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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY			
1.1	**Project reference number**	CRF2233	
1.2	**Organisation**	Isle of Canna Community Development Trust	
1.3	**Project title**	Coroghan Barn – Investment Readiness Phase	
1.4	**Project summary you wish to be funded (max 100 words)**	This project builds on the Coroghan Barn redevelopment design work currently taking place, part-funded through CRF. The additional design team input covered by this application will support major capital funding applications in 2024-25.	
		Total project cost	£80,262

1.5	**Project costs**	**Match funding**	£66,462
		CRF grant requested	£13,800
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	30/11/2024	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Isle of Canna Community Development Trust	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Andrew Prendergast	
2.4	**Position in the organisation**	Development Manager	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.theisleofcanna.com4	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC447755 046276	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	

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?**	☐	Whole
		☒	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**	**VAT on the capital consolidation works may be reclaimable by NTS**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**PH44 8RS**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☒ No ☐
3.3	**Is there a partnership agreement in place?**	Yes ☒ No ☐
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
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.**	Memorandum of Understanding in place with owner providing for transfer of asset to community ownership when appropriate
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☒ No ☐
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**Consents will be applied for in 2024 as part of current design phase**

SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**

Activity name	**Achieve by (date)**
Preparation of 10 year costed management & maintenance plan	31/07/2024
M&E detailed modelling and drawing	30/04/2024
Design team input into capital funding applications – project reports etc.	30/11/2024
Consolidation works to stabilise historic structure	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.**

IoCCDT is working in partnership with the owners of Canna, the National Trust for Scotland (NTS) to preserve and redevelop the historic Coroghan Barn. The project will see the 230 year old structure restored and refurbished to create new spaces for community events and business uses. At the same time a new-build extension to the rear of the barn will create a 20-bed bunk hotel, to be operated as a community-owned enterprise. Both bodies see the redevelopment of the barn as a key element in Canna's regeneration strategy, linking with other developments including new affordable housing and improvements to the island's visitor facilities and infrastructure.

IoCCDT has procured a professional design team through a competitive tendering process to undertake design development through to submission of planning and LBC applications. We are now looking beyond the design stages to capital funding applications in 2024-25, and have identified discreet elements of additional work required to make the proposal 'investment ready' for prospective funders. Ideally this work would be undertaken during the design development stage, but budget constraints and the restricted funding available to us meant it has had to be post-poned to a future stage. This application to CRF is to undertake this work in 2024.

Specifically we need to draw up a fully costed 10 year Management & Maintenance Plan which can inform funding applications, especially to Historic Environment Scotland, and National Lottery Heritage Fund. The plan will also inform the financial projections in our business plan.

We also need to undertake detailed Mechanical & Electrical design work, including dynamic thermal modelling of the proposed structure to inform discussions with building standards and conservation officers with respect to the fabric of the listed building. At the same time applications for major capital funding will require additional input from the design team, including conservation architects, in the form of project summaries and specialist reports to funders.

Over the course of the next 3 months we will be carrying out urgent consolidation works to stabilise the historic structure, removing the dangerous roof and protecting exposed wall heads. We had hoped that this could have formed part of our CRF funding request, but the urgent nature of the remedial works, and the extended timescale for the current CRF application round has meant that NTS has had to fully fund this work at a cost of £63,000. While not directly forming part of our CRF funding request, we hope that this can still be taken into account as a partner's in-kind contribution to the overall project.

The project primarily addresses economic recovery and sustainable growth by generating more income and employment within the local economy through increasing the number of visitor overnight stays on Canna, as well as providing new workspaces for local SMEs. It also addresses rural depopulation by providing a new facility for community activities, events and learning. In this way island life becomes more attractive for new residents and young families.

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

Economic impact: a thriving community requires economic activity and employment. Established SMEs and social enterprises can develop new opportunities, but Canna has very little space for new business starts or expansions, with residents often working out of their kitchens, garden sheds etc. An acute lack of workspace is hindering the expansion of existing island businesses, preventing them taking advantage of new opportunities from increasing visitor numbers. Redeveloping Coroghan Barn will result in 100 m² of derelict structure being brought back into use as community events space, and 152 m² as business space and ancilliary facilities. It will also create 322m² of new building housing the visitor accommodation.

The facility should directly create 2.7 FTE jobs through the bunkhouse operation and create or retain another 2.5 FTE through SMEs housed in the business spaces. These numbers are significant within the context of the local economy. In addition spin-off opportunities for other local businesses through provision of services to increased numbers of visitors are expected to lead to a further 3.5 FTE through indirect employment and an additional £100,000 p.a. spend within the local economy.

Construction is expected to last 11 months, supporting around 9.0 FTE during that period, including heritage conservation standard work on the historic barn, which will create at least one specialist stonemasonry training opportunity in lime mortar and conservation stonework.

Social impact: the community on Canna has very limited social facilities - the use of a cold and draughty shearing shed being the sole space available for meetings, events and functions. The creation of a flexible, comfortable, modern space which can accommodate a wide range of uses, will open up more opportunities for social interaction, events, training etc. all year round. Having decent facilities that can host activities and community life is vital to attracting new residents, and in particular families with children. With the anticipated doubling of the island's population over the next 10 years, we need to put accessible new community facilities in place.

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

Canna receives 10,000 - 15,000 visitors a year, the majority of whom are day trippers, as overnight accommodation of any kind on the island is very limited. In particular Canna lacks mid-range 'budget' accommodation capable of taking large groups for 2-3 night stays. Most islands now have some form of bunkhouse, hostel or budget accommodation (Eigg, Rum, Coll etc.) For such a remote island (2½ hours sail from the mainland) Canna is unusual in having none such.

Current accommodation options are either relatively high-end (Guest House and self-catering) or very basic (campsite or bothy). As a result there is a significant unmet demand for comfortable and affordable accommodation. The new facility at Coroghan, with flexible spaces and linked accommodation also opens up for the first time the possibility of reaching out to new audiences; symposia and small conferences; conservation volunteers, special interest groups and study tours etc. Currently we cannot host these types of events and the island is losing out on potential income.

Canna does not have a local place plan, but the general aims of the project – to find sustainable new life for a derelict historic building, while respecting it's heritage value, is in line with both Highland Council planning policy and NTS' Vison & Masterplan for Canna.

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

This is a community-led project selected as a priority for the Canna Community Development Plan because residents recognised its potential to be transformative in Canna's regeneration. The initial feasibility work was overseen by a Steering Group involving both IoCCDT Directors, and island residents with specific interests including hospitality and tourism, local history and heritage. The project design work taking place in 2023 has included two all-community design workshops, during which all residents have participated in in shaping the concept design and giving feedback on the proposals as they evolved.

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

The facility will be run as a community-owned social enterprise, generating income from workspace rents, hires of the community/events space, and the net profit from the visitor accommodation. Our business case indicates that these activities should generate more than enough income to cover ongoing maintenance and cyclical repairs. Over time a modest surplus should be available to invest in other community projects.

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

The project's legacy in terms of continuing economic impacts will be secured through the operation of the trading enterprise, and the use of the community and workspaces. These will continue to create employment and new opportunities for economic activity in the years after the building is completed. The new community facility will also continue to create social dividends for Canna in the decades to come, by supporting community life, social activities and lifelong learning opportunities for a larger resident population.

It will also leave an enduring legacy of engagement with the thousands of prospective visitors and overnight guests, who will experience a richer understanding and appreciation of Canna's heritage through Coroghan's ongoing heritage interpretation, digital archive and organised activities. This heritage aspect will be developed as a discreet project in partnership with NTS and NLHF.

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.**

Working with a historic listed building imposes some limitations on aspects of sustainability, particularly in respect of space heating and energy efficiency. We are however intent on achieving the highest level of energy efficiency we can within the historic structure, and greatly exceeding that in the modern extension. 90% of the electricity used on Canna is renewably generated by our community-owned energy supply company, CREEL. However the island is still reliant on fossil fuel for the majority of its heating needs, and this is something we are planning to tackle as part of Canna's 10 year Decarbonisation Strategy. Coroghan Barn has an important role to play as we intend the building to be entirely heated with renewable heat. This is likely to be using heat pumps run on renewable electricity. We also intend to install roof-mounted solar panels on the modern extension, particularly for water heating in the summer months, which correlates well with expected peak demand. Excess PV production can be 'exported' into Canna's local energy grid.

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

All residents of Canna, irrespective of age, ethnicity or protected characteristics will benefit through the creation of community-owned asset delivering social facilities and a venue for cultural activities,

as well as employment and more economic opportunities. The all-community design workshops have allowed all residents to contribute to shaping the design proposal.

Coroghan Barn also has a key role to play in helping to connect a wider, more diverse audience with the unique heritage of Canna. We want to actively engage marginalized groups and people from disadvantaged backgrounds in heritage, by offering budget accommodation and opportunities to be involved in conservation activities.

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 decleration 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?	**1 employee and up to 10 volunteers**
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?	☒ Line 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.

CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Management Plan	Costed 10 year management & maintenance plan	Revenue	3,600.00
M&E Modelling	Thermal dynamic modelling & detailed reports	Revenue	6,600.00
Project reports & summaries	Professional support and input to capital funding applications	Revenue	7,200.00
Consolidation works	Urgent remedial works to roof & walls	Capital	46,662.00
Works management	Professional management of consolidation works	Capital	16,200.00
Above works will have taken place prior to CRF phase and are included for context and to illustrate financial support			

Total revenue expenditure (£)	**17,400.00**
Total capital expenditure (£)	**62,862.00**
TOTAL PROJECT COST (£)	**80,262.00**

VAT included in these costs?	Yes ☒ No ☒

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Costs have been obtained from recent quotes provided by contractors currently working on Coroghan Barn and Canna House contracts which were commissioned via a competitive procurement process.
5.3	**Please explain how your project will achieve value for money.**	Contractor's quotes have been assessed for reasonableness given location and current market conditions

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 figure0073 in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Historic Environment Scotland	No	30/12/2023	3,600.00
National Trust for Scotland	Yes	30/11/2023	62,862.00
		Total match funding (£)	**66,462.00**
		CRF grant request (£)	**13,800.00**
		Total project cost (£)	**80,262.00**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	IoCCDT staff time liaising with design team and contractors, administering grant claims, and capital funding applications
6.4	**Please explain why public funding is required to deliver the project.**	Restoration of the historic building is prohibitively expensive and there is insufficient prospect of future income generation to

		attract private investment. NTS is prioritising the refurbishment of Canna House over the next few years, but is supporting this community-led project, and is contributing significant match-funding to the development phase.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	These are reserves to cover unexpected liabilities associated with running the community shop, yacht moorings and events
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Unrestricted funds are required as match funding for other development projects

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	Local businesses have been involved in the development of the project to ensure they are supportive of the proposal and it does not create unreasonable competition for existing businesses but rather provides more opportunities
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	IoCCDT does not have regular sources of income to sustain loan repayments
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Highland Coastal Communities Fund	15/04/2021	£15,000	Yes ☐ No ☒
CRF (1140)	20/02/2023	£25,000	Yes ☐ No ☒
DTAS/Scottish Government – COVID support & recovery	15/10/2020	£65,000	Yes ☐ No ☒
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**

