will encourage the community to visit the site on foot and it will also reduce the environmental harm of the direct site.

#### 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?**

Inclusivity and equal access are paramount in the development of this project. We have proactively considered equalities to ensure groups with protected characteristics and not only considered but actively included in the projects design and execution. Our approach revolves around several key consideration

- **Community Consultation:**

A widespread community consultation which engaged multiple methods was conducted and approximately 57% of the entire Morvern population responded. This diverse outreach ensured that voices from various demographics were included in the decision-making process.

- **Community Benefits**

The proposed community project is designed to benefit the entire community. By ensuring improvements in infrastructure, utilities and developing various recreational activities we are creating a space that will attract and engage all groups within the community and their visitors. We work in collaboration with community groups, leaders and organisation's to ensure representation of various demographics and that their specific needs and interests are considered.

- **Diversity in Programming**

We incorporate diverse programming that caters to various interests and cultural backgrounds. Offering activities that represent different demographics within the community.

- **Targeted Support Programs and Employment**

A part of this project includes providing employment and volunteer opportunities. These positions will be open to all, without discrimination and come with support, skill development and training to assist in the needs of the individuals. There will also be potential for workshops, educational courses and training sessions as this project develops providing individual and community empowerment, confidence whilst improving economic prospects.

- **Accessibility without Financial Barriers**

We plan to offer several activities and services free of charge. This approach ensures that the cost does not become a barrier to participation.

- **Accessibility Standards**

We are committed to meeting accessibility standards set by the Scottish Government. This includes making certain that pathways are free from obstructions and easy to access. We will ensure that any parking areas and facilities are compliant and accessible.

- Inclusive Design and Continuous Inclusive Development

Our architects and infrastructure plans consider the needs of individuals with different abilities. The design on the new road to the park ensures that all residents have a safe and accessible route to the park. We have engaged with 'Paths for All' and followed the 'Outdoor Accessibility Guidance' to make certain that our woodland path and site is not only accessible to everyone but is also engaging and encouraging to everyone with sensory and physical needs.

- Feedback Policy

Establishing a feedback system will encourage individuals to express concerns, suggestions and issues that they might face. We aim to act on this feedback to continuously improve the inclusivity of the project.

- Zero Tolerance Policy

Clearly state and enforce a zero- tolerance policy for any forms of discrimination or harassment. Ensuring that there are accessible channels for reporting any issues.

Implementing these strategies will help create an environment where everyone feels respected, safe and included in the project. Any future developments within this community project will always consider all residents and visitors which will foster a more welcoming and diverse community atmosphere.

**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

<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>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
<b>Is the Fair Work First statement on your organisation website?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
<b>How many people do you employ or how many volunteers do you have?</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	
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>





		<ul style="list-style-type: none"> <li>• Ground work to the park and Aire fees are from quotations from local contactors [REDACTED]</li> <li>• We didn't manage to obtain a quote for the Surveyors needed to fulfil this project however having seen finances and quotations given to Port nan Gael and Island Pods on our neighbouring Isle of Mull we think 2800 is a reasonable estimation.</li> <li>• As we don't own any machinery we will need to hire some in as work progresses comparative prices were given [REDACTED].</li> </ul>
5.3	<p><b>Please explain how your project will achieve value for money.</b></p>	<p>Using competitive local contactors to carry out work at Knock Park will keep costs to a minimum with not having to pay for travel to a remote part of the highlands.</p> <p>By using local contractors we are also able to get a lot of work done as in kind favours to support a local community project. The Morvern Games and Gala Week committee have the community at its heart and with having that strong connection have many volunteers and locals willing to offer their services at cost price or in some cases heavily discounted.</p> <p>The current state of Knock Park is no longer adequate for the services needed to take the project and community forward, the investment will futureproof this facility for future generations.</p>

SECTION 6 – MATCH FUNDING	
6.1	<p><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></p>
<p style="text-align: center;"> <b>Foundation Scotland £5000 (Pending)</b>  <b>Charity Trust £3000 ( Pending)</b>  <b>Total £8000</b> </p>	



		<p>week is packed with over 40 community events in 2023 benefitting the whole age range from babies to pensioners.</p> <p> safety net is needed incase of event cancellation or extra costs being incurred.</p> <p>As new owners of the land around Knock Park the group has not yet established adequate facilities in order to generate profit and to self-fund projects. Until we invest in the land for the community we are fairly limited with our budget and what we can afford to pay out in capital 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>We simply do not have the funds to carryout the necessary work needed. The timeframe of fundraising locally without public money being invested would delay this project in a substantial way that will have a negative impact on Movern as a whole. As a new charity organisation we do not yet have a big enough budget to cover all costs alone.</p>

### SECTION 7 – INCOME GENERATION

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 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>The income generated from the project will be put straight back in to community by re-investing it in further improving facilities for the community. As detailed in the Business plan there is scope for a motorhome site and workshop/ storage units for rent that could generate around £25000 a year. However to establish these ambitious plans first we need to keep on improving current facilities and reinvesting to get to this point.</p>
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>	<p>Currently in Morvern there are no competing businesses or organisations doing what MGGW are. It is because of this that the money from the Community Regeneration Fund is so vitally needed. As shown in the Feasability study within the area there was 88% in favour of a community buy out and further developments at Knock Park.</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>As a fairly new charity organisation we do not have the means to guarantee income as of yet in order to pay a loan back. Until a steady stream of income starts we cannot consider taking out a loan with community assets at risk.</p>

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>
	Scottish Land Fund	10/11/2023	£5588	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Scottish Land Fund	18/08/2023	£10902	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Scottish Land Fund	12/05/2023	£95000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Scottish Land Fund	14/04/2021	£14100	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print:

Date:

Click or tap to enter a date.

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input 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 type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input 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 type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input 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 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:** CRF2225

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

### 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	supported	
Affordable housing projects	new	
Feasibility studies/development phases	supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	improved	
Sports facilities	improved	
Local amenities	new	
Local infrastructure	improved	
<b>Other</b> - 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	
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)