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

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

Signature: **Print: Geraldine MacKinnon**	**Date:** 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 ☒ No ☐
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 ☒ No ☐
3	Annual financial accounts – latest available.	Yes ☒ No ☐
4	Constitution or articles and memorandum.	Yes ☒ No ☐
5	Committee Members or Directors List.	Yes ☒ No ☐
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
7	Valid organisation insurance policy.	Yes ☒ No ☐
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
9	Confirmation of match funding letters	Yes ☐ No ☒ NA ☐
10	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
11	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
12	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐
14	Partnership agreement	Yes ☒ No ☐ NA ☐

Reason for missing documentation: HES match funding to be applied for

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2233

Organisation: Isle of Canna Community Development Trust

Project Title: Coroghan Barn Investment Readiness Phase

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

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

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

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

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

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

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

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

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

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

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

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

Project outputs	Quantity
Jobs created (FTE)	**8.7**
Tourism infrastructure – new (delete as appropriate)	**20 bed-spaces**
Training courses delivered/learning days of people receiving training	
Town center improvements	**1regeneration project**
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above: Creation of 1 new heritage tourism asset Safeguarding 1 cultural/historical monument	

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

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

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY			
1.1	**Project reference number**	CRF 2238	
1.2	**Organisation**	Ardgour Area SCIO (Ardgour Glensanda Development Trust)	
1.3	**Project title**	Ardgour Development Officer	
1.4	**Project summary you wish to be funded (max 100 words)**	Following on from a successful Local Place Plan (due to be completed by December 2023), we wish to recruit a Development Officer to help the organisation in delivering the wide ranging outcomes from that plan.	
1.5	**Project costs**	**Total project cost**	£23994.20
		Match funding	£11994.20

		CRF grant requested	£12000
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☒	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Ardgour Area SCIO (Ardgour Glensanda Development Trust)	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Peter White	
2.4	**Position in the organisation**	Trustee & Treasurer	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	https://www.ardgourcommunitiestogether.net/	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC043386	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	

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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Taobh an Uillt, 4 Clovullin, Ardgour, PH33 7AB**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
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 ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**

Activity name	**Achieve by (date)**
Salary for Development Officer	28/02/2025
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

	Click or tap to enter a date.

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

Word limit 850

This project will employ a Development Officer (DO) to take forwards some of the actions from the Local Place Plan (LPP) and in doing so it will help address some of the causes of rural depopulation.

The LPP identified that the community wants Ardgour to have;

1. Better connections
2. Improved services and facilities
3. Affordable homes
4. Improved community, culture and landscape

It is important to note that at the time of writing (Nov 2023) the LPP is not yet formally completed, and therefore the following outputs are provisional until we have finalised the plan. The LPP is due to be completed by Dec 2023.

A key area identified in the LPP is affordable homes for all. It has been identified that local residents and workers, particularly younger workers and working families, need to be able to secure affordable good quality homes across a range of tenures. This has already been started through the local charity Urram's, Housing Needs Analysis – which we have helped part fund. But the DO will be required to take this forward following the analysis, with the intention of pursuing further funding for land purchase, liaison and negotiation with other stakeholders (CHT, HC etc.) and subsequent construction of new affordable homes.

The next key area identified in the LPP is the need for better connections. It was identified that getting around Ardgour and to nearby facilities and opportunities is critical for the long term future of the community as a functioning and attractive place to live. Whilst the issue with the Corran Ferry/Fixed Link is critical to this, there are other more local actions that can be taken by the DO. Specific areas (1) to develop are improved path network around Clovullin and North Corran, enabling all young people to be able to walk safely to the primary school, (2) to develop electric bike charging facilities at both Camasnagaul and Corran ferry terminals, and (3) to work with Urram in expanding the current electric car club to ensure a vehicle is based in Ardgour. These will all ensure improved community transport and local infrastructure.

The other area identified in the LPP is the need for improved services and facilities. It was identified that we need access to essential goods and services like food shopping, health and social care, recreation for all ages and indoor meeting spaces. Specific areas this can be achieved in are (1) development of an all-weather pitch at the local primary school, (2) working with the two local village halls to ensure they are fit for purpose in the future, and (3) investigate and develop opportunities for a small community shop or café. These will all work towards ensuring improved recreational areas, sports facilities and local amenities.

The following is the direction of work that will be required of the DO. The specifics and order of the above is yet to be determined, as the LPP is still to be finalised and specific local circumstances are likely to continue to evolve until the DO is in place.

The project outputs for addressing causes of rural depopulation that we wish to address are;

- Affordable housing projects

- Community/public transport schemes
- Recreational areas
- Sports facilities
- Local amenities
- Local infrastructure

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

Word limit 400

The AGDT has worked hard over the last year to complete a LPP. It has been a great opportunity for the community to have their voice heard and express the things that are important to them.
The AGDT consists of volunteers who are already very busy, for the LPP to have any impact there needs to be a DO to take forward some of the projects. The recruitment of a single person will increase the capacity of multiple volunteers, giving a greater return for its investment.

The Ardgour community is a small remote rural community, which has suffered greatly over the last year due to the lack of service at the Corran ferry. The impact this situation has had on the local community is immense, with substantial reduction in local business revenue, increased costs to businesses and families, along with the health and wellbeing impacts it has had on people being able to get out. It is a situation that the community has been living through right now, and the real effects of the crisis will continue to emerge and be felt for many years to come. This project will help to rebalance some of these negative impacts.

The ideas in the LPP will also seek to redress some of the demographic imbalance that has evolved in recent years, as well as providing more support for the elderly.
Increasing the younger and working age population not only supports local businesses, the school and community initiatives, but through the establishment of an intergenerational community it helps provide more support for the elderly.

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

Word limit 400

As mentioned previously, the AGDT have employed an external consultant to develop with the community a Local Place Plan, which will be completed by December 2023.
This has shown the wide range of needs within the area, which has been laid out in the LPP.
All the project outputs described previously are based upon this.

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

Word limit 400

The LPP has been well supported with 35% of residents completing the survey, 60 individuals attending community workshops and a further 40 individuals attending community drop in events.
The LPP has been designed by the community with the help of an external facilitator and there is much momentum. The DO will be able to harness this momentum and turn some of the LPP actions in to a reality.
The LPP was instigated and supported financially by both the AGDT and the Ardgour Community Council, with a letter of support from the Community Council attached.
The draft LPP is included as an attachment to this application.

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

Word limit 500

We have applied to the DTAS Strengthening Communities Programme to help with funding this project for the first 3 years. We hope for this to be supplemented by other sources of funding, such as CRF, Community Council and our own funds.

The development officer will source further funding both for their role and for the projects from the place plan.

Eventually we hope to be able to raise some of our own funds, either through community owned businesses such as a local shop or through rents from housing developments. We know that some of our plans are ambitious which is why we will need help in the first few years to get established.

4.7	What will be the lasting benefits and legacy?

Word limit 500

The role of the DO will ensure that ideas and desires of the local community are actioned and made a reality. For example, the development of affordable homes that allow young local families to continue to live in their local area in a house that is fit for purpose, that then supports the local school ensuring it remains a vibrant place for young people's education. This simple action of encouraging young families to continue living here will ensure we develop a healthy intergenerational population, which is essential to the health and wellbeing of all – but particularly the elderly as they continue to have interaction with a wide range of people.

All of this together, will encourage and empower the local community, ensuring it is a desirable place to live and work for all. This in turn should help reduce the issues of rural depopulation that we are constantly facing.

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

Word limit 500

As the DO develops each project, consideration will be given to any environmental impacts. Adjustments will be made to ensure these impacts are as minimal as possible.

Specific examples include;

Improving and upgrading the path networks around the villages of North Corran and Clovullin will reduce the need to drive as there will be a safe option. This will allow individuals to access walks that already exist, or children to access the playpark. An improved route from Clovullin to the ferry will enable more active travel.

Any housing development will adhere to the current regulations and provide energy efficient homes.

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

Word limit 500

The DO will work with all members of the community. The LPP has been developed to be as encompassing as possible within the local area, with face-to-face events being held in 3 different locations, and ensuring a fair representation of all through recruitment of a "Sounding Board" group made up of around 20 different individuals across the community. Through this process it was able to identify areas for development for all individuals. The DO, in conjunction with the trustees will ensure that the areas of focus are fair and equal across the geography and the impact on residents.

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 decleration 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?	**7**
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?	☒ Line 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.**

CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Salary 12 months	21 hrs p/w, £18 p/h	Revenue	19,656.00
NI Contributions	Based on 12 months salary	Revenue	1,456.52
Pension	3% Contribution	Revenue	589.68
Overheads	Outsource payroll	Revenue	480.00
Insurance	Employers Liability Insurance	Revenue	500.00
IT Capital	Laptop etc	Capital	1,000.00
WFH Allowance	Rate at £6 p/w	Revenue	312.00

	Total revenue expenditure (£)	**22,994.20**
	Total capital expenditure (£)	**1,000.00**
	TOTAL PROJECT COST (£)	**23,994.20**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1.**	With current inflation and cost of living increases, £18 per hour we consider the minimum salary required for an individual that will be required to work

	These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	independently. Overhead & Insurance costs are based on what it costs similar sized charities in our local area. IT capital, we have not got a quote, but a new laptop currently costs around £600-£700, with the remaining amount for other smaller items if needed.
5.3	**Please explain how your project will achieve value for money.**	The intention is that the DO will exponentially increase capacity within the local area, taking on many of the time consuming roles that are currently either not being done or taken on by the small number of volunteers. This will enable more productive work and actions.

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.**

DTAS Strengthening Communities Partnership	No	Jan-24	9994.2
Ardgour Community Council	No	Dec-23	1000
Ardgour Glensanda Development Trust	Yes	Nov-23	1000
		Total match funding (£)	**11994.2**
		CRF grant request (£)	**12000**
		Total project cost (£)	**23994.2**

6.2	**Will the project involve "in kind" support?**	Yes ☐ No ☒
6.3	**If yes, please detail.**	
6.4	**Please explain why public funding is required to deliver the project.**	The AGDT has had a steady income stream the past 10 years with community benefit from Glensanda Quarry. This has currently ended and is in negotiations for a new agreement.

		These funds will allow us to part fund the various projects that we wish to progress, so a contribution of public funding to this role is essential to make that possible. In addition, the Corran Ferry crisis has had a significant impact on the local area, and public funding being used to stabilise and grow the community will be a positive step in this regard.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	As stated above, they are for initial funding of future projects that we wish to deliver. We also are open to local organisations to apply for funding – eg. Ardgour Primary School apply for help with transport costs for their various activities throughout the year.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	We are already committing to spending £1000 of our money to this project – over the next three years.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
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.**	**Whilst I answered no, the intention is that there will be a sustainable income stream created within 3 years of the post. This may be in the form of rent form affordable homes or a community shop.**
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	**The LPP has engaged all aspects of the community, and for their suggestions to be taken forward we need to have a DO. The DO will in some areas be working to help support different businesses and organisations. They are supportive of the project, and we have a letter of support from the Ardgour Community Council.**
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Because we are unlikely to be able to create enough income early enough in the project, and our income stream from Glensanda Quarry is currently looking uncertain.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐

7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.

Funding	Date	Amount £	Public Subsidy?
Highland Council Ward Discretionary Fund, for contribution to LPP	27/03/2023	£1754	Yes ☐ No ☒
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**

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

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

Signature: [redacted] **Print: Peter White**	**Date:** 12/11/2023

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 ☒ No ☐
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 ☒ No ☐
3	Annual financial accounts – latest available.	Yes ☒ No ☐
4	Constitution or articles and memorandum.	Yes ☒ No ☐
5	Committee Members or Directors List.	Yes ☒ No ☐
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
7	Valid organisation insurance policy.	Yes ☐ No ☒

8	**Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study**	**Yes ☒ No ☐**
9	**Confirmation of match funding letters**	**Yes ☒ No ☐ NA ☐**
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☐ NA ☒**
11	**Business plan (income generation projects only)**	**Yes ☐ No ☐ NA ☒**
12	**Job descriptions (for CRF funded posts)**	**Yes ☐ No ☒ NA ☐**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☐ No ☐ NA ☒**
14	**Partnership agreement**	**Yes ☐ No ☐ NA ☒**

Reason for missing documentation:
We don't currently have organisational insurance or other organisational policies yet (other than Fair Work First policy) as we don't have any employees and have not been acting in that way. These will be put into place for any new employment.
We have not attached a Job Description as the LPP is not yet complete and wish for that to be concluded before we formalise the exact job description of the DO.

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2238

Organisation: Ardgour Area SCIO

Project Title: Development Officer

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

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

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

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

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

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

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

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new	**1**
Feasibility studies/development phases	new/supported	
Community/public transport schemes	supported	**2**
Recreational areas	improved	**3**
Sports facilities	improved	**4**
Local amenities	supported	**5**
Local infrastructure	improved	**6**
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 2251
1.2	**Organisation**	Spean Bridge, Roy Bridge and Achnacarry SCIO
1.3	**Project title**	Former Roy Bridge Primary School
1.4	**Project summary you wish to be funded (max 100 words)**	We and our partners aim to create around 11 housing units for affordable rent, with a proportion available only to those with a strong local connection. The Victorian school building will be re-purposed to provide two studio flats and flexible business space to suit local start-ups and our own trust as well as for half-day hire to visiting professional services. Ownership of the site will be split between ourselves and LHA following acquisition.

1.5	Project costs	Total project cost	£43,000
		Match funding	£23,000
		CRF grant requested	£20,000
1.6	Start date *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/04/2024	
1.7	End date *(by 1st March 2025)*	31/01/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☒	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Spean Bridge, Roy Bridge and Achnacarry SCIO	
2.2	Address and postcode	[redacted] Q	
2.3	Main contact name	Tony Perriam	
2.4	Position in the organisation	Community Development Officer	
2.5	Contact number	[redacted]	
2.6	Email address	[redacted]	
2.7	Website address	www.srascio.scot	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC 044101	
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☐	No ☒
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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	N/A	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Roy Bridge School, Aberrroy, Roy Bridge, Inverness-shire, PH31 4AG
3.2	**Are you applying on behalf of a partnership project?**	Yes ☒ No ☐
3.3	**Is there a partnership agreement in place?**	Yes ☒ No ☐
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
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.**	Community Asset Transfer EOI has been submitted, and we have been invited to submit a full CAT
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	Consents not required for these pre-planning application costs for which CRF funding is sought

SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**

Activity name	**Achieve by (date)**
Site Investigation Works	31/05/2024
Housing Needs Survey and Consultation Events	31/07/2024
Completion of Community Asset Transfer	30/09/2024
Pre-Planning Application to Highland Council	31/01/2025

	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.**

The Spean Bridge, Roy Bridge and Achnacarry SCIO is the community development trust for our area. It was established in 2012, has a board of 12 trustees and employs a Community Development Officer.

We are seeking a grant of £20,000 from the Community Regeneration Fund towards the cost of preparatory works at the former Roy Bridge Primary School. Our SCIO, in partnership with the Communities Housing Trust (CHT) and Lochaber Housing Association (LHA) is seeking to re-develop the school buildings and grounds following a Community Asset Transfer of the site. These works will include the legal costs of the transfer, a topographical survey, investigatory groundworks to establish utilities supply and drainage, pre-application consultancy and tendering of architectural services, site design and layout, planning permission and building warrant preparation and fees, creation of a model building contract and a tendering exercise.

We and our partners aim to create around 11 housing units for affordable rent, with a proportion available only to those with a strong local connection. The MUGA all-weather sports pitch will remain as part of the amenity space. The Victorian school building will be re-purposed to provide two studio flats and flexible business space to suit local start-ups and our own trust as well as for half-day hire to visiting professional services. Ownership of the site will be split between ourselves and LHA following acquisition.

Mothballed in 2017 after the new cluster school opened in Spean Bridge, the decision to permanently close Roy Bridge Primary School was finally taken by Highland Council in October 2022. This outcome was endorsed by the Scottish Government in December 2022, on condition that "Highland Council should work with the community to explore how to make best use of the former Roy Bridge Primary School". This was a popular project during our Community Consultation of July to October 2022, with 82% of the 385 respondents to the Community Survey seeing re-use as an *excellent* (35%) or a *good* idea. Given that only a third of our community's population of 1,585 is based in and around Roy Bridge, this is a compelling argument for re-use. Our Community Action Plan of April 2023 (attached to this application) identified community ownership of the school as one of the four priorities for our SCIO over 2023-24.

Our proximity to Fort William and the popularity of second homes and holiday letting in the West Highlands have propelled housing prices well beyond the budget of younger, locally based individuals and families. Many would like to stay in the area or return following further education elsewhere but simply cannot afford to live here. The Highland Housing Register maintained by Highland Council indicates a huge shortfall between demand and supply in Roy Bridge. A convincing 89% of respondents to our Community Survey viewed affordable housing as an *excellent* (52%) or a *good* idea.

The former schoolhouse attached to the Victorian classroom within the site is subject to a 50-year lease from 2004 to Taigh na Sgoile, initially as a Gaelic nursery but more recently used on an occasional basis only by other groups. We understand that alternative premises have been identified for this activity, and that the lease will be surrendered to allow this refurbished and flexible space to be re-dedicated as part of a comprehensive re-development of the site.

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

We and our partners aim to create around 11 housing units for affordable rent, with a proportion available only to those with a strong local connection. This will help to arrest de-population within this rural area. The MUGA all-weather sports pitch will remain as part of the amenity space. The Victorian school building will be re-purposed to provide two studio flats and flexible business space to suit local start-ups and our own trust as well as for half-day hire to visiting professional services.

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

Our Community Action Plan published in April 2023 followed an extensive Community Consultation over the second half of 2022. It demonstrated clear local support for the re-purposing of Roy Bridge School. A copy of the Action Plan is attached with this application.

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

Our Community Action Plan published in April 2023 followed an extensive Community Consultation over the second half of 2022. It demonstrated clear local support for the re-purposing of Roy Bridge School. A copy of the Action Plan is attached with this application.

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

Rents from any residential properties owned by our SCIO as well as from the flexible use space within the Victorian school building will be used for factoring of the grounds and ongoing maintenance and repair costs.

4.7	What will be the lasting benefits and legacy?

A former community asset will be effectively re-purposed to arrest rural depopulation, ensuring affordable homes are available to those with a local connection in perpetuity. The Victorian school building will be re-purposed to provide two studio flats and flexible business space to suit local start-ups and our own trust as well as for half-day hire to visiting professional services.

The existing MUGA all-weather sports pitch will remain as part of the amenity space

Rents from any residential properties owned by our SCIO as well as from the flexible use space within the Victorian school building will be used for factoring of the grounds and ongoing maintenance and repair costs.

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.

We and our partners will ensure that minimising environmental impact will be one of the guiding principles of any professional work carried out, as well as during the construction and conversion phase of the project.

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

We and our partners will ensure that consideration of diversity and inclusion will apply during professional work carried out, during the construction and conversion phase of the project and in the final allocation policy for the completed residential units. All users will be encouraged to use the flexible space.

Indeed, a group of young adults wih additional support needs already benefit from access to the flexible accommodation within Taigh an Sgoile at the site

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 decleration template.(

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	No employees but around 20 volunteers
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?	☒ Line 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.** CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Architect and Engineer [redacted]		Revenue	7,500.00
Legal Title Check		Revenue	2,040.00
Valuation Report		Revenue	900.00
Site Investigations and Pre-Dev Enquiries		Revenue	3,750.00
Topographic Report		Revenue	2,160.00
Quantity Surveyor		Revenue	2,640.00
Engineer		Revenue	5,580.00
Timber Survey		Revenue	1,800.00
Bat Survey		Revenue	2,340.00
Open Marvet Valuation Report		Revenue	540.00
Communities Housing Trust (CHT) Options Appraisal		Revenue	2,880.00
CHT Feasibility Study and Community Housing Needs Survey		Revenue	2,400.00
CHT Business Plan for Proposed Option		Revenue	3,240.00
CHT Asset Transfer and Scottish Land Fund Support		Revenue	2,400.00
CHT Funding Assistance and Support and Travel		Revenue	2,520.00

	Total revenue expenditure (£)	**42,690.00**
	Total capital expenditure (£)	**0.00**
	TOTAL PROJECT COST (£)	**42,690.00**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to**	Costs have been obtained as at 10 Nov 23 [redacted]. Competitive quotations were received, [redacted] Both firms have extensive experience of

	achieve this, explain how costs were developed.	co-ordinating similar community-led mixed use projects.
5.3	**Please explain how your project will achieve value for money.**	[redacted] involvement will ensure best value procedures are applied at all stages of the project

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 (£)**
	Scottish Land Fund - legal costs only	No	31/03/2024	5000
	Rural and Islands Housing Fund	No	31/01/2024	9000
	Lochaber Housing Association	No	31/01/2024	9000
			Total match funding (£)	**23,000.00**
			CRF grant request (£)	**19,690.00**
			Total project cost (£)	**42,690.00**

6.2	**Will the project involve "in kind" support?**	Yes ☐ No ☒
6.3	**If yes, please detail.**	N/A
6.4	**Please explain why public funding is required to deliver the project.**	**Our SCIO does not have the internal resources to initiate and deliver the project**
6.5	**Please explain what the remaining bank balances are for in your accounts.**	**Other projects locally**
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	**Our SCIO does not have the internal resources to initiate and deliver the project**

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
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.**	This application is for the initial pre-planning application costs only.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	All local community and charitable organisations as well as smaller local businesses will be encouraged to make use of the flexible space within the Victorian school building
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Affordable rents are unlikely to fund bank borrowing
7.6	**Have you previously received public funding?**	Yes ☐ No ☒
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?
N/A	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature:		**Date:** 13/11/2023

[redacted] **Print: Tony Perriam. Community Development Officer**	

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

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

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

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

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022

- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number: 2251

Organisation: Spean Bridge, Roy Bridge and Achnacarry SCIO

Project Title: Former Roy Bridge Primary School

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

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

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

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

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

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

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

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

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

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

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	safeguarded	**1**
Affordable housing projects	new	**1**
Feasibility studies/development phases	new	**1**
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	improved	**1**
Sports facilities	improved	**1**
Local amenities	new	**1**
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2258
1.2	**Organisation**	Isle of Eigg Heritage Trust
1.3	**Project title**	Eigg Crofting Development Plan
1.4	**Project summary you wish to be funded (max 100 words)**	A project to co-ordinate and produce a crofting development plan for the Isle of Eigg. A plan that brings the needs and ambitions of crofter and community landlord together in a sustainable way that helps our island community thrive, while also tackling the causes and impact of climate change.

1.5	**Project costs**	**Total project cost**	£15,000
		Match funding	£1,000
		CRF grant requested	£14,000
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	31/01/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Isle of Eigg Heritage Trust	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Sue Hollands	
2.4	**Position in the organisation**	IEHT Director	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.isleofeigg.org	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company Number: 170339 Charity Number: SCO25609	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☐	No ☒
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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	The Isle of Eigg Heritage Trust is a company limited by guarantee and a registered charity. IEHT is not registered with HMRC and therefore not able to reclaim VAT.	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Isle of Eigg, PH42 4RL
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☒ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	n/a
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
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 1st March 2025.**

Activity name	**Achieve by (date)**
Advertise and appoint facilitator	15/04/2024
Scoping meeting with all stakeholders including crofters, IEHT, SWT and Nature Scot	30/04/2024

Agree economic and growth outcomes and timescale for delivery with crofters	30/05/2024
Prepare draft information pack on current crofting legislation and opportunities for diversification	30/06/2024
4 month project review with crofters and other stakeholders to determine next steps	31/08/2024
Support reinstatement of grazings committee	30/09/2024
Production of draft crofting development plan including projected outcomes, resource requirement and timeline	30/11/2024
Crofters present development plan to a community meeting of Isle of Eigg Residents Association	31/12/2024
Final plan agreed	31/01/2024
End of project	31/01/2024

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

Word limit 850

Funding will be used to engage a facilitator to coordinate and support the Eigg Crofting Community in producing a 'Crofting Development Plan', that Eigg's crofters, and the Isle of Eigg Heritage Trust (IEHT) - a partnership between the Scottish Wildlife Trust, Highland Council and Eigg's Residents - can use to work together with the aim of delivering a shared, positive and sustainable future for Eigg's croftland.

Whilst the project primarily focuses on helping and sustaining economic growth, it also engages with the other strategic objectives, looking at how we can increase community resilience, address causes of rural depopulation, tackling poverty and inequality, whilst continuing Eigg's journey towards a just transition to carbon net zero.

Our aim in this project is to create a development plan that outlines what could be done to deliver that vision and how it can be achieved: a plan that identifies how new opportunities and ways of working together can shape the way land is used now and in the future.

Focusing on helping and sustaining economic growth, specific outputs will be:

- Support for new business enterprises based on an enhanced relationship with the croftland and understanding of new rural economic priorities and opportunities
- Linking crofting with diversification activities, enhancing existing ones and identifying new opportunities and trends
- Linking crofting with activities that protect/enhance the natural and cultural environment in partnership with other organisations.
- Linking crofting with our visiting population (10 000 visitors a year)
- Identification and provision of a bespoke advice service– linking up with wider crofting world, crofting advice services, other crofting communities in remote/rural/island locations and through peer-to-peer learning and learning exchanges.

Additional outputs also include:

- Support for the cost-of-living crisis – looking at new or increased ways of deriving an income from the land, in the context of rising living costs exacerbated by our remote island setting (island overcost currently stands at 40%)

- Safeguarding historical/cultural assets – more knowledge shared and retained within our island community and focus on significance of Eigg's crofting history, its status today and its continued role in island life
- Increase environmental awareness initiatives / initiatives contributing to a low carbon economy – through increased understanding of options available to reduce impact on environment/landscape, new ways to do things, increased partnership working e.g. SWT/ Nature Scot/Lochaver Environment Group
- Biodiversity conservation initiatives – Getting a better understanding of the habitat bases already present and what we can do to enhance and protect them. Linking into the funding opportunities available to actually take action.

The idea for the project came from the group of Eigg crofters who make up what they have termed 'the remains of the Grazings Committee.' This group have been part of a more 'traditional' way of crofting life, working together to manage livestock and cattle in an island crofting setting.

With the decrease in number of livestock held, they are now looking to what the future might hold through exploring other interest and opportunities, options for diversification, collaboration, and working with the wider Eigg crofting community.

This project will therefore develop through a 'facilitated conversation,' from a grass-roots stand-point to explore how the needs and wants of crofters – and community landowner – could come together in a sustainable way, to support our island community to thrive while also tackling the causes

The process will include:
- Consultation and engagement with existing crofting tenants
- Learning exchanges to similar sized crofting communities to research best practice and explore new ideas and ways of working
- Liaison with the Crofting Commission, Scottish Crofting Federation, and Scottish Land Commission
- Engaging specialist advice including current crofting law and practice, agricultural subsidies, and sustainable land use options (e.g., alternative crops, livestock)
- Supporting the revitalisation of the grazing committee(s) as a forum for consultation and discussion, as well as renewed management of the common grazing through provision of training and other resources
- Reviewing Eigg's Clean Energy Transition Agenda to see how a new approach to crofting development might contribute to Eigg's ambition to become a carbon net zero island by 2030.

Crofting on Eigg has a long and rich history – similar to so much of rural Scotland - its foundations pre-dating the community buyout of 1997 which has added to the land held in crofting. Eigg's crofting community is a community within the community of Eigg which is adaptable, innovative, resilient and continuing to grow. Crofting is fundamentally linked with the original principles of the 1997 Eigg community buyout which are to provide security of tenure, promote economic opportunity, connect people with landscape, support keeping people on the land and ultimately secure a better quality of life for the island's residents so that they live productive, sustainable lives.

Having developed a shared vision, crofters and IEHT are now ready to implement it through this project:
"To revitalise the Eigg Crofting Community, by encouraging increased use of the croft land, reducing absenteeism and promoting the retention of community owned croft land, with a long-term objective to establish and maintain greater access to crofting" (2023).

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

Word limit 353

Prior to the community buyout in 1997, the two crofting communities of Cleadale and Cuagach and grazing's committees worked together with common place shared practices, livestock and equipment. This has changed due to the decrease in the number of resident crofters and to an ageing demography.

This project is intended to support, sustain and protect crofting as the means to provide people with an affordable base on the island, facilitate security of tenure and help retain or attract new enthusiasm and young people, and for them to settle and make Eigg their home.

Crofting has a track record of maintaining and enhancing population and economic activity in remote and rural areas. To date, some crofters have established a number of businesses from tourism to willow basketry, wildflower seeds to tree planting. As Eigg's population increases (up by 75% since 1997), these examples have inspired a new generation of interest in accessing croftland and create businesses, restore and protect the environment, and build new homes. This is line with IEHT's support for retention and growth of an inclusive and diverse population.

The project will also help to build up understanding of the importance of crofting on Eigg. Linking together the existing crofting museum and trail with other crofting cultural assets has the potential to offer new opportunities for information sharing and interpretation build on the profile of crofting on Eigg with both residents and visitors.

The projects outcomes are focused on:

- Better understanding by crofters, IEHT and Eigg residents of the options for croftland development
- Increased knowledge of crofting opportunities and crofting heritage
- Increased opportunities for tenants actively working their crofts and young entrants
- opportunities for maintaining/retaining traditional crofting practices alongside options for diversification
- Greater engagement with croft land use to deliver environmental, social and economic improvements
- Active engagement with the Scottish Government's National Development Plan
- Clear plan for Eigg' crofters and IEHT to develop future croft land management

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

Word limit 400

Eigg has 21 crofts; 16 are tenanted, 5 are owner occupied and together they make up 10% of the total land mass of Eigg. 4 crofts were created by IEHT in 2004 in response to community needs to provide new opportunities to connect people with land and develop livelihoods, whilst providing security and the potential to build a home.

Today, around 60% of the island population live in Eigg's two crofting townships in the north of the island. Whilst resident crofters live on their croft, there are also homes on de-crofted ground, resulting in a mixture of crofters and non-crofters within the townships.

The local need begins with the remaining Grazings Committee who want to build a stronger crofting community on Eigg. This ambition is echoed in the recommendation for a local development plan which is spelt out in the **West Plan** (**West Highland and Islands Local development (2019**))

The future of crofting on Eigg, needs to consider the principles underlying the **Scottish Government's Vision for Agriculture** (2021) which outlines a support framework for farmers and crofters that delivers climate mitigation, nature restoration and high-quality food production.

Eigg's crofting grounds are hemmed by an expanse of SSSI ancient Atlantic hazel woodland, which are a priority species in **The Highland Biodiversity Plan** (2021-2026). Adding to this, are other priority species of Lapwings and Curlews which are on the endangered list nationally and breed on Eigg's common grazing

land. Eigg is actually named within the biodiversity plan as working within Highland Partnerships at a landscape level.

As recognised in the **National Islands Plan** (SO1), our plan wants to ensure crofting remains at the heart of our community to help sustain a healthy, balanced population profile, as well as promoting diverse economic opportunities (SO2) and opportunities for access to housing (SO4), which are all challenge areas in a remote and rural setting such as ours. These aims are acknowledged in the most recent **Crofting: National Development Plan (2021).**

Eigg has produced its own '**Clean Energy Transition Agenda (2021)**, focusing on principles of community engagement and circular economy. Crofting Development is key to achieving this ambitious target.

We want to build on partnerships on and off-island – and specifically with IEHT's partner organisation, the Scottish Wildlife Trust - and to help deliver against Eigg's vision of crofting, in a population that is diverse in age range, family shapes and economic activity.

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

346 words

All projects on Eigg are people-led and community driven with IEHT continually trying to act as an anchor organisation on the island, help identify solutions, find ways forward and act in a facilitatory role, in response to the needs of the population.

In the island strategic plans (2007, 2015), Eigg's crofting communities and how we might protect and enhance them has been a recurring theme. With perceived issues of absenteeism, alongside an increasing population living in temporary accommodation and an island ambition to be carbon net zero by 2030, residents have discussed, developed and approved a 'vision' for a future for crofting on Eigg.

The project has been discussed in the various island forums such as the remaining grazings committee, the monthly island residents meetings and the six weekly IEHT meetings. The letters attached to this application highlight the support from these different stakeholders, both on and off island.

A community survey (2017) - Eigg at 20 - was aimed at forming a better understanding of Eigg's community, its people, priorities, economic profile and future aspirations. The common themes that ran through it were concerns of economic opportunity for our younger residents, population retention, housing and environmental principles. Concern over absentee crofters, of croft land being sold off to non-resident property developers and the potential increase of holiday or second homes were recurring comments. Concerns were also shared that sale of croftland for housing resulted in crofts reducing in size, to a point where they can no longer provide a subsistence living. Priorities shared through survey responses also included supporting crofters (old and new) to diversify, to balance a more 'traditional style' of crofting with opportunities for diversification.

There is a strong message for IEHT to act on the direction given by Eigg residents, to develop a more cohesive vision of the future, with a wider strategy to support our crofting community. This is not to be 'reinventing the wheel' or delivering a 'top-down' message but working with crofters and with others interested to see how we can encourage sharing, learning and ultimately secure a future.

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

Word limit 341

IEHT have discussed the subject of crofting over the course of a number of years, but without direction for forward action. It is the recent dialogue between Eigg crofters followed by guidance from the Crofting Commission in conversation with IEHT, that has acted as a catalyst for moving forward, fully endorsing the position that this project should be crofting community-led.

We also know there is a growing interest in crofting locally as several residents have been in touch with IEHT to express their interest in accessing a croft. The list includes young people (<40) who would eligible for the Young Crofters Entrance Scheme,

It is intended that the physical outputs from this CRF funded project will provide the roadmap for forward action on crofting for Eigg.

This project is focused on providing the resources required to undertake the research, engagement and discussions required to influence and produce an integrated plan. Putting into place foundations from which to build from, with delivery led by the Crofters themselves, will help the project to become self sustaining once the initial goals are achieved.

One of these is the revitalisation of the Grazings Committee into a more structured ~~network~~ representative organisation and enable it to take the lead.

Building new networks with other crofting communities, encouraging peer-to-peer learning opportunities and knowledge transfer will also contribute to sustain the momentum created by the project .

Another way will be to produce signposting to support, additional services, and suggestions for diversification with input and support from external organisations.

Likewise, strengthening of off-island partnerships such as the Crofting Commission and the Scottish Wildlife Trust, or from membership of bodies such as the Agricultural College will continue to bring fresh input and support.

Finally IEHT and its Board of Directors will continue to act in a supporting role, to help maintain momentum and to help access additional support as required, but devolving day-to-day responsibility to the crofting community themselves. As community landowner, IEHT see its responsibility to help provide and influence sustainable growth, enabling stronger resilience to external pressures.

4.7 What will be the lasting benefits and legacy?

Word count 259

The lasting benefits of this project is for crofting to continue as an integral part of Eigg's cultural and natural heritage and economic wellbeing.

Whilst the topic of crofting has come up in island strategic plans and community surveys, IEHT has strayed away from involving themselves as an organisation. This project will take careful, collaborative and measured steps forward to help the crofting community produce a development plan, from which options for forward direction and development can be identified.

This project is about bridging continuity and change, through capitalising on what is already present and building on it with an eye on the future.

People

- Retention of a vibrant crofting community that balances traditional practices with diversification
- Ensure a future for crofting by keeping the best of its traditions whilst adapting to new circumstances
- Enhanced feelings of security, Better understanding of opportunities, direction of travel, collaboration potential

Economy

- New opportunities to sustain and enhance productive livelihoods from the land

- Development of social enterprises and enhancement of existing crofting cultural assets, and delivering enhanced bio-diversity.

Land

- Working the land in an environmentally sustainable way, aligned with Eigg's Net Zero ambitions
- More agency over what happens to the land designated as common grazing and croft land in general through a revitalised Grazings Committee

Community

- Enhance the profile and importance of crofting on Eigg
- Understanding of crofting lives and crofting as a way of life
- Understanding how people have shaped the land
- understanding the role of the Eigg community as today as competent and effective stewards for the land we live on

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

Word count: 490

Eigg's Community and therefore IEHT, take its environmental responsibilities seriously.

Led by the community and supported by a community-developed Clean Energy Transition Agenda that focuses on principles of circular economy, community engagement and efficiency of heating within buildings, Eigg is working towards an ambitious target of carbon net zero by 2030.

The traditions which provide crofting with its foundations are very much balanced with adapting to new circumstances. Crofting presents a huge opportunity in terms of dealing with the key challenges we face with respect to tackling climate change and combating the loss of biodiversity.

Starting from a principle that crofting can contribute significantly to the environment, landscape, ecology and biodiversity, we want to encourage new ideas and approaches to include diversification in woodland regeneration, potential local food networks, restoration of habitat and innovative methods of working the land. We would like to explore how we might better utilise our landscape and natural environment, to ensure the crofting community can play an active role in Eigg's journey towards decarbonisation.

Eigg's two crofting townships make up 10% of Eigg's total land mass. Over the last 20 years, many schemes have progressed from being production based e.g. how many animals you can graze on land, to more environmental and regenerative based and there is opportunity to explore nature based solutions, to develop more local green economic opportunity, skills and capacity building, connection with outdoor spaces, bringing nature back into our lives and positively impacting on health & wellbeing.

We have a beautiful and protected habitat running the length of the Cleadale Cliffs of SSSI costal atlantic hazel woodland, highlighted as a conservation priority within Highland's Biodiversity Plan. With an island-based tree nursery specialising in native broadleaf species, there has been some suggestion about how we might introduce more woodland across the crofting township.

The Common Grazings in the first instance has a unique and crucial role to play in tackling the decline of biodiversity and already boasts a mosaic of small distinct habitats in close proximity, alongside expansive rough grazings and heath. Building in support from partners such as the Scottish Wildlife Trust, the aim is to encourage traditional and divergent methods of crofting that will support the biodiversity and habitats found on Eigg's crofts.

Many of the crofting area landscape features already contribute to Eigg's status as a National Scenic Area. Landscape assessment features include land use and land cover and their relationship with landform and settlement. For instance, the landscape in Cleadale also has historical value, with the Old Norse Cuig Peighinnean (Five Pennies) farm and pre-crofting field system a scheduled monument.

For IEHT to identify these landscape features and for the crofting community to understand and integrate them as part of this project would add significant value to inform both current and future development.It would also enable IEHT to revise and tailor its existing environmental statement to include a particular focus on crofting and the impact and opportunities associated.

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

Word limit 400 (320)

IEHT's equalities and diversity policy supports principles of equality, diversity and inclusion and work hard to demonstrate and deliver equal opportunities. IEHT's role is to support the continued positive development, sustainability, and wellbeing of all of Eigg's community.

More broadly, the project supports greater equality of people living on Eigg, an island whose location means it is disadvantaged in terms of access to employment, health, social opportunities and choice of goods and services.

In developing the project, we have considered the needs of those with protected characteristics to ensure that nobody is excluded or disadvantaged from benefitting from the project.

A major objective of this project is to facilitate a more inclusive environment and to explore opportunities for more joined-up/cohesive working, with the aim to engage with the whole crofting community, whether active or absentee, to find out what priorities, concerns, barriers and opportunities exist as we begin to look to the future.

The intention is to expand membership of the Grazings Committee, away from a structure of only those with livestock, to be open to all crofters. There is a recognition and desire from the current Grazings Committee to protect traditional crofting practices, whilst also looking forward at how we integrate more environmental principles and diversification of activity within the existing 21 crofts.

The project aims to balance different priorities, whether social, economic or environmental and to work with all the stakeholders identified as the project gets underway. Part of the project will explore any perceived barriers and routes to achieve a better gender balance in general and in the make-up of the Grazings Committee in particular.

Consideration must also be given to the group of stakeholders that live within the two crofting townships of Cleadale and Cuagach that are not crofters and whose homes having been de-crofted, to make sure they are included in dialogue, direction and planning.

IEHT is an equal opportunities and fair work employer.

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 decleration 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 ☒ *(not yet - but working to get it on there)* Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**3.75 fte employed**
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?	☒ Line 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.** CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Development Officer	Contract Value	Revenue	13,750

Travel & subsistence	Visits to the island	Revenue	£1,250
		Total Revenue Expenditure	£15,000
		Total Capital Expenditure	0
		Total Project Cost	£15,000

VAT included in these costs?	Yes ☐ No ☒

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	The project costs listed are based on other recent feasibility studies conducted on Eigg, with similar sized project scopes. With the suggestion that the co-ordinator is based off-island, we have built in a £/per visit cost, again based on recent contractors coming to the island to conduct similar engagement activities. Island's are at a disadvantage due to their geographical isolation in their access to specialist and supporting networks. Costs for delivering projects on islands will always have an element of additional cost, due to the island uplift factor.
5.3	**Please explain how your project will achieve value for money.**	Crofting is a specialist, specific and complex subject. Given a short project timeline, engaging a facilitator that already possesses this knowledge will achieve best value for our island. Our crofters balance multiple tasks and therefore have a more limited potential for travelling on/off-island to source the information they require. The upskilling and legacy potential from this project is greatly enhanced, by engaging already specialised knowledge to deliver this project. This post will lever out new economic opportunities for the crofting community, in the context of rapidly changing funding and environmental priorities in remote/rural areas, particularly within a crofting context.

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 (£)
Isle of Eigg Heritage Trust	Yes	Nov-23	£1,000
		Total match funding (£)	**1000**
		CRF grant request (£)	**11,500**
		Total project cost (£)	**12500**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	Support will be provided from the IEHT Board of voluntary Directors, as well as from those within the Eigg Crofting Community and the Communn Eachdraidh Eige (Eigg History society) to sharing learning, history and cultural heritage
6.4	**Please explain why public funding is required to deliver the project.**	Crofting rents provide IEHT with a very modest annual income [redacted]. Without public funding, delivery of the project is not viable. As this project is to be delivered within a single financial year, IEHT are suggesting we put FY2425's annual croft rental income into the project.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	On first look IEHT's Investment Account looks very buoyant, however within IEHT's bank account balance, funds are ring-fenced for existing projects, most notably existing housing repairs (with funds generated through extraordinary sale of a property and land parcel).
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	IEHT does not have any unrestricted reserves at this time.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	**n/a**
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	This project is aimed at revitalising and strengthening the crofting community for the benefit of the Isle of Eigg community. Letters of support are attached. The project is not focused on introducing any activity that will displace existing activities here on the island.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Whilst IEHT as an organisation does not currently have any loans outstanding, both trading subsidiaries do. IEHT as the parent organisations have limited means for generating income and therefore taking out loans is not considered to be good practice. As this project will not result in any increase in income generation for IEHT as an organisation, we do not feel it is appropriate to seek a loan. This project is focused on increasing economic potential within our island community.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

We have put down the last 3 financial years (FY2021, FY2122 and FY2223). If you require reporting on the partial FY2324, we would be happy to share these details:

Funding	Year of award	Amount £	Public Subsidy
THC – Nature Restoration Fund	FY2223	£4,928	No
THC – Nature Restoration Fund	FY2122	£4,055	No
Scottish Forestry – Harvesting & Processing	FY2021	£1,275	No
THC – Community Regeneration Fund – Smiddy Bothy	FY2223	£6,416	No
Inspiring Scotland – Smiddy Bothy	FY2223	£3,600	No
Highlands & Islands Enterprise – Development Manager support	FY2021 – FY2223	£69,329	No
Highlands & Islands Enterprise – Digital Enablement	01/03/2021	£3,364	No
Covid-19 – Corra Foundation (shared between IEHT and trading subsidiaries)	01/04/2020	£21,528	No
Covid-19 – HIE	FY2021	£13,000	No

Covid-19 – Highland Council	FY2021	£17,500	No
Covid-19 Adapt & Thrive	FY2021	£5,000	No
Scottish Land Fund (Stage 1) – Housing Project	FY2021	£7,389	No
HIE – Surgery Acquisition legal fees – Housing Project	FY2021	£1,190	No
RIHF Feasibility/Development Funding – Housing Project	FY2122	£15,000	No
Rural Communities into Action	FY2122	£8,245	No
Island Infrastructure Fund – Housing Enablement	FY2223	£72,000	No
THC – Community Regeneration Fund – Housing Project	FY2223	£100,000	No

All the Housing Project funding is towards a community-led new affordable housing project here on the island.

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Margaret Fyffe**		**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 ☒ No ☐
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 ☒ No ☐
3	Annual financial accounts – latest available.	Yes ☒ No ☐
4	Constitution or articles and memorandum.	Yes ☒ No ☐
5	Committee Members or Directors List.	Yes ☒ No ☐
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐

7	**Valid organisation insurance policy.**	**Yes ☒ No ☐**
8	**Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study**	**Yes ☒ No ☐**
9	**Confirmation of match funding letters**	**Yes ☒ No ☐ NA ☐**
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☐ NA ☒**
11	**Business plan (income generation projects only)**	**Yes ☐ No ☐ NA ☒**
12	**Job descriptions (for CRF funded posts)**	**Yes ☒ No ☐ NA ☐**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☒ No ☐ NA ☐**
14	**Partnership agreement**	**Yes ☐ No ☐ NA ☒**
Reason for missing documentation:		

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2258

Organisation: Isle of Eigg Heritage Trust

Project Title: Eigg Crofting Development Plan

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

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

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

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

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

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

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

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

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

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

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

Project outputs	**Quantity**
Jobs created/safeguarded (FTE)	**4 p/t (2fte)**
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	**3/5/6**
Training courses delivered/learning days of people receiving training	**6 days (open to all in community)**
Town center improvements	**1 (enhancement of the existing croft museum**

	and trail; 1 development of crofting cultural asset (walled sheep pen area and stone steading)
Initiatives to improve access to local services	**1 (develop relationships with crofting bodies through networks)**

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

- 1 x Organisation growth (grazings committee)
- 4 x Enhance & create partnership working (IEHT, SWT, NatureScot, Crofting Commission)
- 1 x Ability to understand crofting regulations and understanding of funding priorities for crofting projects

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	**1**
Initiatives contributing to a low-carbon economy	new/supported/enhanced	**1**
Waste, recycling and circular economy initiatives	new/supported/enhanced	**1**
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new	**1 (delivered through Eigg Electric)**
Active travel routes	Supported	**1**
Community food growing initiatives	new/enhanced	**3**
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	**6**
Marine conservation initiatives	new/enhanced/safeguarded	

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2302
1.2	**Organisation**	Shielbridge Hall Committee
1.3	**Project title**	Installation of new L3 Fire Alarm
1.4	**Project summary you wish to be funded (max 100 words)**	Shielbridge Hall has been closed since the start of covid and has fallen into disrepair. We have undertaken repair works but the latest fire risk assessment requires us to install a new fire alarm to L3 standard specifications before we can open to the public. This application is to fund the new fire alarm installation so we can open this vital community resource safely.

1.5	Project costs	Total project cost	£7,065.64
		Match funding	£0.00
		CRF grant requested	£7,065.64
1.6	Start date *(from 1st March 2024 unless specified when you're invited to submit a full application)*	December 2023	
1.7	End date *(by 1st March 2025)*	28th February 2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Shielbridge Hall Committee	
2.2	Address and postcode	[redacted]	
2.3	Main contact name	Graham Finegold	
2.4	Position in the organisation	Vice chair	
2.5	Contact number	[redacted]	
2.6	Email address	[redacted]	
2.7	Website address	n/a	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC002907	
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☐	No ☒
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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**n/a**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Acharacle, PH36 4JL**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	n/a
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
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 1st March 2025.**

Activity name	**Achieve by (date)**
Appoint contractors	11/12/2023
Carry out installation of alarm	15/01/2024
Completion and sign off	05/02/2024
	Click or tap to enter a date.

	Click or tap to enter a date.
	Click or tap to enter a date.

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

Shielbridge Hall is the largest venue of its type on the Ardnarmurchan peninsula and is a vital community resource for keep fit classes, local celebrations (birthday parties, weddings, etc) and cultural events, e.g. concerts, celidhs, etc. The hall has been closed since covid and over the last 3 years has sustained heavy damage, in particular to the roof. Following a full structural survey, the committee decided to investigate a full roof replacement, alongside looking at possible green initiatives to replace the old and very inefficient heating system and instal effective insulation. A separate successful application to the CRF revenue fund is funding feasibility work with architects and surveyors to get us to RIBA stage 2 with costings to enable us to move forward with further fund raising.

Alongside this we have been undertaking local fundraising (in kind and for cash) to work hard to carry out temporary repairs so we can get the building open. We are almost ready to reopen and commissioned a Fire Risk Assessment (FRA) to ensure we are able to open safely. The final priority action in the FRA is to replace the existing working but manual fire alarm system with a L3 rated system which is now a statutory requirement. We cannot get a Public Entertainment License (required for most of our activities) without the new alarm system.

We have sought quotes which are in excess of the funds we have available and so we are applying for a grant to fund this essential safety work. The project will include the installation of a L3 rated system. This will be a wireless system which will be the best future proofing against any possible works to the roof and heating system at a later date.

The project will directly enable the hall to be reopened and will therefore achieve the following outputs:

- Activities for young people
- Wellbeing support initiatives
- Spaces for people
- Activities that will enable communities to become socially connected

It will also provide:

- Cultural assets
- Recreational areas
- Sports facilities
- Local amenities

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

The project will benefit local communities in the following ways:

- Geography - Acharacle is at the geographical centre of the Ardnarmurchan peninsula. Our community is strategically placed to provide community amenities to the area; we already have a medical centre, community centre, fire station, post office, shop, café and public toilets. Specifically - the village hall was at the centre of large scale village activities which

were unable to be hosted at out smaller community centre: hosting produce fairs, exhibitions, exercise classes, youth groups, sports facilities, concerts, theatre and dances. It is also a much-needed venue for local celebrations and cultural activities.

- The Hall had to close during Covid and over the closure suffered serious and major disrepair leaving it unsafe for use. The disrepair stems largely from leaks in a roof that has been patched over many years. A recent surveyor's report highlighted that the committee should consider a new roof, alongside taking the opportunity to investigate the feasibility of a range of sustainability measures in terms of heating and power. We have carried out temporary repairs but our fire risk assessment says we need to replace the fire alarm to the new standard required (L3) as a safety priority.
- The project will enhance the local economy through produce fairs where small and micro enterprises can sell their goods locally, and also through cultural events that generates economic activity.
- More cultural events enhances a sense of local pride through generating interest in music, art and local culture.
- Community events enhance community connections, community cohesiveness and tackles issues of isolation. Fitness classes will enhance the health and well being of our community.
- The whole community will benefit from the project including younger people, older people and gender specific groups. There is good access for people with disabilities.

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

Local people have expressed a clear woish for the hall to reopen – see 4.5 below

In terms of local plans:

2.8.1 of the Westplan highlights Acharacle as "a regional centre and is the site of local services……which serve a much wider hinterland". This points to the importance of the Hall as a centre for the for local community and beyond. Given it's proximity to other services it ensure accessibility and complementary services. The placemaking priorities highlighted in the plan include "to direct any commercial or community development to a central location within the village"; our project does exactly that.

In broader strategic terms one of the overarching outcomes for the Westplan is "Growing Communities". This includes expanded facilities and the creation of communities that are safe, attractive and healthy places to live. We believe a thriving, modern and sustainable village hall with associated activities works towards this end.

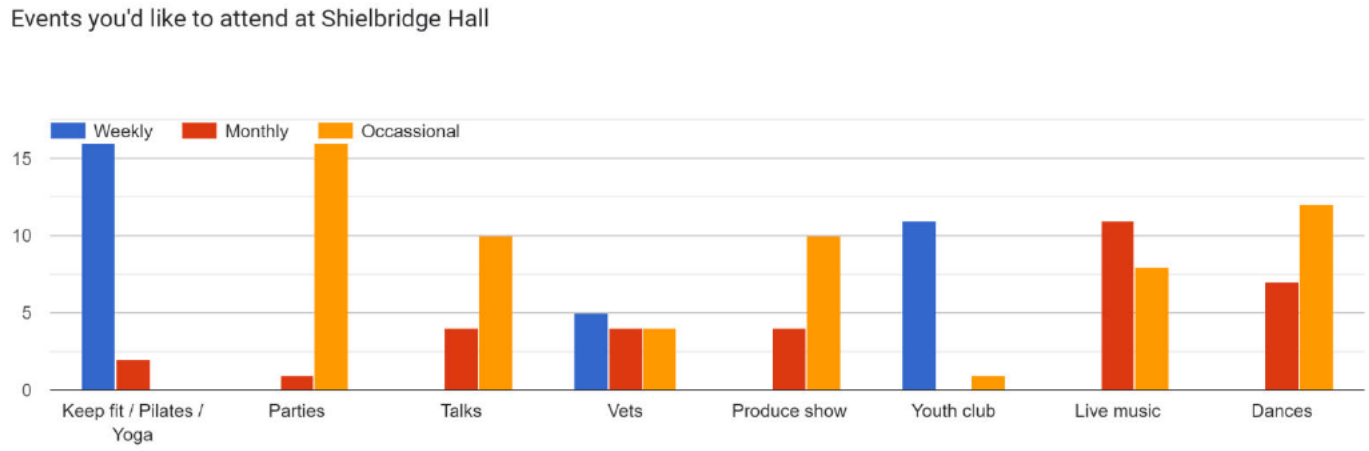
In addition a further outcome is "Environment and Heritage" which includes "High quality places predominate where…..built and cultural heritage is celebrated and valued assets are safeguarded". This project works towards that end.

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

We carried out a community consultation last year to gauge interest in the project. This was held at a local show which ws widely attended by people in the area and online. We received very positive responses to a range of suggestions.

- Weekly events included: pilates, yoga, vets surgery, produce shows, youth clubs, farmers' markets, Scottish dancing
- Monthly events included: Talks, live music, games, efficiency events
- Other occasional events included: parties, keep fit, first aid courses, bring and buy sales, art exhibitions, craft shows, performing arts.

Analysis of responses is as follows:



We also have a letter of support from the other major community organisation in our area, the Acharacle Community Company. They run our community centre which is a very different building type. It is largely a series of smaller rooms suitable for community meetings and smaller community events. They understand the need for a larger venue to meet the diverse needs of our community.

Survey spreadsheet and letter of support attached.

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

This project is to install a new fire alarm system. In terms of ongoing expenditure there is an annual maintenance fee (estimated to be £839.00 per annum). We are confident to meet this cost through hiring the hall facilities.

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

The lasting benefits will mean we can get the village hall open in the short term and start to re-establish youth groups, exercise classes, produce shows and a recognised venue for celebrations and cultural events. Each of these have their benefits in terms of youth development, health and wellbeing, local economy and cultural development. Together they help the community remain strong and resilient and contribute towards a thriving rural community where people are proud to live.

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.**

There are no negative environmental impacts; the installation of the new fire alarm has little environmental impact and its primary purpose is to minimise the risk of fire and therefore any carbon release into the atmosphere.

Once the hall is able to be open again we can proceed with the other project of a new roof, new insulation standards and a new heating system which is likely to massively increase energy efficiency and contribute towards our net zero ambitions.

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

We have involved local people in the development work at an early opportunity through both face to face and technology enabled consultation. This has enabled people to participate where they might otherwise have felt excluded. Feedback has included measures to support people with protected characteristics (i.e. people with disabilities and gender specific work.)

In terms of the longer term aims of the project we will use an equalities framework to ensure that diversity, equity and inclusion elements are considered in the mix of activities taking place at the hall. E.g. are there women's only classes available? Do we have activities facilitated in Gaelic where appropriate?

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 decleration template.(

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 ☐ N/A ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	**We currently have 6 volunteers. We donot employ people.**
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?	☐ Line 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.**

CRF overheads and management fees sur

Budget Heading	Details	Revenue/Capital	Amount (£)
New fire alarm	L3 standard alarm tomeet regulatory requirements	Capital	7,065.64

	Total revenue expenditure (£)	**0.00**
	Total capital expenditure (£)	**7,065.64**
	TOTAL PROJECT COST (£)	**7,065.64**

	VAT included in these costs?	Yes ☒ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	We asked 4 contractors to quote. We received one quote from the only contractor who is prepared to work in the area. Talking to others suggests this is a reasonable quote.
5.3	**Please explain how your project will achieve value for money.**	We have discussed with the contractor how best to achieve value for money – this has included installing a wireless system (slightly higher equipment costs but much quicker to install and so a reduction in installation costs which is important when contractors are travelling a distance). This will also future proof the installation as a wireless system can be easily moved and replaced if we do further building works in the future.

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

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐

6.3	**If yes, please detail.**	Volunteer time to oversee and project manage the installation.
6.4	**Please explain why public funding is required to deliver the project.**	We do not have enough money to cover this and the money we do have is required for ongoing maintenance and running costs. The project will develop a key community resource which will meet public funding objectives.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	As above, ongoing maintenance, insurance and other running costs such as utilities.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	There is not enough money available and what is available is needed for maintenance and running costs.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	The project is for the installation of a fire alarm and will not directly generate income.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	Other local venues are supportive of the project as the Hall is the only larger venue locally and is not in competition with others.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Our income streams are not reliable enough.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
CRF revenue funding for feasibility project to replace roof and review energy use	01/09/2023	£9,532.50	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

		Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Graham Finegold**		**Date:** 22/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2302

Organisation: Shielbridge Hall Committee

Project Title: Installation of new L3 Fire Alarm

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

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

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

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	New	**2 per week**
Wellbeing support initiative	New	**2 per week**
Spaces for people	New	**3**
Initiatives that enable communities to stay socially connected	New	**6 per week**
Community-led projects supporting community ownership or management of assets, services, or activities	New	**1**
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	Safeguarded	**1**
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	Improved	**1**
Local amenities	Safeguarded	**1**
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

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

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2283
1.2	**Organisation**	ARISAIG COMMUNITY TRUST
1.3	**Project title**	REFURBISHMENT OF VILLAGE CAR PARK
1.4	**Project summary you wish to be funded (max 100 words)**	ACT owns and has responsibility for, the car park which is located in the centre of the village, directly outside of the Spar shop, two restaurants and the community owned toilets. It is the sole parking area and daily usage is high. While small repair jobs are carried out, it has recently been surveyed by a contractor with the conclusion reached, that the whole area requires to be fully resurfaced. C J Lang (Spar) have agreed to match fund as detailed in this application.

1.5	**Project costs**	**Car Park Refurb** **Contingency** **Total Project Cost**	£21,450.86 £4,000 £25,450.86
		Match funding	**£11,451.03**
		CRF grant requested	£13,999.83
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	***The original **total project cost** quotation is as detailed above and presently we are liaising with CJ Lang (who are hiring the contractors) to establish if this needs renewed given that it was secured several months ago. Additionally, work and the start date is significantly later than previously envisaged but if at all possible we would wish to retain the late autumn start. Hence adding a larger potential contribution from CRF to take all of this into account.	
1.7	**End date** ***(by 1st March 2025)***	Click or tap to enter a date. March/April 2024 but **LATE 2023** is a possibility	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Arisaig Community Trust	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Rosemary Bridge	
2.4	**Position in the organisation**	Director	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.arisaigcommunitytrust.org.uk	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):

2.9	**Organisation registered number**	SCO40977	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
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?**	☐	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**	**N/A**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Centre of the village of Arisaig**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
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 1st March 2025.

Activity name	Achieve by (date)
Work on refurbishment of Car Park	Autumn 2023 **OR**
Work on refurbishment of Car Park	28/02/2024
Preferable time scale is late 2023 as it might otherwise entail a rise in the quotation which was given to us earlier in the year. **Previously noted.**	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.

Arisaig Community Trust is a Charity - SC040977. As part of a community enrichment and development programme, with Scottish Land Fund assistance, land was purchased on Arisaig Shorefront. The view was to create a vibrant and natural space to be enjoyed by both locals and tourists. The area encompasses the site of a memorial to Czech and Slovak soldiers, who trained as SOE agents around Arisaig - 1941-43.

Part of this acquisition is the small car park, currently accommodating a maximum of 10 vehicles for short term parking. Through constant usage by a range of stakeholders, and heavy traffic post Covid restrictions, the car park is now in a state of disrepair. With uneven surfacing and multiple potholes, it requires immediate attention. In 2022 and 2023, emergency temporary repairs were done but these are not holding in the medium/longer terms. The board take very seriously the management of the car park to ensure the safety of all users – both foot and vehicular - and endeavour to avoid situations where there could cause for injury.

The proximity of the car park means it is used extensively as an essential facility by Spar customers, to access supermarket and Post Office/Banking services. Additionally, it is the sole parking area in the village for delivery lorries, a stopping point for the ACT owned public toilets, tourist visits (to include restaurants) and Highland Council refuse collections.

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

Greater and easier access to Spar Supermarket and Post Office/associated Banking Facilities for locals and tourists.

Spar sales/ profits increase therefore potential for more local staff employment
Improved/closer parking for disabled users
Disabled access parking space created

Restaurants parking with associated benefits as above

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

West Highlands and Islands Local Development Plan 2019

Placemaking Priorities – Arisaig (extracts below)

--- direct new tourism and employment development to the Lochside or the A830 where there is a competitive locational advantage

--- support improvement of the harbour in particular, to enhance recreational sailing opportunities but to also increase parking provision on the waterfront

--- support further clustered development within the confines of the existing village most notably near the western A830 junction.

Some of the above would be partially met by improved parking facilities in the village centre with cognisance taken of the needs of all users. Additionally, Arisaig's proximity to Mallaig and being the first village east of Corpach/Fort William makes it an obvious stopping off point for business travellers, delivery vehicles and tourists, who may wish to use the facilities available. Restaurants – shop - Post Office/Bank – Community owned toilets. If they can park safely of course!

ACT has a connection with Arisaig and District Community Council on a more localised plan and there are steps being taken to arrange a joint meetings to further progress this.

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

It is clear from local formal and informal communications in the community, that the Car Park is currently a cause for concern. Minutes of ACT meetings contain extensive detail on dialogues pertaining to the issue. Earlier this year, prior to further very temporary repairs being made, for health and safety reasons ACT directors considered closing off the area to all users. This would have been an unwanted and very inconvenient action and would have been something of a blow to the traders in the immediate vicinity.

Please see attached:

Letter from Arisaig and District Community Council
E mail from Old Library Restaurant with Rooms Owner
ACT Minutes (available if required)

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

It is anticipated that works carried out will be to a high standard and should, in the earlier years, not require major works/repair. In line with previous practice, the condition of the area will be regularly monitored, and actions taken at an early stage, to remedy any difficulties/issues emerging. Particular attention will be taken of conditions following periods of severe weather (e g frost and

snow). Directors, liaising with a local contractor, will monitor the condition of the car park and carry out any necessary small tasks related to the condition of the car park.

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

An efficient and safe car parking area will contribute significantly to the provision of a sound local infrastructure which supports economic development. As these areas thrive, tourism benefits, thus bringing employment for the local community.

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

A negative environmental impact is not envisaged, other than to note that any building project will cause some degree of inconvenience for a very brief period – less than one week.

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?**

Disabled parking in an upgraded car park will be provided. There will be easier and more direct wheelchair access to available facilities directly across the road as well as to the recreational seating areas on the sea side. The Community owned/run toilets beside the shop, already have a disabled toilet facility and will be easily reached from the car park via wheelchair.

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 decleration template.(**Attached.**

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 ☒ **See Fair Work Statement – 1 April 2024**
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☐ Will be shortly …….. Website has a temporary, technical problem with adding new items so the Fair Work Statement will be in place very shortly. The website can currently be viewed as normal only with very recent info not included.
How many people do you employ or how many volunteers do you have?	4 part time employees 20 + Volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☒ NA ☐ Will do from start of new financial year – 1 April 2024 as detailed in Fair Work First Statement.
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?	☒ Line 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.** CRFoverheadsandmanagementfeessu	
	VAT included in these costs?	Yes ☒ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1.**	Contact was made with C **J Lang (owners of Spar)** asking if they might assist with an element of funding to effect repairs, given the significant use by Spar customers. Following consultation, C J Lang, using trusted

	These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	contractors, carried out an inspection of the area and concluded that only full refurbishment would suffice as any repair jobs would be of a very temporary nature. The quotation received was **£21,451.03 (including VAT)** To this end they have agreed to provide a substantial contribution to this project. (£11,451.03)
5.3	**Please explain how your project will achieve value for money.**	Match funder (CJ Lang) using "trusted" contractor provided a quotation significantly less than that obtained from a company sourced by ACT. (c£6,000 difference – [redacted]) They are making a significant match funding contribution as detailed in this form. (£11,451)

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.**	
6.2	**Will the project involve "in kind" support?**	Yes ☐ No ☒
6.3	**If yes, please detail.**	N/A
6.4	**Please explain why public funding is required to deliver the project.**	The projected costs would make it impossible for an organisation as small as ACT to secure funding of this magnitude.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	Meeting all running/operational costs – in particular – salaries.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Almost all funding is in the restricted category and must be used for specified work.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	**N/A**
7.3	**How will you ensure that local organisations/businesses are not**	There will be no disadvantages (only advantages) to businesses, from the project.

	disadvantaged because of the project? Are they supportive of the project?	
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Not in a financial position to apply for a loan
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
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?
Anon donation specifically for car park	01/04/2023	£2500	Yes ☐ No ☒
CRF (1) for operational costs (CRF2070)	01/11/2023	£17,108 November 23	Yes ☒ No ☐
Museums/Galleries (100% restricted) ECO PROJECT (100% restricted)	2020-23	£12,700	Yes ☒ No ☐
Covid related funding (various amounts from a range of Gvt sources)	2020-22	c£1109 + Furlough+	Yes ☒ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
	Signature: [redacted] **Print: Rosemary Bridge**	**Date:** 07/11/2023

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 ☒ No ☐**
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 ☒ No ☐**
3	**Annual financial accounts – latest available.**	**Yes ☒ No ☐**
4	**Constitution or articles and memorandum.**	**Yes ☒ No ☐**
5	**Committee Members or Directors List.**	**Yes ☒ No ☐**

6	**Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.**	**Yes ☒ No ☐**
7	**Valid organisation insurance policy.**	**Yes ☒ No ☐**
8	**Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study**	**Yes ☒ No ☐**
9	**Confirmation of match funding letters**	**Yes ☒ No ☐ NA ☐**
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☒ NA ☐**
11	**Business plan (income generation projects only)**	**Yes ☒ No ☐ NA ☐**
12	**Job descriptions (for CRF funded posts) N/A**	**Yes ☐ No ☒ NA ☐**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☒ No ☐ NA ☐**
14	**Partnership agreement N/A**	**Yes ☐ No ☒ NA ☐**
Reason for missing documentation:		

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2283

Organisation: Arisaig Community Trust

Project Title: Refurbishment

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

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

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

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	**1**
Initiatives that enable communities to stay socially connected	new/supported	**1**
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	**1**

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

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

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

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	**Quantity**
Jobs created/safeguarded (FTE)	**0**
Tourism infrastructure - new/supported/safeguarded	**1**
Training courses	**0**
Town center improvements	**1**
Initiatives to improve access to local services	**1**
Other - Please describe other outputs your project will meet that are not listed above:	

Additional facilities for disabled use

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

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

Key considerations

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

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

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

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

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

Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2302
1.2	**Organisation**	Shielbridge Hall Committee
1.3	**Project title**	Installation of new L3 Fire Alarm
1.4	**Project summary you wish to be funded (max 100 words)**	Shielbridge Hall has been closed since the start of covid and has fallen into disrepair. We have undertaken repair works but the latest fire risk assessment requires us to install a new fire alarm to L3 standard specifications before we can open to the public. This application is to fund the new fire alarm installation so we can open this vital community resource safely.

1.5	Project costs	Total project cost	£7,065.64
		Match funding	£0.00
		CRF grant requested	£7,065.64
1.6	Start date *(from 1st March 2024 unless specified when you're invited to submit a full application)*	December 2023	
1.7	End date *(by 1st March 2025)*	28th February 2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Shielbridge Hall Committee	
2.2	Address and postcode	[redacted]	
2.3	Main contact name	Graham Finegold	
2.4	Position in the organisation	Vice chair	
2.5	Contact number	[redacted]	
2.6	Email address	[redacted]	
2.7	Website address	n/a	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC002907	
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☐	No ☒
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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**n/a**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Acharacle, PH36 4JL**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	n/a
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
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 1st March 2025.**

Activity name	**Achieve by (date)**
Appoint contractors	11/12/2023
Carry out installation of alarm	15/01/2024
Completion and sign off	05/02/2024
	Click or tap to enter a date.

	Click or tap to enter a date.
	Click or tap to enter a date.

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

Shielbridge Hall is the largest venue of its type on the Ardnarmurchan peninsula and is a vital community resource for keep fit classes, local celebrations (birthday parties, weddings, etc) and cultural events, e.g. concerts, celidhs, etc. The hall has been closed since covid and over the last 3 years has sustained heavy damage, in particular to the roof. Following a full structural survey, the committee decided to investigate a full roof replacement, alongside looking at possible green initiatives to replace the old and very inefficient heating system and instal effective insulation. A separate successful application to the CRF revenue fund is funding feasibility work with architects and surveyors to get us to RIBA stage 2 with costings to enable us to move forward with further fund raising.

Alongside this we have been undertaking local fundraising (in kind and for cash) to work hard to carry out temporary repairs so we can get the building open. We are almost ready to reopen and commissioned a Fire Risk Assessment (FRA) to ensure we are able to open safely. The final priority action in the FRA is to replace the existing working but manual fire alarm system with a L3 rated system which is now a statutory requirement. We cannot get a Public Entertainment License (required for most of our activities) without the new alarm system.

We have sought quotes which are in excess of the funds we have available and so we are applying for a grant to fund this essential safety work. The project will include the installation of a L3 rated system. This will be a wireless system which will be the best future proofing against any possible works to the roof and heating system at a later date.

The project will directly enable the hall to be reopened and will therefore achieve the following outputs:

- Activities for young people
- Wellbeing support initiatives
- Spaces for people
- Activities that will enable communities to become socially connected

It will also provide:

- Cultural assets
- Recreational areas
- Sports facilities
- Local amenities

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

The project will benefit local communities in the following ways:

- Geography - Acharacle is at the geographical centre of the Ardnarmurchan peninsula. Our community is strategically placed to provide community amenities to the area; we already have a medical centre, community centre, fire station, post office, shop, café and public toilets. Specifically - the village hall was at the centre of large scale village activities which

were unable to be hosted at out smaller community centre: hosting produce fairs, exhibitions, exercise classes, youth groups, sports facilities, concerts, theatre and dances. It is also a much-needed venue for local celebrations and cultural activities.

- The Hall had to close during Covid and over the closure suffered serious and major disrepair leaving it unsafe for use. The disrepair stems largely from leaks in a roof that has been patched over many years. A recent surveyor's report highlighted that the committee should consider a new roof, alongside taking the opportunity to investigate the feasibility of a range of sustainability measures in terms of heating and power. We have carried out temporary repairs but our fire risk assessment says we need to replace the fire alarm to the new standard required (L3) as a safety priority.
- The project will enhance the local economy through produce fairs where small and micro enterprises can sell their goods locally, and also through cultural events that generates economic activity.
- More cultural events enhances a sense of local pride through generating interest in music, art and local culture.
- Community events enhance community connections, community cohesiveness and tackles issues of isolation. Fitness classes will enhance the health and well being of our community.
- The whole community will benefit from the project including younger people, older people and gender specific groups. There is good access for people with disabilities.

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

Local people have expressed a clear woish for the hall to reopen – see 4.5 below

In terms of local plans:

2.8.1 of the Westplan highlights Acharacle as "a regional centre and is the site of local services……which serve a much wider hinterland". This points to the importance of the Hall as a centre for the for local community and beyond. Given it's proximity to other services it ensure accessibility and complementary services. The placemaking priorities highlighted in the plan include "to direct any commercial or community development to a central location within the village"; our project does exactly that.

In broader strategic terms one of the overarching outcomes for the Westplan is "Growing Communities". This includes expanded facilities and the creation of communities that are safe, attractive and healthy places to live. We believe a thriving, modern and sustainable village hall with associated activities works towards this end.

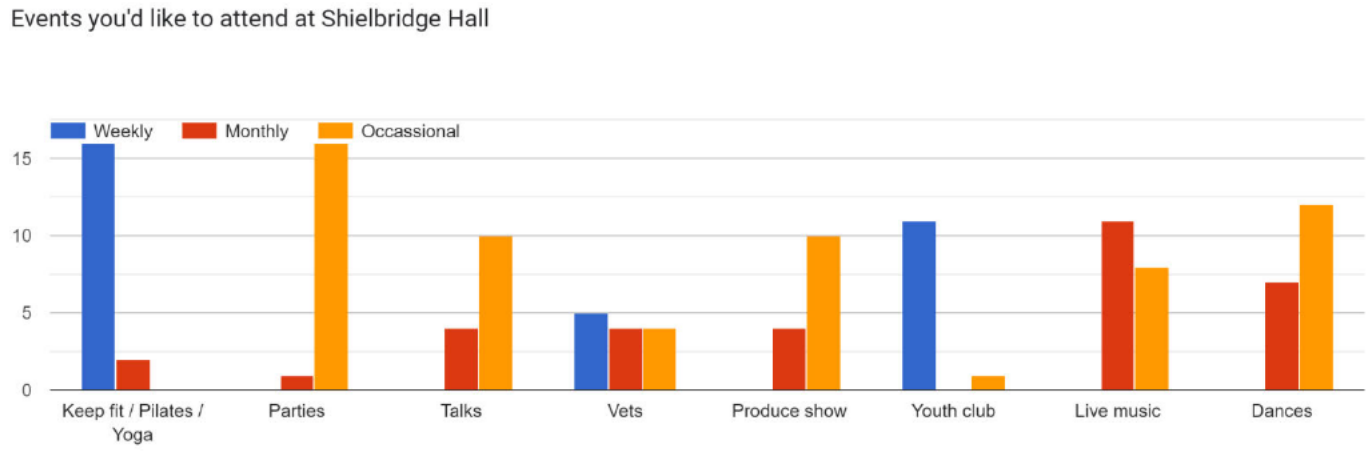
In addition a further outcome is "Environment and Heritage" which includes "High quality places predominate where…..built and cultural heritage is celebrated and valued assets are safeguarded". This project works towards that end.

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

We carried out a community consultation last year to gauge interest in the project. This was held at a local show which ws widely attended by people in the area and online. We received very positive responses to a range of suggestions.

- Weekly events included: pilates, yoga, vets surgery, produce shows, youth clubs, farmers' markets, Scottish dancing
- Monthly events included: Talks, live music, games, efficiency events
- Other occasional events included: parties, keep fit, first aid courses, bring and buy sales, art exhibitions, craft shows, performing arts.

Analysis of responses is as follows:



We also have a letter of support from the other major community organisation in our area, the Acharacle Community Company. They run our community centre which is a very different building type. It is largely a series of smaller rooms suitable for community meetings and smaller community events. They understand the need for a larger venue to meet the diverse needs of our community.

Survey spreadsheet and letter of support attached.

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

This project is to install a new fire alarm system. In terms of ongoing expenditure there is an annual maintenance fee (estimated to be £839.00 per annum). We are confident to meet this cost through hiring the hall facilities.

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

The lasting benefits will mean we can get the village hall open in the short term and start to re-establish youth groups, exercise classes, produce shows and a recognised venue for celebrations and cultural events. Each of these have their benefits in terms of youth development, health and wellbeing, local economy and cultural development. Together they help the community remain strong and resilient and contribute towards a thriving rural community where people are proud to live.

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.**

There are no negative environmental impacts; the installation of the new fire alarm has little environmental impact and its primary purpose is to minimise the risk of fire and therefore any carbon release into the atmosphere.

Once the hall is able to be open again we can proceed with the other project of a new roof, new insulation standards and a new heating system which is likely to massively increase energy efficiency and contribute towards our net zero ambitions.

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

We have involved local people in the development work at an early opportunity through both face to face and technology enabled consultation. This has enabled people to participate where they might otherwise have felt excluded. Feedback has included measures to support people with protected characteristics (i.e. people with disabilities and gender specific work.)

In terms of the longer term aims of the project we will use an equalities framework to ensure that diversity, equity and inclusion elements are considered in the mix of activities taking place at the hall. E.g. are there women's only classes available? Do we have activities facilitated in Gaelic where appropriate?

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 decleration template.(

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 ☐ N/A ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	**We currently have 6 volunteers. We donot employ people.**
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?	☐ Line 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.**

CRF overheads and management fees sur

Budget Heading	Details	Revenue/Capital	Amount (£)
New fire alarm	L3 standard alarm tomeet regulatory requirements	Capital	7,065.64

	Total revenue expenditure (£)	**0.00**
	Total capital expenditure (£)	**7,065.64**
	TOTAL PROJECT COST (£)	**7,065.64**

	VAT included in these costs?	Yes ☒ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	We asked 4 contractors to quote. We received one quote from the only contractor who is prepared to work in the area. Talking to others suggests this is a reasonable quote.
5.3	**Please explain how your project will achieve value for money.**	We have discussed with the contractor how best to achieve value for money – this has included installing a wireless system (slightly higher equipment costs but much quicker to install and so a reduction in installation costs which is important when contractors are travelling a distance). This will also future proof the installation as a wireless system can be easily moved and replaced if we do further building works in the future.

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

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐

6.3	**If yes, please detail.**	Volunteer time to oversee and project manage the installation.
6.4	**Please explain why public funding is required to deliver the project.**	We do not have enough money to cover this and the money we do have is required for ongoing maintenance and running costs. The project will develop a key community resource which will meet public funding objectives.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	As above, ongoing maintenance, insurance and other running costs such as utilities.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	There is not enough money available and what is available is needed for maintenance and running costs.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	The project is for the installation of a fire alarm and will not directly generate income.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	Other local venues are supportive of the project as the Hall is the only larger venue locally and is not in competition with others.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Our income streams are not reliable enough.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
CRF revenue funding for feasibility project to replace roof and review energy use	01/09/2023	£9,532.50	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

		Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Graham Finegold**		**Date:** 22/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2302

Organisation: Shielbridge Hall Committee

Project Title: Installation of new L3 Fire Alarm

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

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

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

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	New	**2 per week**
Wellbeing support initiative	New	**2 per week**
Spaces for people	New	**3**
Initiatives that enable communities to stay socially connected	New	**6 per week**
Community-led projects supporting community ownership or management of assets, services, or activities	New	**1**
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	Safeguarded	**1**
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	Improved	**1**
Local amenities	Safeguarded	**1**
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

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

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